

## Terms of Reference

### End-evaluation in the North of Armenia

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#### 1. Project Information

<b>Project Title:</b>	<b>“ Promotion of living conditions and health through the use of solar energy in marginalised households in the north of Armenia”</b>
<b>Project Number:</b>	BMZ PN: 5178; DCV PN: P. 301-2020-002
<b>Project Period:</b>	01.06.2021 – 31.12.2024
<b>Project Evaluation Period:</b>	01.06.2021 – 30.08.2024
<b>Overall Budget:</b>	€728.981,00
<b>Project Donors:</b>	BMZ PT
<b>Project Partner:</b>	Caritas Armenia

#### 2. Background information and Context

##### a. Background

More than 50 villages in the Shirak region are currently not connected to the natural gas grid. Manure and wood are the most important energy sources for heat supply here. In addition, fuel materials such as plastic bottles, paper, old clothes, tyres, and other types of waste are used. The stoves used in the HHs are suitable for burning all solid materials and are usually used to heat water in winter. According to a study by GIZ Armenia, about 43% of the heat energy is used to heat water. The emissions from the combustion of the above-mentioned materials often lead to adverse health effects.

In addition to the lack of heating in the rooms, HHs usually lose heat due to poor insulation, especially in areas of roofs, windows, and doors. Community buildings in the villages are often not heated at all or only very inadequately. Those buildings are usually multifunctional buildings that are meeting places for community members, but often also contain small kindergartens, village libraries, community administration, rooms for veterinary consultations, spaces used for public events or church services. The lack of heating means that these buildings are often closed completely in the winter months.

Meanwhile, Armenia has a very high potential in the area of solar energy, with about 300 days of sunshine per year, with an average annual solar energy flow of around 1,720 kWh/m<sup>2</sup>.

General environmental awareness is still low in Armenia and there is not sufficient awareness among population on regional ecological situation with its heavy deforestation, soil degradation, nor knowledge about global environmental issues and more sustainable options.

Another aspect is the high unemployment and migration rate, especially for the youth and younger adults.

**Local Partner** is the Armenian Caritas, which works together with Caritas Germany since several years mostly in the field of social sector (homecare, youth, inclusion of people with disabilities, emergency response and humanitarian aid, etc.) and with this project in the field of Renewable energy and energy efficiency.

**Back-donor:** The project is funded by the German Federal Ministry for Economic Cooperation and Development (BMZ).

**Donor/Partner:** Caritas Germany is the official partner of the BMZ and as such accountable to the BMZ for the project implementation in line with the approved log-frame. BMZ funds are channeled via Caritas Germany to Caritas Armenia. Caritas Germany supports the local partner in project implementation, e.g. by providing methodological support. Caritas Germany and Caritas Armenia have been cooperating partners for many years.

**Activities:** The main activity in this project is the installation of solar installation, mostly solar water heaters in 340 private households, also few photovoltaic installations were installed.

For 4 community buildings the installation of photovoltaic installation was realized.

The other part of the solar insulations is the insulation measures which accomplish the measurements. Out of hygienic reasons and for economic reasons solar installations should improve the situations of these households.

The other big part in this project is the educational part. Activities were foreseen with school children, also with youth in vocational training also foreseen to connect them to the maintenance companies, working in these field of work.

**Changes:** Due to the loss of value of the currency of the Armenian Dram (AMD) the budget was amended in 2022. This caused a change in the timetable, to first installing the solar installations and just afterwards the insulation measures. Due to changes in Exchange rate between the planned project budget in Euro and the Armenian Dram, there was a lack of budget. Some implementation measures were postponed due to this reason. A part of the Project indicators initially planned were too optimistic which were difficult to reach because of several situational factors in Armenia between 2021-2024 that is why some of the indicators were also amended in 2022 to more realistic, experience-based ones.

b. Context:

Objectives and Indicators of the project were as follows:

**The Overall Objective (impact)** of Project is contributing to improvement of economic, social, health and environmental situation in the Shirak Region, Armenia.

**Project goal (Outcome)** 340 households and 4 communities use renewable energy and have improved the energy efficiency of their buildings, enabling them to increase their disposable household income and use community buildings all year round.

### Sub-targets (output)

- (1) 340 households and 4 community buildings have solar energy systems that are technically and economically efficient and are used efficiently, which also reduces CO2 emissions., (comparison solar water heaters & photovoltaic,
- (2) 90/110 beneficiaries profit also from insulation measures to complete the renewable energy installations
- (3) Children, young people and adults have knowledge of environmental issues and sustainable options for action and show a positive attitude towards resource conserving behavior,
- (4) Youth will participate in vocational training and find a job in this field of solar water heaters & photovoltaic installation and reparation (for details see Logframe)
- (5) 1,000 respondents in the representative survey show raised awareness on climate change, environmental protection and sustainable lifestyles.

**Target group: Direct Beneficiaries** of Project: **340** low-income households (at least 1,700 people) will benefit from solar infrastructure and EE measures; **2,000** people using community buildings (approx. 52% women, 48% men; according to the predominant gender ratio in the region); **4,000** children aged 11-18 participate in environmental education activities; **105** young people aged 14-16 pass on their knowledge as multipliers; at least **100** adults participate in vocational training activities.

**Period and Budget:** The Project started to 01.11.2019 with DCV budget. In this preparation phase a feasibility study took place. After around half a year the Project started to be funded by BMZ PT. Due to problems with the exchange rate, the budget was in October 23 amended like the following.

2021: 84.501,00€  
2022: 248.768,00€  
2023: 299.604,00€  
2024: 96.108,00€  
Total: 728.981,00€

### 3. Objective of the Evaluation

The objective of the consultancy is to provide quality evaluation with focus on impact and sustainability of the Project P.301-2020-002.

Specifically, consultancy is aimed at

- (1) assessing the extent to which the **project goals and outcomes according to existing indicators** were achieved after implementation of the project.

(2) to assess the **initial impact** of the Project “Promoting livelihoods through the use of solar energy in marginalized households in northern Armenia”;

(3) to identify **lessons learnt** so far regarding all planned outcomes and provide recommendations to enhance the quality of the interventions regarding management, approach, stakeholder involvement as well as integration and possible scaling-up of successful project components into other ongoing Caritas projects.

### **Type of Evaluation**

This is a final evaluation, which should assess the project, according to the DAC-criteria, with a special focus on the **impact and sustainability**.

Specific objective of the Evaluation is to give an overview of this project implementation in the field of renewable energies. Not only the strength and weaknesses but also the opportunities and threats should be assessed.

### **4. Scope of the Evaluation**

**Time period:** The end evaluation will cover the period from June 2021 to the end of August 2024.

**Thematic coverage:** All levels of project intervention have to be evaluated.

**Target group:** All relevant sub-target groups are to be included into the evaluation.

### **5. Evaluation Criteria and Key Evaluation Questions**

Key questions to be asked and answered are in line with OECD-DAC evaluation criteria impact & sustainability.

**impact** (focus on overall project goal: did the project contributed to achieving the agreed overall objective).

- Did the project reach its overall goal? What were the main factors of success?
- Did the project reach outcomes according to logframe? To what extent?
- How did the, in the logframe foreseen, risks affect the outcomes of the project?
- Which were the effects derived from the project activities on the recipients’ lives?
- Is the project achieving the intended impact (actual or perceived) on targeted beneficiaries, and if yes, what impact and how?
- Are beneficiaries targeted during the project in a better condition now? If yes, how?

**sustainability** (focus on long-term consequences of intervention: Will the achieved positive results and changes of the project continue existing beyond the end of the project?)

- What project parts will continue to exist after the end of the current project? What should be the immediate steps for insuring sustainability in future?
- Is the impact achieved related to longer-term change?

- Have the beneficiaries become able to be self-reliant to any extent? If yes, how?
- What are the indicators of sustainability demonstrated by the project? For example, local leadership involvement, target beneficiaries' involvement, their contribution, and initiatives, etc.
- What is the probability of the continuation of positive project outcomes beyond the end of the project (both by project participants and possibly others)?
- How to further improve the advocacy capacity and sustainability in the future project?

## 6. Approach and Methodology

The Evaluator is expected to perform the evaluation in a strictly methodical manner in order to produce verifiable information and make recommendations that are sufficiently valid and reliably based on dependable data and analysis, which are accessible to the client.

The evaluation will adopt a participatory, transparent and solution-oriented approach using internal and external stakeholders. The evaluation process, as well as the final results should be gender-sensitive and human-rights-based. The evaluator will use mix-methods that are able to appropriately address the primary evaluation questions, as well as properly support its derivative conclusion and recommendation.

The evaluation methods to be used may include, but are not limited to:

- **Review of project documentation / Desk reviews** of project documents including project proposal, monthly progress updates, needs assessments, project/program work plans, minutes of decision-making meetings, monitoring reports/field visits reports, and other information sources if applicable.
- **Interviews with all key informants and key players** will investigate the sustainability, and impact of the project. The (semi-) structured interviews with beneficiaries are a must and should be supported by interview protocols and the list of respondents. They will focus on the members of the households having directly benefited from the assistance received. This may include reflections to be conducted with children and their families. The applied methods for the evaluation shall be light and participatory, yet rigorous, to collect credible feedback on project performance and program participants' satisfaction. Data collected must be disaggregated by sex, age, disability, and region.

The exact sample size should be proposed by the evaluator and discussed together with Caritas Armenia and caritas Germany before the start of the evaluation.

- **Direct observation during field visits:** Caritas Armenia will organize field visits at different project sites.
- **Focus Group Discussions (FGDs)** with beneficiaries, Caritas' staff, as well as other stakeholders (if feasible within the timeframe).
- **Standardized Survey and questionnaires:** to quantify the result and deliver a statistical analysis.

## 7. Deliverables and Timeframe

Optional deliverables for the evaluation are:

### i. Inception Report:

An inception report will be submitted by the evaluating consultant in order to demonstrate his understanding and planning of the evaluation, which will be reviewed and discussed in cooperation with Caritas Armenia and Caritas Germany.

The inception report should include the overall evaluation design and methodology, with a detailed description of the data collection methods and data analysis techniques, (including the final evaluation questions and indicators); as well as a proposed timeframe for the activities and deliverables. The evaluator is free to suggest additional methodological framework for the evaluation.

The inception report of the evaluation should not exceed 5 pages and follow a predefined structure as described in *Annex 1*.

### ii. Workshops/ Meeting:

The Kick-off workshop provides an opportunity to discuss organizational processes, methodology, data collection instruments, timetable, milestones, reporting dates, task and responsibilities.

During a validation workshop, the evaluator will present the findings collected in the field to Caritas Armenia and Caritas Germany. The workshop will be organized to discuss and validate findings, lessons learned and recommendations proposed by the evaluator. Stakeholders are invited to make recommendations for amending the review.

### iii. Draft Report:

The consultant is expected to submit the primary findings resulting from his evaluation, as well as his initial recommendations to the desk officer of Caritas Germany. The Draft Report should be presented after the field work has been concluded and should incorporate comments supplied by Caritas Germany and Caritas Armenia.

### iv. Final Report:

The final report serves to illustrate the relevant evidence corresponding with the evaluation issues, questions and criteria listed in the Terms of Reference. The final report should provide an executive summary in English. The Final report should take all aspects reviewed during the validation workshop into consideration and has to be delivered at least 2 weeks after the workshop.

All documents and tools are to be written in English along with an executive summary in English. The report will be approved by Caritas Germany and Caritas Armenia.

Requirements for the presentation of the evaluation report:

1. Maximum 25 pages for the final report, not including appendices.
2. Include an executive summary, max. 2 pages.
3. The report should be delivered in English, plus an executive summary in English (electronic copy)

The final report should, as a minimum, include the following elements:

1. Cover sheet
2. Outline / table of contents / list of abbreviations / summary / executive summary (at least one page, maximum four pages):
  - Short description of the implementation organization and investigative procedures
  - Objective of the evaluation and methodological approach
  - Fundamental findings with reference to the “Review Questions” of the ToR
  - The most important recommendations
3. Evaluation report (according to the “Review Questions” of the ToR)
4. Recommendations
5. Annexes
  - a. ToR
  - b. Timetable
  - c. List of persons interviewed
  - d. List of reference documents

**Organizations receiving the report:**

- Caritas Armenia
- Caritas Germany

Caritas Germany will share the final report with BMZ.

**8. Timeframe for Deliverables**

The actual evaluation work is to be carried out **from September to end of October**, resulting in a total of **20 days**.

The timeline for the activities consists of the following phases:

**Preparation Phase: 5 days**

- Analysis of relevant project documents, as well as further research
- Preparation of inception report and exchange with Caritas Armenia and Caritas Germany
- Kick-off Workshop involving Caritas Armenia and Caritas Germany

**Field Phase: 10 days**

- Briefing with Caritas Armenia, Caritas Germany and other relevant actors in Armenia
- Field visits
- Validation workshop involving Caritas Armenia and Caritas Germany

**Synthesis Phase: 5 days**

- Reporting including management response workshop
- Draft evaluation report
- Produce final report including revision as per feedback

The key products expected for the evaluation are the following:

Deliverable	Dates
Inception Report	31.08.2024
Draft Report	22.10.2024
Final Report	04.11.2024

The evaluator should present a detailed work plan and timeframe of all activities including the relevant resource allocation (see Annex 3).

### 9. Roles and Responsibilities

Caritas Armenia is responsible for organizing and facilitating the logistics to and in Armenia. Caritas Armenia and Caritas Germany will provide access to all relevant project documents.

The consultant will be working under and reporting to the Caritas Germany desk officer and the Caritas Armenia partner organization during the evaluation phase. Field visits will be organized by Caritas Armenia.

### 10. Guiding Principles & Donor concepts

The consultant is to conduct the evaluation in accordance with the principles outlined in the “Caritas Internationalis management standards” document<sup>1</sup>, the “Caritas Code of conduct”,<sup>2</sup> as well as the “Guidelines on Combating Fraud and Corruption in the Project Work of Caritas Germany”<sup>3</sup>. (See Annex 5)

The evaluator must take all required steps to ensure that the evaluation is designed and conducted to respect and protect the rights and welfare of the people and the communities of which they are members, as well as to ensure that the evaluation is technically accurate, reliable, and legitimate, and conducted in a transparent and impartial manner. Moreover, the evaluation should ideally contribute to organizational learning and accountability.

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<sup>1</sup> See Caritas Internationalis management Standards

<http://portal.centre.caritas.de/arbeitundmensch/ci-portal/Documents/CI%20Management%20Standards%20englisch.docx>

please contact desk-officer in charge if you cannot find this document or others

<sup>2</sup> See Caritas Code of conduct

<http://portal.centre.caritas.de/arbeitundmensch/ci-portal/Documents/Code%20of%20Conduct.pdf>

<sup>3</sup> See Guidelines on Combating Fraud and Corruption in the Project Work of Caritas Germany

<http://portal.centre.caritas.de/arbeitundmensch/ci-portal/Documents/Leitlinien%20Korruption%20englisch.docx>



The project is financed by BMZ .

## 11. Professional Qualification and Experience

The evaluation consultant should meet with the following, required skills and competence profile:

- Evaluator should be a reliable and effective project manager with extensive experience in conducting evaluations and a proven record in delivering professional results. (Consultant is required to send samples of relevant evaluation) Required
- In-depth knowledge and experience in renewable energy sector; Optional
- Knowledge of strategic and operational management of humanitarian operations, as well as proven ability to provide strategic and practical recommendation to key stakeholders Optional
- Strong analytical skills and ability to clearly synthesize and present findings, draw practical conclusions, make recommendations, and prepare well-written reports in a timely manner Required
- Experience in qualitative and/or quantitative data collection and data analysis techniques Optional
- Strong expertise in using participatory tools Optional
- Familiarity with transparency and downward accountability processes and their values Optional
- Fluency in written and spoken English, ideally in conjunction with good skills in spoken [Insert: Language] Optional
- Country and regional experience in Armenia Optional
- Good understanding and appropriate sensitivity regarding different cultures and traditions Required
- Minimum qualification of a master´s degree or equivalent combination of education and relevant work experience Optional

## 12. Terms of Payment

The evaluator is to receive payment from Caritas Germany in 2 instalments:

- **1st Payment:** 50 % upon signing of the contract
- **Final Payment:** 50 % upon the submission of the first draft of the evaluation report and final evaluation report, subject to its acceptance by Caritas

Caritas Germany will not settle any payment unless the consultancy institution accomplished all the tasks in a timely fashion. The basis for payment scheduling is to be determined during contract negotiations.

## 13. Application Procedure

Interested candidates should submit their application material by **26.07.2024**

The application itself should include the following components:

- Curriculum Vitae (CV) including 3 professional references, and indication of daily rates
- Cover letter transparently summarizing relevant experience in [Insert: Area, Program, etc.] as well as practical experience in planning and conducting project evaluations

- Track record of conducted studies, research, publication and references
- A technical proposal for the evaluation, including the proposed evaluation methodology and work plan
- Financial proposal<sup>4</sup> underlying the evaluation, including proposed fee for a maximum of 21 working days
- A sample of recent writing (report or similar) relevant to the terms of reference stated above

The proposal should be addressed to:

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Desk Officer

Caritas Germany

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79104 Freiburg

**Phone:** + 49 (0) 761-200-361

**Email:** [svenja.bonadio@caritas.de](mailto:svenja.bonadio@caritas.de)

**Homepage:** <http://www.caritas-international.de>

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<sup>4</sup> See Financial Proposal *Annex 5*

#### 14. Annexes

- **Annex 1:** Table of content for the Inception Report # 693677 [in Terms of Reference]
- **Annex 2:** Table of content for Evaluation Report # 693679 [in Terms of Reference]
- **Annex 3:** Template for Work plan – Timeframe # 693684 [in Terms of Reference]
- **Annex 4:** Evaluation Matrix Template #693681 [in Terms of Reference]
- **Annex 5:** Financial Proposal # 693701 [in Terms of Reference]