

# Annex 11: Terms of Reference

## 1. Background

The Evaluation Department of Danida (EVAL) is planning an independent evaluation of the Danish climate change funding to developing countries. The evaluation shall provide evidence of the outcomes of the climate change funding for forthcoming international policy dialogue on climate change and provide evidence for design and implementation of any future Danish support to climate change finance in developing countries, including addressing climate change in future Danida supported country programmes.

The Danish climate change funding for developing countries is dominated by the Climate Envelope, which is the funding mechanism established as Denmark's contribution to Fast Start Finance initially after the non-binding agreement at the UNFCCC COP15. The Danish Climate Envelope provides additional financing for mitigation and adaptation to climate change in developing countries. From 2008 to 2012 the Danish commitment has been about 1.5 billion DKK and a similar amount is expected to be committed from 2013 to 2015.

A number of bilateral and multilateral interventions have been supported from the Climate Envelope through various funding modalities. For example, there was support to the Climate Investment Funds (CIF) and Least Developed Countries Fund (LDCF), and to bilateral programmes, e.g. in Vietnam, Bangladesh, Indonesia and Kenya. Until 2011 the Climate Envelope was solely managed and implemented by the Ministry of Foreign Affairs (MFA). Since 2012 the annual Climate Envelope grants are divided equally into a Global Frame coordinated by the Ministry for Climate, Energy and Building (KEBMIN) and Poverty Frame coordinated by MFA, who still have the overall administrative responsibility for the Climate Envelope.

The evaluation will mainly focus at a prioritized selection of activities from the Climate Envelope portfolio, but will also include other Danish support relevant to address climate change funding in particular in bilateral programmes. For multilateral interventions it is noted that an evaluation of CIF as well as a number of other evaluations of climate change interventions are ongoing and near completion. EVAL jointly with the GEF evaluation department has previously carried out an evaluation of LDCF (2009).

## 2. Objective of the Consultant's assignment

The Consultant shall carry out an independent evaluation of Denmark's climate change funding to developing countries for the Evaluation Department of Danida (EVAL). In accordance with OECD/DAC Quality Standards for Evaluation (2010) and the Danida Evaluation Guidelines (2012), the evaluation must be based on a clearly outlined methodology.

The principle of independence of the evaluation is applied. The Consultant will therefore identify what support from the Climate Envelope and other Danida climate change support will be prioritized in the evaluation. This selection is not part of the tender but will be decided in the inception phase. Due to

the planning of the evaluation and also to facilitate the tenderer's selection of team members and approach it has been decided that the case countries are Kenya and Vietnam. The Consultant is expected also to draw on the experiences from other supported countries but in lesser detail.

The aim of the ex-post evaluation of the Danish Climate Change Funding and in particular the Danish Climate Envelope is to provide evidence of how the Danish funding to address climate change has delivered results according to the objectives of the financing for climate change adaptation and mitigation in developing countries.

The objective of the evaluation is to assess:

- The evidence of impacts and outcomes, effectiveness, efficiency and sustainability and lessons learned of the climate change financing approaches and policy advocacy by Denmark after COP15 in various global platforms and multilateral interventions.
- The evidence of impacts and outcomes, effectiveness and lessons learned of the bilateral climate assistance by Denmark with emphasis on synergies and added value to national processes including climate change policy, action plans and implementation.

The evaluation will be forward looking and should provide recommendations for a real time evaluation of the ongoing and planned Danish climate change funding to developing countries.

### **3. Outputs**

The following outputs are expected from the first ex-post phase of the evaluation:

- The main output is an evaluation report synthesizing the findings, conclusions and recommendations from the evaluation, including mainly the fast start and climate envelope commitment period (2008-2012) but also other related support (maximum 50 pages plus annexes).
- A process manual for a real time evaluation of the Climate Envelope in a second phase of the evaluation covering commitments and results 2013 and beyond.

Further details on the evaluation outputs and the period to be covered are included in the evaluation approach paper.

### **4. Scope of work and activities**

The evaluation approach paper is made available with these Terms of Reference for the evaluation. The evaluation approach paper outlines the purpose and scope of the evaluation as well as the evaluation questions and the prioritised climate change interventions to be evaluated. In addition, the evaluation approach paper provides an overview of the management and process action plan of the evaluation.

The evaluation is planned to be carried out in two phases. The first phase will include an ex-post evaluation of the climate change commitments made until end 2012 and implemented until end of 2013. Several of these supported activities will be ongoing, but near completion during the evaluation.

The second phase of the evaluation includes a real time evaluation that will be carried out until mid 2016, mainly covering activities committed from 2013 and beyond but also results from earlier commitments. As noted above, a format for the real time evaluation in the second phase is an output of the first phase.

## **5. Reporting**

In addition to the reporting described for the evaluation outputs, the Evaluation Team shall prepare an Inception Report including a detailed Work Programme. The inception report shall include an elaborated methodology of the evaluation, including the design, approach, data collection strategy and methods, analytical framework and reporting outline. This will be a further elaboration of the approach and methodology already presented in the tender proposal. The inception report will also include the proposed portfolio to be included in the evaluation. The Evaluation Team will present the inception report to the Evaluation Management before the evaluation analysis is commenced.

Relevant documentation of the evaluation process and data including reports from field visits, raw data collected, survey data, progress reports, minutes of meetings, QA reports, presentation and similar shall be properly organised and included as part of the reporting (on a CD-ROM to be submitted with the evaluation report).

The evaluation outputs will all be submitted to the responsible contact person in EVAL and must comply with the EVAL guidelines for report writing and layout which can be found at [www.evaluation.dk](http://www.evaluation.dk) (under reference documents).

## **6. Organisation of the evaluation**

The Evaluation Department (EVAL) in the Danish Ministry of Foreign Affairs will assume the role of Evaluation Manager. Management of the evaluation will follow the Danida Evaluation Guidelines (2012) and OECD-DAC quality standards (2010). The evaluation will be informed by an Evaluation Reference Group to be appointed by EVAL. Further details on the evaluation management are included in the evaluation approach paper.

## **7. Specification of the inputs by the Consultant**

The evaluation is expected to be carried out by a team of four consultants, including consultants who have considerable experience with climate change issues at the international level and consultants with working experience in the regions (East Africa and Southeast Asia) of the selected case countries.

The tender proposals prepared by the tenderer shall include:

- An initial elaboration of the proposed evaluation approach and methodology including approach for data collection and validation,
- Approach and criteria for selection of evaluation themes and priority selection of climate change funding programmes and projects (the tender proposal shall not include selected programmes and projects; these will be decided in the inception phase in dialogue with EVAL).

- An outline of an initial evaluation framework/matrix and evaluation plan (to be further elaborated in the inception report),
- A draft work plan for ex-post evaluation (Phase 1) with relevant process milestones,
- A brief initial outline of a proposed approach to the real time evaluation (Phase 2),
- Comments to the terms of reference and evaluation approach paper.

The Consultant should be able to draw on a combination of expertise with regards to evaluation planning and methodology as well as expertise in the field of climate change adaptation and mitigation and international policy related to climate change in developing countries.

The Evaluation Team is required to have:

- Proven capacity and extensive experience in management and conduct of complex evaluations,
- Strong understanding and experience in working with topics relevant to addressing climate change adaptation and mitigation,
- Strong understanding and experience in work involving partnerships and relationships with multilateral agencies, national/government agencies, civil society organisations and development organisations,
- Capacity and experience with evaluating policy dialogue and advocacy at national and international levels.

The evaluation team is expected to consist of four team members: two team members with international experience, who will be involved in all aspects of the evaluation, and two team members with substantial regional experience from South East Asia and Eastern Africa. The team leader and team members are expected to complement each other so that the specific profile of the proposed team leader should have implications for the profiles of team members (and vice-versa). All suggested profiles will be assessed with a view to the role, competences and tasks they are suggested to cover in the team.

The evaluation team must include at least one member with knowledge of relevant Danish strategies and aid modalities. At least one team member must be able to read and understand Danish. A gender balanced team is preferable.

The tenders should clearly state who of the proposed team members cover which qualification criteria. The team must contain experiences with evaluation methodologies and tools that are proposed for the evaluation.

#### Qualifications International Evaluation Expert (Team Leader)

The Team Leader will be responsible for the overall management of the assignment, the team's reporting to and communication with Danida EVAL and will participate in meetings with EVAL as well as with the Reference Group and other relevant stakeholder forums, as requested by EVAL. The Team Leader is also responsible for the delivery of the outputs and thus should have experience in

managing multi-disciplinary teams, producing high quality reports and working to meet demanding deadlines.

#### General qualifications

- Relevant higher academic degree. A profile with major emphasis on development issues, preferably with a minimum of 15 years of relevant and recent professional experience,
- Experience as team leader for multi-disciplinary teams.

#### Adequacy for the Assignment

- Extensive experience leading evaluations of development assistance with an extensive knowledge on and experience from evaluation approaches and application of evaluation methods, including theory based evaluations and contribution analysis (at least three substantial references as team leader for complex evaluations).
- Extensive knowledge of development policies, delivery mechanisms including support to multilateral agencies, civil society, harmonization and alignment, gender equality and types of modalities for development cooperation, including bilateral interventions.

#### Experience in the region and language

- Proficiency in English
- Experience from developing countries, including Danida partner countries.

#### Qualifications of the International Climate Change Expert

##### General qualifications

- Relevant higher academic degree.
- At least 10 years of relevant professional experience from development cooperation; recent experience preferred.

##### Adequacy for the Assignment

- Substantial experience within climate change and development policy development and climate financing (at least four substantial references), preferably covering both bilateral and multilateral interventions.
- Experience with complex evaluations or larger reviews of development cooperation (at least two references).
- Experience in the region and language
- Proficiency in English.
- Experience from developing countries, including Danida partner countries.

#### Qualifications of Regional Expert I (South East Asia)

## General qualifications

- Relevant higher academic degree.
- At least 8 years of relevant professional experience from development cooperation; recent experience preferred.

## Adequacy for the Assignment

- Specific profile on one of the following topics (at least four references for the specific topic from South East Asia) (the two regional experts should cover different profiles):
  - Gender and human/social rights inclusion in development programmes in relation to climate change
  - Development and execution of national and local climate change policies and strategies.
  - Climate change finance and investments (both mitigation and adaptation investments).
- Other relevant experience with climate change and development in South East Asia from bilateral and regional interventions (at least two references).
- Experience with independent evaluations of development cooperation or larger thematic reviews (at least two references).

## Experience in the region and language

- Proficiency in English.
- Regional experience from South East Asia (regional programmes and several countries). Relevant experience from Vietnam is an added value, but experience only from Vietnam is not sufficient.

## Qualifications of Regional Expert II (East Africa)

### General qualifications

- Relevant higher academic degree.
- 8 years of relevant professional experience from development cooperation; recent experience preferred.

### Adequacy for the Assignment

- Specific profile on one of the following topics (at least four references for the specific topic from Eastern Africa) (the two regional experts should cover different profiles):
  - Gender and human/social rights inclusion in development programmes in relation to climate change
  - Development and execution of national and local climate change policies and strategies.
  - Climate change finance and investments (both mitigation and adaptation investments).
- Other relevant experience with climate change and development in Eastern Africa from bilateral and regional interventions (at least two references).

- Experience with independent evaluations of development cooperation or larger thematic reviews (at least two references).

Experience in the region and language

- Proficiency in English.
- Regional experience from Eastern Africa (regional programmes and several countries). Relevant experience from Kenya is an added value, but experience only from Kenya is not sufficient.

## **8. Requirements for the Consultant's Home Office Management, technical back-up, quality assurance (QA) and Business Integrity Management**

The Consultant's home office support shall provide the following, to be covered by the Consultant's overheads:

- General home office administration and professional back-up;
- Implementation of the business integrity management plan as described in the Consultant's application for qualification and specified in the Consultant's technical tender;
- Quality assurance (QA) of the consultancy services in accordance with the Consultant's quality management and quality assurance system, as described in the Consultant's application for qualification and specified in the Consultant's technical tender.

The technical tender shall include a detailed description of the proposed QA, to demonstrate the capacity of the Consultant to implement and verify a full QA programme. The Tenderer should select a person who is not a member of the evaluation team to be responsible for QA. The CV of this person shall be included in the technical tender. All QA activities should be well documented and be provided as part of abovementioned reporting of the evaluation process.

## **9. Eligibility**

The DAC evaluation principles of independence of the Evaluation Team will be applied. In situations where conflict of interest occurs, candidates may be excluded from participation, if their participation may question the independence and impartiality of the evaluation. It is the responsibility of the bidders to inform the tender committee about any potential issues of conflict of interest. The final decision on eligibility, however, rests with the tender committee.

Any firm or expert participating in the preparation or implementation of a project or programme directly related to the Denmark's climate change funding may be excluded from participation in the tender, unless the involvement does not constitute unfair competition.

## **10. Financial inputs**

The Consultant's financial proposal shall include all cost for key personnel fee and staff related expenses as well as project related expenses in accordance with Appendix 3, and any fixed amounts,

which the Consultant shall include for any special purposes for the assignment, e.g. cost of arranging seminars or study tours, funds to be administered by the Consultant, etc.

The maximum budget for the evaluation including provisional sums is 4.0 million DKK. The maximum budget for Phase 1 of the evaluation is 2.5 million DKK. The budget for the optional Phase 2 of the evaluation is 1.5 million DKK.

In the price proposal the tenderer shall include a provisional sum of 100.000 DKK for Phase 1 and 50.000 DDK for Phase 2 for workshops and other dissemination. The evaluated price proposal is the sum of the price for Phase 1 and Phase 2 less the provisional sums.

## **11. List of Background Documents**

For the invitation to tender of the evaluation the only enclosed background document is the Evaluation Approach Paper (March 2014).

Danida EVAL has compiled background documents for the evaluation that will be made available to the selected evaluation consultant.

## **12. Time Schedule**

A process action plan is included the Approach Paper.

The launch of the evaluation is expected to be June 1, 2014. The evaluation will begin with an inception phase with an inception report by August 1, 2014. This is followed by country visits and other information gathering and initial analysis. An interim report on progress is scheduled for October 2014 preferably to coincide with the planned IPCC meeting in Copenhagen. A draft evaluation report is expected probably in April 2015 and the final evaluation report is expected in June 2015.

Phase 1 is for 12 months and the optional Phase 2 is for an additional 12 months. A decision of the continuation with the same Consultant for the Phase 2 will be made not later than one week after the draft evaluation report has been submitted (April 2015)