



TERMS OF REFERENCE

END OF PROJECT EVALUATION

PROJECT NAME: Renewable Energy and Sustainable Development Planning for the University College of the Cayman Islands

PROJECT LOCATION: Cayman Islands

PROJECT DURATION: Twelve (12) months (June 30th, 2023 – March 6th, 2025)

IMPLEMENTATION PARTNERS: University College of the Cayman Islands (UCCI), Resilience, Sustainable Energy and Marine Biodiversity (RESEMBID).

DONOR: Resilience, Sustainable Energy and Marine Biodiversity Programme (RESEMBID)

VISION & MISSION: The University College of the Cayman Islands (UCCI) aims to provide higher learning that contributes to the Cayman Islands and global societies by advancing knowledge and developing innovative graduates through educational, cultural, and social institutions activities. Through its strategic partnership with RESEMBID, it will be supported in this mission by creating sustainable human development efforts in Resilience, Sustainable Energy, and Marine Biodiversity.

BACKGROUND INFORMATION: RESEMBID has committed to funding a 12-months programme that supports the sustainable human development efforts of the Caribbean Overseas Countries and Territories (OCTs), which includes the Cayman Islands. The University College of the Cayman Islands intends to serve as a model of a sustainable campus and will improve public environmental education and awareness in sustainability.

The conversion from traditional energy sources to sustainable energy and conservation management is a pressing issue throughout the Caribbean. UCCI wishes to position itself as a key player in leading the change.

UCCI will move toward leading sustainability efforts in the region by developing a sustainability plan with the expected outcome of responsible resource consumption and improved use of renewable energy technologies among the campus and its students.

OBJECTIVE: This position aims to provide evaluation services particularly with the determination and documentation of project outputs, outcomes and impact as per the project's results framework.

The evaluation experts will be responsible for the design and execution of the terminal evaluation of UCCI RESEMBID Project. Qualified individual consultants are therefore invited to submit an expression of interest for consideration.



Evaluation Objective

To determine the achievements of the Renewable Energy and Sustainable Development Planning for the University College of the Cayman Islands project, and identify its implementation realities, gaps and lessons learnt for transition to sustainability.

Evaluation Questions

- 1) To what extent did the project achieve its implementation objectives and what outputs were generated.
- 2) What are challenges faced in implementation and achievement of projected outcomes including financial oversight and management.
- 3) What are the Lessons Learnt from the experience of delivering the project given its uniqueness and the internal realities of UCCI.

Evaluation Criteria

The evaluation shall respond to the following DAC criteria and questions:

Relevance: To what extent did the project address the priorities and needs of the established the target beneficiaries?

Effectiveness: To what extent did the project achieve the intended objectives?

What were the outcomes (positive, negative, intended or unintended) of the project?

What factors enabled or hindered the achievement of results?

Efficiency: Was the project implemented in the most cost-efficient manner compared to alternatives? Were results achieved on time?

Impact: To what extent does the project have the potential for impact (direct, indirect, intended or unintended) on the Cayman Islands' local social, economic, environmental and other development indicators?

Sustainability: Are the project benefits likely to continue once the RESEMBID funding ends?

PROJECT SCOPE: The Evaluator's work for this project includes the following services:

The evaluation will focus on the project's Design; Implementation; and Reporting. Specific tasks to be completed include:

1. Conduct a desk review of relevant project documentation, including the project proposal, grant contract, project logframe, workplan, budget, progress reports, minutes and other sources of verification and administrative records



2. Develop an evaluation plan that responds to the agreed information needs and the terms of reference
3. Design data collection tools
4. Conduct data collection in the field
5. Conduct data analysis and synthesis
6. Deliver presentation of findings to defined project stakeholders
7. Prepare draft and final versions of the evaluation report

The Evaluation data collection will be focused on:

- The project's results framework which details baseline values, target values, and source of data/means of verification.
- The project's MEAL function including processes for its monitoring over its life cycle;
- The project's MEAL reports established to track its indicators;
- The MEAL a database established to track progress towards intended outputs and the specific objective/outcomes;
- Interim narrative and financial reports

DELIVERABLES

The following deliverables are expected from the Evaluation:

- An Inception report, including a detailed workplan and data collection tools outlining the steps and methodology to be used to respond to the evaluation needs
- Draft Evaluation report
- Presentation of evaluation findings
- Final Evaluation report

All deliverables must be submitted in English. The payment schedule will be aligned to each deliverable.

- The Consultant will work under the supervision of the Project Manager, who is Task Manager for the contract, and in close collaboration with the MEAL Advisor and other members of the UCCI team, as needed.
- UCCI will be responsible for coordinating the administrative and logistical arrangements for the consultancy, assisting with resolving any operational issues which may arise and generally facilitating the work of the Consultant.
- The Consultant will work under a remote arrangement to undertake the tasks outlined and prepare the relevant deliverables.
- Payments will be made based on the submission of deliverables and invoices by the Consultant and the certificates of acceptance of the Project Manager.

Duration of Engagement

- Indicative duration of the engagement of evaluation consultant is March 2025.
- The Consultant is to propose a timeline for the evaluation including fieldwork and report preparation. This process will not exceed 1 month.

Qualifications



- At least a Bachelor's degree in the social sciences, international development or related field.
- A minimum of 5 years' experience in leading and conducting evaluations in environment or a similar field
- Experience in environmental / sustainability
- In-depth knowledge of development evaluation approaches
- Familiarity with results-based management (RBM) approach in programming and/or evaluation
- Excellent analytical writing skills and the ability to synthesize both qualitative and quantitative data into coherent reports and presentations
- Fluency in written and spoken English
- Experience conducting evaluations and/or other development work in the Caribbean region. Project evaluation/review experience with projects funded by the European Union would be an asset.
- Deep operational understanding of and sensitivity to the Caribbean context gained through extensive, first-hand experience on the ground in the evaluation of ODA projects implemented in the Caribbean.

Submission of Expression of Interest (EOI)

Applications must include the following:

- A **Cover Letter**, which includes a short summary of the applicant's profile and capacity to conduct independent evaluations, including relevant work and a statement confirming the applicant's availability to conduct this evaluation over the period March/April 2025.
- The applicant's **Curriculum Vitae**. The CV must include contact details for **three (3) references/organisations** who have engaged the applicant for similar assignments.
- A technical proposal should include the consultant's approach to the Evaluation including a detailed methodology, data collection and analysis plan, tools and techniques to be used, as well as a timeline for the completion of deliverables.
- The proposal should include a breakdown of costs of the Evaluation.

Proposal Evaluation & Award

- The proposals will be assessed on the consultant's experience in similar projects, their technical expertise and qualifications, their proposed methodology and approach, and the overall cost-effectiveness of their proposal.