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THE CARIBBEAN NETWORK FOR URBAN AND LAND MANAGEMENT

Terms of Reference: Consultant for Mid project review of CarEnTrain project

Background:

The Caribbean Network on Urban and Land Management (CNULM) of The University of the West Indies, St. Augustine campus (UWI) brings together universities, agencies and organizations involved in Urban and Land management across the region. It does so by participating in a range of projects and actions that foster inter-agency communication and cross-disciplinary exchanges.

The latest project to be initiated by CNULM is an ACP EDULINK II project entitled *Mainstreaming Energy Efficiency and Climate Change in Built Environment Training and Research in the Caribbean (CarEnTrain)*. This project which began in October 2013 runs for a period of 42 months. Implementing Partners also include University of Guyana (UG), Anton de Kom University of Suriname (AdeKUS), University of Antwerp (UA), University of Technology (UTech). The project will also engage Associates such as The Canadian Institute of Planners (CIP), University of Amsterdam (UvA) and the United Nation Human Settlement Program.

The overall objective of the project is to improve energy security in Caribbean countries and mitigate climate change by reducing the consumption of energy resulting from urban sprawl, inefficient transportation systems and improving energy efficiency of buildings. It will focus on mainstreaming energy efficiency in relationship to sustainable economic development and climate change into existing curricula and development of Continuous Professional Development (CPD) courses in urban and transportation planning, Engineering and Architecture.

Key activities include:

- Review of curriculum and development of new courses and modules in the built environment at Universities guided by international best practices in training and stakeholder
- Hosting of two workshops on Urban Design
- Hosting of the Caribbean Urban Forum and Technical workshops on curriculum review and mainstreaming modules
- Assessment of graduate employment to determine uptake of graduates
- Evaluation of energy efficiency in campus management
- Creation of a regional working group on Urban Energy
- Creation of an inventory of practitioners of the built environment
- Creation of a webpage on urban energy on the blueSpace website www.bluespacecaribbean.com
- Updating of a bibliography of urban sector research with issues on urban energy

The project will engage a wide range of expertise across-disciplines. Dialogue between policy makers, professionals and academics will be captured through the Caribbean Urban Forum. Technical meetings of campus and Caribbean working groups will increase inter-institutional networking and regional capacity in energy and the built environment. In the long term the benefits to be derived are improved training for urban professionals, graduates and teaching staff, increased collaboration between faculties of regional universities, increased regional and international policy dialogue for pro-poor and gender sensitive urban energy policy, and energy sensitised universities management policies. Further information is available on <http://bluespacecaribbean.com/projects-main/carentrain/>

Evaluation Objectives:

The key objectives of this consultancy are to (a) determine the extent to which project objectives have been met by the project operation, the effectiveness of the project management system, and to provide specific recommendations to improve implementation in the second half of the project.

The evaluator shall seek to address the following questions:

1. Project objectives and outputs:

- Have they been met according to the intended timeline?
- Did the activity lead to the result as planned in the Logical framework?
- Were the OVI benchmarks of the Logical framework attained?
- If the results were not attained by the activity, what were the reasons?

2. Means:

- Were the means used effectively to implement the activity as planned in the original project proposal and Logical framework?
- Did the resources suffice to organize the activity?
- How effective was the Project Management Team and its systems and the relationship with other entities within UWI for executing the project management functions?
- Did the support provided by the European Union's Project Management Unit (PMU) assist the implementation process?

3. Finances:

- Did the activity remain within the expenditure limit as planned in the original project budget?
- If not, what issues was the project management team faced with?

4. Communication among the project partners:

- Did the communication enhance the cooperation between partners?
- Did it allow – if necessary - for timely adjustment of the activities?

5. The involvement and appraisal of the direct target groups?

- Were the intended target groups influenced by the action?
- Were the relevant authorities duly informed of the action?
- What are the short term and mid-term impacts of the action?

Scope of the Evaluation

The Consultant will be required to perform the following activities for the mid project review:

- (1) Review project documentation
 - a) The Grant Contract
 - b) Reports (Annual and Financial)
 - c) Minutes of Project Management Team Meetings and Work Plans
 - d) Any additional documents in discussing with Project Director
- (2) Conduct telephone/Skype/ email interviews with partners and stakeholders in Guyana, Suriname, Jamaica, Belgium and Trinidad.
- (3) Conduct a survey of urban professionals in the region to determine reach and impact in consultation with Project Director
- (4) Provide recommendations to allow for improvement of project management
- (5) Develop indicators and milestones to allow for self assessment of the project management until the end of activities.

Products and deliverables:

The duration of the consultancy is between June 1st and July 31st 2015

A contract will be signed with the University of the West Indies by June 1st 2015 for conduct of the work.

A proposal will be submitted to the Project Director outlining a methodology for the mid-project review and end of activities review by June 15th 2015. This should include activities, timelines, indicators and draft questionnaire. The Project Director will provide feedback by June 22nd 2015. Final agreement on proceeding will be sought by June 29th 2015.

The draft mid project evaluation report highlighting the Approach, Findings, Lessons Learnt and Recommendations will be submitted by the Consultant to the Project Director by July 13th 2015. The Project Director will provide feedback by July 20th 2015. A final mid-project evaluation report will be submitted by the Consultant by July 27th 2015. The Project Director will determine if the report is acceptable by July 30th 2015.

Value of Consultancy:

The fee for the consultancy is equivalent to a maximum of 10,000 euros (minus conversion and transfer charges).

50% of fees will be paid upon approval of signed contract with UWI

50% upon acceptance of final mid project evaluation report by the Project Director

Requirements:

The Consultant should possess qualifications in Monitoring and Evaluation as well as experience in the evaluation of European Union funded projects.

Reporting:

The Consultant reports to the Project Director

Application procedure:

Interested persons are required to email a cover letter and CV to:

Dr. Perry Polar
CarEnTrain Project Coordinator
Caribbean Network for Land and Urban Management
The University of the West Indies
Perry.Polar@sta.uwi.edu

Deadline for receipt

Tuesday April 6th 2015 4pm (TT time)

