

## Terms of Reference for M&E Consultant

### Monitoring & Evaluation consultant, as part of LCEE and CCAM (CCM) projects

#### 1. Background

##### LCEE

The Governments of Vietnam and Denmark have initiated a long-term dialogue on low carbon transition within the energy sector in Vietnam, specifically targeting energy efficiency initiatives. This dialogue builds on the present cooperation within energy efficiency under the climate change adaptation and mitigation programme (2008-2015) which provides targeted budget support to the Vietnam Energy Efficiency Programme (VNEEP, 2006-2015). In support of the dialogue on low carbon transition, the Global Framework under the Climate Envelope 2012 has funded a project on energy efficiency in Viet Nam.

The “Low carbon transition in the energy efficiency sector” (LCEE) project /Ref. 1/ supports the second phase of the Vietnam Energy Efficiency Programme (VNEEP). LCEE consists of two components: The first supports Ministry of Industry and Trade (MOIT) in promoting energy efficiency in the Small and Medium Enterprise (SME) sector with a focus on the brick, ceramic and food processing industries while the second provides support to Ministry of Construction (MOC) in implementing the new energy efficiency building code (EEBC) for new large buildings.

The project was signed in November 2012 with an overall budget of 65 million DKK over the 3 year period (2013-2015) divided between targeted programme budget support to MOIT and MOC, direct technical assistance and a financial mechanism to support EE investments of SMEs.

LCEE started in implementation in the late of 2013 and has been planned to extend its activities to June 2017.

##### CCAM

Vietnam is one of the five countries foreseen the most affected by climate change. As a result, Vietnam and Denmark decided in the middle of 2007 to deepen their already established cooperation within climate change, and formulated a national program with two components: Climate Change Adaptation and Mitigation (CCAM).

The first component will support the implementation of the National Target Programme to Respond to Climate Change (NTP-RCC) both overall and specifically in the two climate vulnerable provinces Ben Tre and Quang Nam. The focus of the NTP-RCC is on climate change adaptation and the component will therefore focus on this. The lead agency for the NTP-RCC is Ministry of Natural Resources and Environment (MONRE). The component is called CCA-NTP.

The second component will support climate change mitigation through the Vietnam Energy Efficiency Program (CCM – VNEEP) under the lead agency mandate of the Ministry of Industry and Trade (MOIT). The component is named CCM-VNEEP.

This TOR thus adheres to the two components of the LCEE project, and the CCM-VNEEP component of the CCAM programme.

For measuring indicators of the success of the projects, M&E indicators have been drafted and needed to be revised. The EDK is seeking a Consultant for implementing and reviewing the M&E indicators and create suitable files for monitoring and evaluating three mentioned above components.

## 2. Objectives

- 1) Support the project team to ensure the results of LCEE implementation by using available project documents to create M&E suitable files for monitoring & evaluating of progress of its activities.
- 2) Support the project team to review, follow up on completed results and monitor outputs of CCM-VNEEP component.
- 3) Supporting VNEEP in other M&E activities to ensure the VNEEP successes.

## 3. Major Scope and Methodology for M&E

### *Scope:*

Conduct M&E activities for whole LCEE and CCM-VNEEP and partly for VNEEP, starting from the beginning to the end of the project and programme implementation.

Manage and up-date information in the new built M&E files.

Write M&E reports on status of these LCEE, CCM-VNEEP components.

### *Methodology:*

The following is short description of methods required used by M&E consultant:

- Analyse the project documents to finalise the M&E indicators and methods of their calculation, according to the relevant Danida guidelines for LCEE and CCAM projects and to MOIT requirements for VNEEP.
- Operate the indicators such that the achievement indicators can be documented.
- Develop the spread sheets, evaluation forms, questionnaires etc. as required.
- Collect data and insert data into M&E files and use them for each year reporting of the project to secure that the M&E results can be an updated as part of the progress reports as well as the final reports.

Coordinate and work as in a team with involving staff and organizations to verify information sources of progress of LCEE, CCM-VNEEP and VNEEP implementation.

### *Specific requirement for M&E of the project components are following:*

Based on thematic objectives and planned targets of each programme implementation, a collected set of time-series data show impact indicators in terms of evidences of status, interim outputs and outcomes of LCEE and CCM-VNEEP in the whole projects' life time. (See Annex 1: M&E indicators as an example).

## 4. Expected outputs

- 1) An established and maintained simple database files in standard software encompassing the relevant VNEEP indicators as well as the dedicated M&E indicators under the Danish-Vietnamese cooperation through LCEE and CCAM-VNEEP, together with a structured electronic folders with documentation of the monitoring.
- 2) Ad-hoc reports to the EDK, LCTU and EECO liaisons officers containing an overview of the status of M&E system establishment and data collection (with annexed database extracts) and a list of arising problems and suggestions for mitigation if they are required.
- 3) M&E annual reports to the EDK, LCTU and EECO liaisons officers containing:
  - i. A complete overview of the indicators, reporting system and the completion of the project objectives.
  - ii. Project activities and mitigation measures implemented, and impact of applied mitigation measures.
  - iii. A narrative of the status of M&E files and indicators established and operated.

- iv. A list of problems encountered during the year.
- 4) Being available to support any future independent program evaluations commissioned by EDK, LCTU and EECO.

## **5. Method of working**

- The M&E consultant will be requested creatively and independently to coordinate with related stakeholders, to create, gather and update M&E files of results of LCEE and CCM-VNEEP and VNEEP based on trusted data sources from the start of LCEE and CCM-VNEEP and VNEEP to their completion.
- Writing ad-hoc and annual up-dated reports of success/fail indicators submitted to MOIT, EDK and MOC.
- Working place of the M&E consultant is at the LCEE PMU office of MOIT. Regularly submit monthly planned and completed works and working schedules to the LCEE Project Vice Director/Project coordinator.
- The M&E consultant will work closely with the PMU, GIF AMU, MOC LCEE staff, ECCO staff and the Climate Change programme manager at EDK (listed in part 10).

## **6. The required qualification and experience**

- An university/college bachelor/master degree in one of the related fields: informatics, energy, business, economics, statistics areas or other related fields.
- At least 5 years experienced in M&E field-work: M&E development experience, data logging and analysis experience, etc.
- Experienced working with ministerial and/or internationally M&E components.
- Good writing skills, proficient in data management, computer and internet.
- Good English skills in reading, writing and speaking.
- Good skills in team work.

## **7. Timing**

The contract will run as a full time contract from 1<sup>st</sup> September 2015 until 31<sup>st</sup> August 2016.

## **8. Budget**

The budget should reflect the qualifications of the expert according to the EU/UN cost norms.

In addition, expenses related to visiting focal provinces will be covered upon request and documentation according to the EU/UN cost norm.

## **9. List of references / background documents**

Contact LCEE PMU Office to get following documents:

Ref.1. Final Project Document: Low carbon transition on the energy efficiency sector Vietnam, October 2012

Ref. 3 LCTU indicators Vietnam

## **10. Resource persons:**

- EECO: Trinh Quoc Vu, LCEE project manager and Head of EECO department
- EDK: Ms. Viet Tran Hong, Climate Change program manager;
- MOC: Mr. Nguyen Trung Hoa, Director of Department of Science, Technologies and Environment;
- National Energy Adviser Mr. Nguyen Xuan Quang, LCEE PMU;

- Local Project Coordinator Ms. Pham Thi Hanh Nhan, LCEE PMU;
- MCEB: Mr. Jorgen Hvid, team leader for the LCTU Vietnam program;
- AMU: Amarnath Reddy, Senior Adviser of GIF;
- Mr. Pham Tuan Anh, National Advisor for Building component;

**11. Annex 1. Low Carbon Transition in the Energy Efficiency Sector Vietnam Monitoring Framework - draft November 2014 based on indicator system agreed by PMU/MOIT in April 2014 (attached)**

Thematic Programme		Low Carbon Transition in the Energy Efficiency Sector in Vietnam	
Thematic Programme Objective		Improved energy efficiency in small and medium enterprises and buildings in Viet Nam contributes to sustainable development and a transition to a low carbon economy.	
Impact		GHG emissions are reduced and Vietnam is supported in achieving sustainable, low carbon development.	
Impact indicator 1		Direct emission reduction (attributable to SME activities)	
Baseline	Year	2013	Energy consumption (and GHG emission) before project implementation To be established based on pre-check reports of supported projects.
Target	Year	2017	20-60% energy savings in financed production processes, corresponding to a minimum of 30,000 MWh/year of electricity/fuel.
Planned evidence	Year	2017	pre-checks and post-checks of enterprises participating in the financial mechanism as well as demo-projects
Status	Year	March 2015	Financial mechanism launched, first application received, several more under development,
Interim evidence	Year	2015	Projects realised and checked corresponding to 5,000 MWh/year of savings.
Impact indicator 2		Broader/indirect emission reduction (in continuation of SME activities). EE implemented in other sectors and/or other provinces as a longer term result of the LCEE program.	
Baseline	Year	2013	0
Target	Year	2017	30,000 Meh/year of electricity/fuel realised through projects realised as a result of the project activities but without direct support from the financial mechanism.
Planned evidence	Year	2016	Survey among SMEs and energy efficiency service providers to verify the number and scope of EE projects realised indirectly as a result of the LCEE project
Status	Year	2014	EESP survey undertaken, a short list of EESPs developed, interviews held with 6, more interviews planned, with the aim to identify training needs.
Interim evidence	Year	2015	Survey to be held 3 <sup>rd</sup> quarter 2015 to show evidence that EESPs have concrete benefit of LCEE in their effort to reach the market with EE products.
Impact indicator 3		Direct emission reduction (attributable to building component	

Baseline	Year	2013	Power consumption at existing building standards: 312 kWh/m <sup>2</sup> /year (UNDP) – to be up-dated
Target	Year	2017	Expected power consumption at new building standards: 250 kWh/m <sup>2</sup> /year.
Planned evidence	Year	2017	Reduced power consumption in demonstration buildings x marginal emission factor for existing power plants. Actual power consumption 2 demonstration building under new standards
Status	Year	March2015	So far, it has not been possible to identify and initiate collaboration on demo projects.
Interim evidence	Year	2015	Two demo-projects have been identified. DEMO design collaboration has been completed.
Impact indicator 2		Broader/indirect emission reduction (in continuation of building activities).	
Baseline	Year	2013	Current power consumption: KWh/m <sup>2</sup> (see above)
Target	Year	2017	Reduced power consumption for all new office buildings (average over 5 years) x enforcement %. Longer-term transformational effect as EEBC is gradually tightened.
Planned evidence	Year	2017	Indication of application of the training delivered through a survey among trainees of the program.
Status	Year	March 2015	Training material developed. Training of trainers planned to take place during April 2015.
Interim evidence	Year	2015	Survey 3 <sup>rd</sup> quarter 2015 to indicate that trainees are making use of the knowledge acquired in design jobs.
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Engagement (SME component)	Title	<b>Support to VNEEP programme within energy efficiency in Small and Medium Scale Industries</b>	
Outcome 1		Provincial governments adopt energy efficiency policies and programs for SMEs in at least 3 sectors	
Outcome indicator		Energy efficiency policies and programs for SMEs adopted in at least 3 sectors	
Output 1		Policy development and mainstreaming.	
Output indicator 1.1		Provincial Governments have promulgated energy efficiency and conservation policies/programs and developed action plans to promote the application of energy efficiency and conservation technologies/ measures.	
Baseline	Year	2013	Policy review of 10 provinces establishes the baseline.
Target	Year	2017	At least 5 provincial governments within at least 3 different sectors actively promote the application of EE
Planned evidence	Year	2017	Specific measures adopted in at least 5 provinces as confirmed through a survey.
Status	Year	March	Policy review drafted providing the baseline of 10 provinces.

		2015	
Interim evidence	Year	2015	Survey 3 <sup>rd</sup> Quarter confirms that at least 5 provincial authorities have embarked on new activities to improve policies and policy implementation following the project activities.
Outcome 2		Service providers competent and available	
Outcome indicator		Short and medium term effect of output 2, measured in the form of survey of service providers, SMEs and industry associations at the end of the project	
Output 2		Improved institutional capacity and decision-making.	
Output indicator 2.1		Service providers have received capacity building in provision of energy efficiency services.	
Baseline	Year	2013	No service providers received training.
Target	Year	2017	Target: at least 30 service providers in at least 3 sectors.
Planned evidence	Year	2017	A survey confirms that at least 15 service providers have improved their business models/products/marketing strategies and that this has improved their sales portfolio.
Status	Year	March 2015	A survey of more than 100 EE service providers has been drafted, and a shortlist of 20 has been made. Interviews are being performed to assess the training needs.
Interim evidence	Year	2015	At least 20 providers have been trained according to the needs assessment. The 3 <sup>rd</sup> quarter survey indicates that at least 10 of these are adopting the capacity building in their business.
Outcome 3		SMEs aware of energy efficiency potential and energy efficiency in brick and ceramic sectors and in food processing sector	
Outcome indicator		At least 300 SMEs confirm that they have changed their behaviour concerning investments and/or operations following information provided by the project.	
Output 3.1		Technologies and Danish expertise leveraged in bricks, ceramics and food processing markets in Vietnam	
Output indicator 3.1.1		SMEs have participated in events where they have been made aware of energy efficiency potential, technical solutions, sources of technical support and financial sources.	
Baseline	Year	2013	No SMEs have been approached.
Target	Year	2017	Target: at least 500 SMEs within at least 3 sectors.
Planned evidence	Year	2017	Reports of events confirm that at least 500 SMEs have been exposed to Danish knowledge and expertise.
Status	Year	March 2015	Preliminary survey of 800 SMEs as well as fact sheets of energy efficiency improvement opportunities for 2 sectors (bricks, and food processing)

			available. The food sector study has been disseminated to a range of EE service providers. A homepage has been developed providing information about EE opportunities.
Interim evidence	Year	2015	Reports of events confirm that at least 250 SMEs have been exposed to Danish knowledge and expertise.
Output indicator 3.1.2		Energy efficiency projects implemented in brick and ceramic and food processing sectors.	
Baseline	Year	2013	No new SMEs have implemented EE measures in the targeted sectors.
Target	Year	2017	Target: at least 150 projects implemented in the brick and ceramic sectors and at least 3 projects demonstrated in the food-processing sector.
Planned evidence	Year	2017	At least 100 projects have been implemented through the Financial Mechanism. At least 50 projects have been implemented indirectly following training of service providers or SME as confirmed in a survey.
Status	Year	March 2015	Preliminary survey and fact sheets for 2 sectors (bricks and food processing) available. Financial mechanism launched January 2015. First application received, several underway.
Interim evidence	Year	2015	At least 30 projects implemented as evidenced by the financial mechanism reporting.
Output indicator 3.1.3		Long-term commercial partnerships established. Evidence of a partnership such as an agreement on cooperation, a contract for goods or services or equivalent.	
Baseline	Year	2013	0
Target	Year	2017	At least 2 partnerships between Vietnam and Denmark in at least one sector.
Planned evidence	Year	2016	At least two agreements made between Danish and Vietnamese EE suppliers as per survey.
Status	Year	2014	Review of suppliers to seafood industry in VN and DK undertaken. Interested parties identified on both sides.
Interim evidence	Year	2015	Survey of 3 <sup>rd</sup> quarter of 2015 to confirm that contacts have been established between at least 1 supplier in VN and one in DK aiming at establishing a partnership.
Output 3.2		In-country co-benefits	
Output indicator 3.2.1		Gender equality	
Baseline	Year	2013	?
Target	Year	2016	Not applicable
Planned evidence	Year	2016	Not applicable
Status	Year	2014	?



Interim evidence	Year	2015	
Output indicator 3.2.2		Local as well as global environmental impacts reduced.	
Baseline	Year	2013	0 projects implemented as a result of the LCEE project
Target	Year	2017	At least 15,000 tons of CO2 abated as a direct consequence of the projects implemented under the LCEE project. -
Planned evidence	Year	2016	Reporting of the Financial Mechanism projects.
Status	Year	2014	?
Interim evidence	Year	2015	1,000 tonnes abated as per financial mechanism reporting.
Output indicator 3.2.3		Occupational health: Not applicable due to lack of statistics.	
Baseline	Year	2013	
Target	Year	2016	
Planned evidence	Year	2016	
Status	Year	2014	
Interim evidence	Year	2015	
Output indicator 3.2.4		Not applicable due to lack of statistics.	
Baseline	Year	2013	
Target	Year	2016	
Planned evidence	Year	2016	
Status	Year	2014	
Interim evidence	Year	2015	
Outcome 4		SMEs can better access finance for energy efficiency initiatives	
Outcome indicator		Financial mechanism established and a long-term model agreed.	
Output 4.1.		EE investment fund established and operational.	
Output indicator 4		Agreements signed with fund holding bank and at least one lending bank. An AMU has been established.	
Baseline	Year	2013	No SME investment established.

Target	Year	2017	30-50 projects supported (2015-17), continuation scheme agreed (2016), indicative support from other donors received
Planned evidence	Year	2017	At least 30 projects supported as per reporting of the Financial Mechanism.
Status	Year	March 2015.	Alternative models analysed (2013) and FM model agreed (2014). RfP issued (2014), Contract signed with FHB (2014), lending banks approached (2014), FM launched Jan. 2015. Two international donor organisations approached regarding future collaboration.
Interim evidence	Year	2015	At least 15 application forms processed and endorsed.

Engagement Title		<b>Energy efficiency in new large buildings</b>	
Outcome 5		Energy use in new buildings reduced through implementation of mandatory minimum energy performance standards (MEPS) for new buildings	
Outcome indicator			
Output 5.1		Policy development and mainstreaming.	
Output indicator 5.1		Framework conditions for energy efficiency in new buildings improved	
Baseline	Year	2013	An “Energy Efficiency Building Code” (EEBC) exists on paper and has been approved by the Vietnamese government but there is no implementation.
Target	Year	2017	Implementation assistance has been provided to the MoC, including data on the level of compliance by 2016.
Planned evidence	Year	2016	Implementation plan for the EEBC developed. Assistance provided to new MOC circular on EEBC implementation.  Roll-out of the EEBC monitored and evaluated. Recommendations provided to the MOC with regard to a revised version of the EEBC.
Status	Year	2014	Assistance has been provided to new MOC circular on EEBC implementation.
Interim evidence	Year	2015	Implementation and monitoring plans for the EEBC developed.
Output 5.2		Improved institutional capacity and decision-making.	
Output indicator 5.2		Capacity increased for implementing the building code leading to gradual compliance for all new buildings.	
Baseline	Year	2013	Building sector practitioners (e.g. architects, engineers and construction companies) have virtually no awareness of the EEBC, let alone knowledge about how to comply in practice and in a cost-efficient way.
Target	Year	2017	At least 300 practitioners plus key staff from Architectural Universities in Hanoi and Ho Chi Minh City has awareness of the EEBC and basic understanding of how to comply.
Planned evidence	Year	2016	Training materials developed.

			Training has been carried out and trainees' skills tested.
Status	Year	2014	Draft training materials (approximately xx PowerPoint-slides) have been completed and submitted to the MoC for comments.
Interim evidence	Year	2015	At least 100 practitioners have been trained and tested.
Output 5.3		In-country co-benefits	
Output indicator 5.3		Gender equality (not applicable)	
Outcome 6		<i>Energy efficiency design advice provided for 2 demonstration buildings.</i>	
Outcome indicator		Energy use in new buildings reduced through implementation of mandatory minimum energy performance standards (MEPS) for new buildings	
Output 6.1		Danish expertise leveraged to assist in the design of two demo buildings	
Output indicator 5.4		Advice provided on energy efficiency during the design phase and follow-up provided during the construction phase	
Baseline	Year	2013	No demo-building exists-
Target	Year	2016	Two demo buildings exist and are in use as such.
Planned evidence	Year	2016	Buildings exist and energy audits confirm that they comply with the EEBC. Technical and/or architectural solutions applied in the buildings are used as examples on how to comply and save energy in a cost-efficient manner. This may be evidenced through one or more documented examples of: <ul style="list-style-type: none"> <li>- study visits to the buildings</li> <li>- use of examples in training for architectural or engineering students</li> <li>- use of examples in training for practitioners</li> <li>- use of examples in training for MoC/DoC officials</li> <li>- use of examples in public or commercial information to one or more target groups (in print or through web-site/app)</li> </ul>
Status	Year	2014	Framework agreement developed. Search for potential demo-projects has been conducted. (Talks/meetings with xx potential candidates).

			An agreement was signed regarding a Hoa Sen University campus building but, unfortunately, the project was stopped by an unforeseen building permit problem (with no relation to EE).
Interim evidence	Year	2015	Final agreements with two projects must have been signed before May 2015.  Time schedules for the projects in question must have completion dates before the end of 2016 and this must appear possible to achieve. Judgement on this must be positive also by late 2015.
Output 6.2			
Output indicator 5.5		Partnership mechanism in place that will enable MOC and others to access state of the art policy and regulatory competence from Denmark within energy efficiency and low carbon transition in buildings.	
Baseline	Year	2013	No mechanism exists.
Target	Year	2016	MoC and other stakeholders in Vietnam have become aware of Danish results and competence in the area and have personally met with Danish experts who can provide assistance in questions related to EE policy and regulation.  Formally, MoC has been granted access to MCEB competence through the signing of a MoU between the two ministries.
Planned evidence	Year	2016	Policy makers have participated in an EE policy study tour to Denmark, and have met key stakeholders in Danish EE-in-buildings implementation.  Workshop in Vietnam has taken place.  MoU signed.
Status	Year	2014	Target has been met.
Interim evidence	Year	2015	