



UNITED NATIONS INDUSTRIAL DEVELOPMENT ORGANIZATION

TERMS OF REFERENCE

Independent Evaluation of the impact of the Vienna Energy Forum

October 2023

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I. PROJECT BACKGROUND AND CONTEXT

1. Project factsheet for the latest VEF project¹

Project title	International Vienna Energy and Climate Forum 2023
UNIDO ID	220053
Country(ies)	Global
Project donor(s)	Austria
Project approval date	
Planned project start date (as indicated in the project document)	01.09.2022
Actual project start date (First PAD issuance date)	
Planned project completion date (as indicated in the project document)	31.08.2024
Actual project completion date (as indicated in the UNIDO ERP system)	31.12.2024
Project duration (year): Planned: Actual:	24 months
Government coordinating agency	Federal Ministry for European and International Affairs (BMEIA), Austrian Development Agency (ADA),
Executing Partners	International Institute for Applied Systems Analysis (IIASA)
Donor funding	445,107
UNIDO input (in kind, EUR)	250,000
Total project cost (EUR), excluding support costs	652,500
Mid-term review date	n/a
Planned terminal evaluation date	November 2023 to March 2024

(Source: Project document, UNIDO ERP system)

2. Project context

The International Vienna Energy and Climate Forum (VEF) started as a biennial Forum, which is co-organized by its founding members UNIDO, the Austrian Federal Ministry for European and International Affairs (BMEIA), the Austrian Development Agency (ADA), and the International Institute for Applied Systems Analysis (IIASA). Starting with the first Vienna Energy Conference (VEC) in 2009, the Vienna Energy Forum (VEF since 2011) was organized biennially in June at the Hofburg Imperial Palace. This year the newly named International Vienna Energy and Climate Forum (IVECF) will take place from 2 to 3 November 2023.

Every Forum is managed as a separate project with respective SAP ID.

¹ Data to be validated by the Consultant

In November 2008, a decision was taken to organize a biennial global energy event in Vienna in close cooperation with the Austrian Federal Ministry for Europe, Integration and Foreign Affairs (BMEIA) and the International Institute for Applied Systems Analysis (IIASA).

The first Vienna Energy Forum convened in 2009 against a backdrop of heightened urgency and the growing awareness that the global economy requires a fundamental rethinking and restructuring.

The VEF 2009 unanimously recommended the establishment of Energy Development Goals, planting the seed for the discussions that followed and which culminated with the agreement to include an energy goal in the SDGs.

The main objective of VEF 2011 was to mobilize political support and action for sustainable energy for all (SE4All) by 2030 and launch a debate on the framework and elements of a sustainable energy agenda – what later became and was agreed upon as SDG 7 by the international community. It was at this VEF that the specifics of targets for each of the three elements of SDG 7 were proposed and later agreed upon by the United Nations General Assembly. In addition, the UN Initiative Sustainable Energy for All was created with headquarters in Vienna and an Office at the UN Department of Economic and Social Affairs (UNDESA).

The VEF 2013 focused on examining what it would take to achieve the vision of Sustainable Energy for All by 2030. In addition to refining the elements of the targets for SDG 7, the Forum focused on issues of the implementation, including policies, finance, enabling technologies, and most importantly the need to develop appropriate metrics to track the progress. UNIDO and UN Women organized a special session on the economic empowerment of women in the energy sector.

The VEF 2015 focused on the need and benefits of synergies across several areas: synergies among the three targets of SDG 7, synergies between climate and development, and synergies across what was tentatively referred to as “nexus plus” between energy, transport, food, water, and health, and synergies among the global, regional, national, and subnational agendas.

One of the main contributions of VEF 2017 was the discussion on innovation and the need for a global system transformation beyond the energy sector.

The VEF Special Session 2018 provided inputs to the review of SDG 7 at the High-level Political Forum 2018. The discussions focused on how decarbonization, decentralization, and the digital revolution were transforming the energy system and how this was driven by policy developments and innovations in technology, regulatory and market frameworks, financial instruments, operational and planning practices, and business models.

Originally scheduled for 2020, the sixth VEF was postponed until 2021 due to the COVID-19 pandemic.

3. The VEF 2021 met from 5-7 July 2021 in a virtual format due to continuing restrictions as a result of the pandemic. The Forum was designed to facilitate a multi-sectoral, multi-stakeholder, and inter-disciplinary dialogue on sustainable energy for inclusive development and productive capacities. Guided by the motto “Where Action Meets Ambition” and designed as the first virtual VEF, the 2021 edition included a Youth Day on the 5th of July 2021, followed by the VEF on the 6th and 7th of July 2021. Project objective and expected outcomes

The premise on which the Forum was established is that many societal challenges, whether related to poverty, climate change, security, health, or income generation, are all closely linked to the nature of the energy systems that are in place and whether these are accessible and affordable. The Forum aims at debating real and practical solutions for moving forward toward the world’s sustainable energy future.

The main objective of all VEF projects is to design a dynamic, engaging, and inclusive platform that allows for thought-provoking dialogue to discuss key priorities and put forth action-oriented solutions to advance sustainable energy development. Inclusivity is sought by partnering with different stakeholders at government, UN, bilateral donor, and CSO level.

This year's VEF and IVECF has two components to achieve the project objectives:

Component 1: Organize VEF 2023:

- Organization of series of brainstorming workshops and stakeholder consultations that will shape the VEF 2023 agenda and speakers' list
- Gender-responsive communications and advocacy (Develop and implement publicity and promotion strategy of the Forum and its outcomes via various types of media sources and channels catering to key stakeholders.)
- Forum report: Prepare and publish forum report and conduct follow-up activities, including gender audit.
- Follow-up activities for sustained impact (Engage with key global energy initiatives and partners to enhance visibility and relevance of VEF's impacts and to ensure the sustainability of the VEF as a flagship programme.)

Component 2: Organize Youth IVECF

The following are, in brief, some of the expected results of the project/programme:

- Global partnership on Sustainable Energy strengthened and global debate and discussions on nexus themes (possibly gender and youth) and innovation facilitated.
- VEF 2023 successfully organized and implemented (under considerations of gender equality/equity), and its outcomes disseminated and promoted for sustained impact.
- VEF 2023 will partner up with youth and women organizations relevant to its theme and will work alongside them to best respond to women's and youth's needs, and ensure their voices, ideas, and perspectives are showcased.
- Comprehensive integrated marketing and communications strategy will be implemented to increase the visibility, and awareness of topics and issues to be highlighted at VEF 2023. A comprehensive social media campaign will further enable greater dissemination throughout our networks and globally.

4. Project implementation arrangements

VEF is co-organized by its founding members UNIDO, the Austrian Federal Ministry for European and International Affairs (BMEIA), Federal Ministry for Climate Action, Environment, Energy, Mobility, Innovation & Technology Austria (BMK), the Austrian Development Agency (ADA), and the International Institute for Applied Systems Analysis (IIASA).

As part of the Federal Ministry for European and International Affairs, the key objectives of the Austrian Development Cooperation (ADC) include combating poverty in developing countries, securing peace and human security as well as preserving the environment, and protecting natural resources. Strengthening infrastructure, particularly in the water and sustainable energy sectors is another focal area. Austria has obtained considerable experience and knowledge in the field of renewable energy and is ready to share it.

BMEIA has supported the Global Forum on Sustainable Energy (GFSE), which grew out of the outreach efforts of the World Energy Assessment. GFSE is an established multi-stakeholder platform and a partner in the field of international "energy for sustainable development". It contributes to both the international discourse and information dissemination on sustainable energy. Since 1999, the GFSE has been hosting annual meetings on energy-related issues. Vienna, hosting ten international organizations dealing with

energy issues, has developed into an international energy hub over the years. The Foreign Ministry's participation in the VEFs is an expression of Austria's consistent commitment to promoting sustainable energy and the international debate on energy.

Sustainable energy supply has constituted a thematic priority of the Austrian Development Agency for many years. The ADA is responsible for implementing bilateral programs and projects in ADC's partner countries. ADA is thus well equipped to share Austria's internationally respected energy know-how with its partner countries, with a special focus on renewable energies. With its approach of working closely with public institutions, civil society organizations, and enterprises alike, supporting regional organizations such as the Economic Community of West African States (ECOWAS) or the Southern African Development Community (SADC), and its commitment to multilateralism, ADA first and foremost promotes cooperation and integration.

The International Institute for Applied Systems Analysis (IIASA) is an independent scientific institute that researches the environmental, economic, technological, and social changes we face in the 21st century. Energy research, being one of the Institute's core research activities, explores energy technology innovation, energy security, energy access and poverty, sustainable energy, and climate change. Its major focus lies on the linkages between these areas and other important global issues such as health, environment, food security, gender, and equity. IIASA's energy research, for example, the 2012 Global Energy Assessment (GEA), serves as an input to policymaking at both national and international levels. It is also an important contribution to the work of the UN on the Sustainable Development Goals (SDGs), and relevant institutions such as UNIDO, SEforALL, and the Intergovernmental Panel on Climate Change (IPCC).

The support of the Vienna Energy Club network including the Renewable Energy and Energy Efficiency Partnership (REEEP), Sustainable Energy for All (SEforALL), and the World Energy Council Austria (WEC) further brings together a rich range of perspectives and key energy questions.

At UNIDO, the Energy Systems and Infrastructure Division (EAE/ENE/ESI), is responsible for coordination of VEF related activities. EAE/ENE/ESI focuses on promoting sustainable energy solutions and infrastructure for industrial development. The Division positions UNIDO strategically in the global energy and climate change forums and coordinates the global network of regional centers and partnerships.

Considering the changing circumstances concerning the COVID-19 pandemic and the landscape of global energy events the co-organizers recommend an interactive hybrid format, an in-person format with the opportunity for virtual participation.

5. Main findings of the Mid-term review (MTR)

Energy Forums 2009, 2011, 2013 and 2015 were independently evaluated in 2016, and brought the following conclusions and recommendations implementation of which will be verified during this evaluation:

a) Sustainability

VEF process would be **sustainable** if a longer-term strategy is in place. In addition to present co-organizers, that is, the Government of Austria, UNIDO, IIASA and SE4All, it is desirable that new / potential co-organizers and partners such as City of Vienna, Austrian Private Sector (particularly industry) and others should be involved to formulate that strategy. According to the long-term strategy, the co-organizers would commit themselves and will allocate the required resources in time.

Recommendation 1.1: UNIDO, in coordination with its co-organizers / partners should lead the efforts to formulate a long-term VEF Strategy to secure the sustainability of the VEF process. Such a strategy should be developed **without delay** and approved by all co-organizers and partners.

Recommendation 1.2: According to the above-mentioned strategy, required resources should be committed by all partners in time and starting at least **two years in advance** of the next VEF.

Recommendation 1.3: Provided that the resources are available, a continuous / permanent VEF Team including at least some core team members with experience from the previous VEF(s) should be established within UNIDO **without delay**.

b) Better timing

Overview table of the VEFs shows that UNIDO's VEF projects were approved rather late in the process. Therefore, better timing is needed and, for instance, steps to achieve the "better timing" would be:

- i. Declaration of commitment by co-organizers: Work on the new (next) VEF should begin almost at the closure of the present (previous) VEF. Therefore, approval of new budgets and declaration of commitments should be made in good time, that is, preferably before the end of the present VEF.
- ii. Approval of budgets and allocation of resources should have precedence over announcement of theme, date and venue of the next VEF. Therefore, first the budget (or a bridging budget) should be approved then the theme, date and venue of the next VEF should be set / decided upon two years in advance.
- iii. Formation of a permanent and professional VEF Team is needed to keep the institutional memory alive, to do the forward-looking planning and to make the proper resource allocations. This organizational team would be in addition to a Core Group of co-organizers working on technical and policy issues.
- iv. Publicity campaign should immediately start after the closing of the present VEF. The campaign should include the presentation of the results (conclusions / recommendations / impacts) of the present VEF and the introduction of the new VEF.
- v. Keynote speaker of the VEF deserves special mention. Experience showed that the popularity and media coverage of the VEF could increase many folds if a well-known keynote speaker is available (re.: VEF 2011 and Keynote Speaker ex. Governor of California Arnold Schwarzenegger). Therefore, early efforts should be concentrated to identify a "good" Keynote Speaker.

Recommendation 2.1 A "Core Group" of co-organizers should be invited to meet initially by UNIDO, preferably **two years in advance**, to make recommendations on the important parameters of the next VEF such as budget, theme, date and venue. Composition and modus operandi of the Core Group should be defined by the sustainability strategy.

Recommendation 2.2 Upon recommendations of the Core Group and as detailed by the VEF Team, the agreement on the close cooperation and division of labour among the co-organizers and partners should be decided upon early, preferably **two years in advance but not less than one and a half year in advance** of the next VEF.

c) Better follow-up

In cooperation with its co-organizers and partners, a better follow-up / feedback collection methodology must be developed by UNIDO. Continuous and interactive communication with all stakeholders in general and with participants in particular is needed. Therefore, for instance, steps to achieve the "better follow-up" would be:

- i. Effective recording and use of institutional memory is desired. To a great extent, it is possible by creating a permanent VEF Team.
- ii. Immediate responses from participants and also from co-organizers, sponsors, partners, etc. should be collected during and without delay after the VEF.
- iii. Network(s) of all stakeholders should be created, updated and utilized. It is one of the most valuable assets of the VEF process.
- iv. Project Logframe analysis of previous VEFs was not easy (even was impossible) since follow up of the development intervention and impact of the VEF was not made.
- v. Follow-up activities could help to identify future participants with the right profile and to streamline the publicity and advocacy campaigns.

Recommendation 3.1 UNIDO should, in close cooperation with its co-organizers and partners, lead the work to develop a monitoring and follow-up mechanism to create / keep / update the institutional memory and contribute to the potential network of stakeholders.

Recommendation 3.2 **Without delay**, UNIDO should, together with its co-organizers and partners, start an effort to promote the participation of private sector in the VEF. Target groups may include but not limited to the Austrian Economic Chamber (WKO), Federation of Austrian Industry (Oel or IV), etc. From UNIDO's point of view, aiming at increasing the participation of industry should have priority.

d) Possible savings

Savings in the organization of VEF may be possible but they may not be cost-effective. Savings might be possible in:

- **Facilities:** Selecting either Vienna International Centre (VIC) or Austria Center Vienna (ACV) as the venue instead of Hofburg Palace may look less costly. However, over the years, VEF has already been identified with Hofburg and Hofburg has the location advantage and historical attractiveness. Savings may be achieved by:
 - a. Moving VEF to VIC (M and C buildings) or
 - b. Moving plenary to ACV, side events to VIC or
 - c. Moving VEF to ACV or
 - d. Moving plenary to Hofburg, side events to VIC.

Possible savings will be upset by logistic difficulties of split-venue solutions or applicable higher UNOV rates for interpretation in VIC options or losing the prestigious Hofburg logo. All that may not justify the change of venue to achieve limited economy.

- **Catering:** Cost is similar in all locations. Economy is only possible by reducing standards and intensity, which may not be recommendable.
- **Travel** support to selected speakers and developing country participants: costs will be reduced by lowering the numbers, which may not be recommendable.

Recommendation 4.1 UNIDO should assess further if other possible approaches could be considered for savings, on the basis of the accumulated experience of previous VEFs.

Recommendation 4.2 UNIDO and other co-organizers should promote the involvement of City of Vienna in the VEF process. Then Vienna Rathaus (City Hall) can be an alternative venue of comparable attractiveness to Hofburg Palace. Its availability and costs should be investigated.

6. Budget information

Table 1. Financing plan summary - Outcome breakdown

Budget Line	2022	2023	2024	Total
	(EUR)	(EUR)	(EUR)	
Outcome: Global Partnership on Sustainable Energy				
Output 1: Successful Organization of IVECF 2023				
1100 International Consultants/Staff		75,171.00	39,537.00	114,708.00
1700 National consultants/staff	9,000.00	36,000.00	13,500.00	58,500.00
2100 Contractual Services	4,050.00	322,250.00	15,000.00	341,300.00
3500 International meetings (travel)		40,000.00		40,000.00
Sub-total output 1	13,050.00	473,421.00	68,037.00	554,508.00
Output 2: Successful Organization of Youth for IVECF 2023				
1100 International Consultants/Staff		33,700.00	0.00	33,700.00
2100 Contractual Services		10,000.00	0.00	10,000.00
3500 International meetings (travel for youth)		30,000.00		30,000.00
Sub-total output 2		73,700.00	0.00	73,700.00
Project Management and Monitoring				
1100 International Consultants/Staff	16,950.00	33,900.00	30,942.00	81,792.00
Sub-total output PMM	16,950.00	33,900.00	30,942.00	81,792.00
Evaluation				
1100 International Consultants/Staff			40,000.00	40,000.00
Sub-total output Evaluation			40,000.00	40,000.00
Total Budget (EUR)	30,000.00	581,021.00	138,979.00	750,000.00
UNIDO budget	30,000.00	220,000.00		250,000.00
ADA		264,734.00	45,000.00	309,734.00
MOFA/IDF		123,893.81		123,893.81
Others		40,000.00	10,000.00	50,000.00
Total pledged	30,000.000	648,627.81	55,000.00	733,627.81
Total Programme Budget (EUR)	30,000.00	581,021.00	138,979.00	750,000.00
Donor Budget	30000.00	428,627.81	45000.00	503,627.81
SC – Support Costs (13%) (donor funding only)	3,900.00	55,721.62	5,850.00	65,471.62
Total Donor Budget	33900.00	484,349.43	50850.00	569,099.425

Source: Project document

Table 2. Co-Financing source breakdown excluding support cost

Name of Co-financier (source)	In-kind	Cash	Total Amount (€)
Austrian Development Agency		309,734	309,734
		123,893.81	123,893.81
		50,000	50,000
Total Co-financing (€)			483,627.81

Source : Project document

Table 3. UNIDO budget allocation and expenditure by budget line

Budget Line	2022	2023	2024	Total
	(EUR)	(EUR)	(EUR)	
Outcome: Global Partnership on Sustainable Energy				
Output 1: Successful Organization of VEF 2023				
1100 International Consultants/Staff		55,171.00	39,537.00	94,708.00
1700 National consultants/staff	9,000.00	31,000.00	13,500.00	53,500.00
2100 Contractual Services	4,050.00	15,950.00		20,000.00
3500 International meetings				0.00
Sub-total output 1	13,050.00	102,121.00	53,037.00	168,208.00
Output 2: Successful Organization of Youth for IVECF 2023				
1100 International Consultants/Staff				
2100 Contractual Services				
3500 International meetings (travel for youth)				
Sub-total output 2		0.00	0.00	
Project Management and Monitoring				
1100 International Consultants/Staff	16,950.00	33,900.00	30,942.00	81,792.00
Sub-total output PMM	16,950.00	33,900.00	30,942.00	81,792.00
Evaluation				
2100 Contractual Services				
Sub-total output Evaluation				
Total Budget (EUR)	30,000.00	136,021.00	83,979.00	250,000.00

Source: Project document and UNIDO Project Management ERP database as of 30/11/2023

Table 4. UNIDO budget allocation and expenditure by component

#	Project components	Total allocation (at approval)		Total expenditure (at completion)	
		Euro	%	Euro	%
1	Successful Organization of the IVECF	168,208	67.28%	248,611.76	99.44%
2		0		0	0%

3	Project management and monitoring	81,792	32.71%		
4	Evaluation	0	0	0	0%
	Total				

Source: Project document and UNIDO Project Management ERP database as of 30/11/2023

II. SCOPE AND PURPOSE OF THE EVALUATION

The purpose of the evaluation is to independently assess the impact of the Vienna Energy Forums held between 2009 and 2023.

The evaluation has the following objectives:

- (i) Assess the Forum in terms of relevance, effectiveness, efficiency, sustainability, coherence, and progress to impact focusing on the Forum objectives, performance indicators, stakeholder engagement, knowledge dissemination, policy influence, and long-term impact.
- (ii) Develop a series of findings, lessons, and recommendations for enhancing the design of new and implementation of ongoing projects by UNIDO.

III. EVALUATION APPROACH AND METHODOLOGY

The TE will be conducted in accordance with the UNIDO Evaluation Policy², the UNIDO Guidelines for the Technical Cooperation Project and Project Cycle³, and the UNIDO [Evaluation Manual](#).

The evaluation will be carried out as an independent in-depth exercise using a participatory approach whereby all key parties associated with the project will be informed and consulted throughout the process. The evaluation team leader will liaise with the UNIDO Independent Evaluation Unit (EIO/IEU) on the conduct of the evaluation and methodological issues.

The evaluation will use a theory of change approach⁴ and mixed methods to collect data and information from a range of sources and informants. It will pay attention to triangulating the data and information collected before forming its assessment. This is essential to ensure an evidence-based and credible evaluation, with robust analytical underpinning.

The theory of change will depict the causal and transformational pathways from project outputs to outcomes and longer-term impacts. It also identifies the drivers and barriers to achieving results. Learning from this analysis will be useful for the design of future projects so that the management team can effectively use the theory of change to manage the project based on results.

1. Data collection methods

The following are the main instruments for data collection:

- (a) **Desk and literature review** of documents related to the project, including but not limited to:
 - The original project document, monitoring reports (such as progress and financial reports, mid-term review reports, technical reports, back-to-office mission report(s), end-of-contract report(s), and relevant correspondence.

² UNIDO. (2021). Director General's Bulletin: Evaluation Policy (UNIDO/DGB/2021/11)

³ UNIDO. (2006). Director-General's Administrative Instruction No. 17/Rev.1: Guidelines for the Technical Cooperation Programme and Project Cycle (DGAI.17/Rev.1, 24 August 2006)

⁴ For more information on Theory of Change, please see UNIDO [Evaluation Manual](#).

- Notes from the meetings of committees involved in the project.
 - Review of Forum reports and website.
- (b) **Stakeholder consultations** will be conducted through structured and semi-structured interviews and focus group discussions. Key stakeholders to be interviewed include:
- UNIDO Management and staff involved in the Forum; and
 - Representatives of donors, counterparts, and other stakeholders.
 - Pre- and post-forum surveys on the value and anticipated impact of the 2023 Forum
 - Network analysis with the aim of gauging the expansion of stakeholders since 2009
- (c) **Attendance at the 2023 forum:**
- On-site observation of the organization of the forum
 - Interviews of partners and participants.
- (d) **Online data collection** methods will be used to the extent possible.

2. Key evaluation questions and criteria

The key evaluation questions (corresponding to the six OECD/DAC criteria) are the following:

Relevance:

- 1) To what extent does the VEF project respond to beneficiaries, and partner/institution needs, policies, and priorities?
- 2) Does the forum address key issues, promote sustainable energy practices, and contribute to global energy-related goals and agendas?

Coherence:

- 3) How well does the forum align with existing international energy-related efforts, avoid duplication of efforts, and foster synergies and complementarity with other stakeholders and initiatives?

Effectiveness

- 4) How effective is the forum in promoting stakeholder dialogue, knowledge sharing, policy influence, and innovation in the energy sector?
- 5) To what extent has the forum catalyzed innovation and enhanced its geographic and sectoral inclusivity over time?

Efficiency

- 6) How efficiently have resources been utilized to organize the forum and linked deliverables in a cost-effective and timely manner?

Impact

- 7) What impact has the Forum had on policy decisions, sustainable energy practices, and partnership formation within the energy sector?
- 8) To what extent has the forum contributed towards SDGs? What impact has the forum had on community building over the years?

Sustainability

- 9) How sustainable are partnerships, initiatives, and policy changes achieved by the forum, with or without further interventions?
- 10) What steps including activities and media platforms has the forum undertaken to sustain participant engagement and attention over time?

Cross-Cutting Dimensions (Gender/Human Rights/Social and Environmental Safeguards)

11) To what extent were gender, environment, and youth considered in the VEF?

IV. EVALUATION PROCESS

The evaluation will be conducted from October 2023 to March 2024. The evaluation will be implemented in five phases, which are not strictly sequential, but in many cases iterative, conducted in parallel and partly overlapping:

- 1) Desk review and data analysis;
- 2) Inception phase: The evaluation team will prepare the inception report providing details on the evaluation methodology and include an evaluation matrix with specific issues for the evaluation to address; the specific site visits will be determined during the inception phase, taking into consideration the findings and recommendations of the mid-term review.
- 3) Interviews, survey, and literature review;
- 4) Data analysis, report writing, and debriefing to UNIDO staff at the Headquarters; and
- 5) Final report issuance and distribution with a management response sheet, and publication of the final evaluation report on the UNIDO website.

V. TIME SCHEDULE AND DELIVERABLES

The following schedule and deliverables are expected from the evaluation:

Activity	Responsibility	Estimated month
Preparation of evaluation terms of reference	EIO	October 2023
Identification and recruitment of evaluation team (ET) members	PM	October 2023
Literature review and preparation of evaluation methodology	ET	November 2023
Virtual observation of the forum conference	ET	November 2023
Inception report	ET	December 2023
Interviews with UNIDO staff and stakeholders; Presentation of preliminary findings to Field stakeholders	ET	Mid-January 2024
Preparation of draft report	ET, supported by EIO	February 2024
Presentation of preliminary findings	ET	February 2024
Review of the draft evaluation report, based on stakeholder feedback and submission of final report	ET	March 2024
Finalization and Issuance of the final report	EIO	March 2024

VI. EVALUATION TEAM COMPOSITION

The evaluation team comprises:

- 1) One international senior evaluation consultant with strong expertise in evaluation and research in international development and policy making.
- 2) One EIO Evaluation staff member.

The tasks of the international senior evaluation consultant are detailed in the job description, attached to these terms of reference (see Annex 2).

All members of the evaluation team must not have been involved in the design and/or implementation, supervision, and coordination of any intervention to be assessed by the evaluation and/or have benefited from the programmes/projects under evaluation.

VII. REPORTING

Inception report

These Terms of Reference (TOR) provide some information on the evaluation methodology, but this should not be regarded as exhaustive. After reviewing the project documentation and initial interviews with the project manager, the Team Leader will prepare, in collaboration with the team member, a short inception report that will operationalize the TOR relating to the evaluation questions and provide information on what type and how the evidence will be collected (methodology). It will be discussed with and approved by the EIO.

The Inception Report will focus on the following elements: preliminary project theory model(s); elaboration of evaluation methodology including quantitative and qualitative approaches through an evaluation framework (“evaluation matrix”); Unit of work between the evaluation team members; field mission plan, including places to be visited, people to be interviewed and possible surveys to be conducted; and a debriefing and reporting timetable⁵.

Evaluation report format and review procedures

The draft report will be delivered to the UNIDO Independent Evaluation Unit (with a suggested report outline) and circulated to UNIDO staff and key stakeholders associated with the project for factual validation and comments. Any comments responses, or feedback on any errors of fact to the draft report will be sent to UNIDO’s Independent Evaluation Unit for collation and onward transmission to the evaluation team who will be advised of any necessary revisions. Based on this feedback, and taking into consideration the comments received, the evaluation team will prepare the final version of the terminal evaluation report.

A presentation of preliminary findings will take place at UNIDO HQ.

The evaluation report should be brief, to the point, and easy to understand. It must explain the purpose of the evaluation, what was evaluated, and the methods used. The report must highlight any methodological limitations, identify key concerns, and present evidence-based findings, consequent conclusions, recommendations, and lessons. The report should provide information on when the evaluation took place, the places visited, who was involved, and be presented in a way that makes the information accessible and comprehensible. The report should include an executive summary that

⁵ The evaluator will be provided with a Guide on how to prepare an evaluation inception report prepared by UNIDO Independent Evaluation Unit.

encapsulates the essence of the information contained in the report to facilitate dissemination and distillation of lessons.

Findings, conclusions, and recommendations should be presented in a complete, logical, and balanced manner. The evaluation report shall be written in English and follow the outline given by the UNIDO Independent Evaluation Unit.

The final report will be cleared by EIO.

VIII. QUALITY ASSURANCE

All UNIDO evaluations are subject to quality assessments by the UNIDO Independent Evaluation Unit. Quality assurance and control are exercised in diverse ways throughout the evaluation process (briefing of consultants on methodology and process of UNIDO Independent Evaluation Unit, providing inputs regarding findings, lessons learned, and recommendations from other UNIDO evaluations, review of inception report and evaluation report by UNIDO's Independent Evaluation Unit).

The quality of the evaluation report will be assessed and rated against the criteria outlined in the Checklist on evaluation report quality. The applied evaluation quality assessment criteria are used as a tool to provide structured feedback. UNIDO Independent Evaluation Unit should ensure that the evaluation report is useful for UNIDO in terms of organizational learning (recommendations and lessons learned) and is compliant with UNIDO's evaluation policy and these terms of reference. The draft and final evaluation report are reviewed by the UNIDO Independent Evaluation Unit, which will circulate it within UNIDO.

Annex 1: Project Logical Framework

	Intervention logic	Indicators	Targets	Sources of verification	Assumptions
Impact	The International Vienna Energy and Climate Forum 2023 will lead to new partnerships and will support the Member States and other stakeholders with the implementation of energy and climate change-related strategies.	# of recommendations to be transmitted # of global energy and climate change related fora VEF 2023 outcomes contributed to	The IVECF discussions/ recommendations will contribute to at least three high-level fora.	Final and/or progress report	The more partners will include the VEF outcome in high-level fora, the bigger the impact of the IVECF discussions.
Expected Outcome	Global partnership on Sustainable Energy strengthened and global debate and discussions on nexus themes (possibly gender and youth) and innovation facilitated.	# of strategic reports, policies/ statements presented % of actors satisfied	Three strategic reports produced	Final and/or progress report Satisfaction rating by participants (sex and age disaggregated).	Reaching the outcome of the project greatly depends on the level of policy and opinion-makers the co-organizers can mobilize.
Output 1.1	IVECF 2023 successfully organized and implemented (under considerations of gender equality/ equity), and its outcomes disseminated and promoted for sustained impact.	# of global fora organized # industrial strategies and industrial policy drafted/ prepared (gender-responsive) # of capacity-building activities provided	1000 participants in person and 800 online (gender parity) Gender parity for speakers Outcome document/ report launched and disseminated	Number of high-level participants (M/F) Number of speakers (M/F) Number of participants (M/F) in the forum and the relevant activities Media coverage.	External factors, which could negatively affect the organization include logistical and administrative issues and possible travel restrictions. Hence, the hybrid format of the forum is preferred.
Activities	<ol style="list-style-type: none"> 1. Organization of a series of brainstorming workshops and stakeholder consultations that will shape the IVECF 2023 agenda and speakers' list 2. Gender-responsive communications and advocacy (Develop and implement publicity and promotion strategy of the Forum and its outcomes via various types of media sources and channels catering to key stakeholders.) 3. Forum report: Prepare and publish the forum report and conduct follow-up activities, including a gender audit. 4. Follow-up activities for sustained impact (Engage with key global energy initiatives and partners to enhance visibility and relevance of VEF's impacts and to ensure the sustainability of the VEF as a flagship program.) 				
Output 1.2	Youth for VEF 2023 successfully organized and implemented (under considerations of gender equality/ equity), and its outcomes contributing to the VEF discussions.	# of global fora organized # of capacity-building activities provided	150 participants (gender parity) Recommendations/ feed into the VEF 2023	Number of participants (M/F) in the forum and the relevant activities Media coverage. Number youth that received capacity building.	Insufficient funding for the travel of youth representatives as well as for the capacity building activities.

Activities	<p>Organization of a series of brainstorming workshops and stakeholder consultations that will shape the agenda and speakers' list. Establishment of the Youth Steering Committee. Youth mainstreamed communications and advocacy catering to key youth stakeholders. Organize capacity-building activities such as workshops. Youth for IVECF Recommendations/ messages feeding into the IVECF. Follow-up activities for sustained impact (Engage with key global youth energy initiatives and partners to enhance visibility and relevance of the impacts and to ensure the sustainability of the Youth for IVECF)</p>				
Project Management & Monitoring	<p>Periodic monitoring of project activities</p>				
Activities	<ol style="list-style-type: none"> 1. Coordination of forum's programme and speakers 2. Coordination of logistical elements (Arrange venue, travel of participants, catering) under consideration of gender dimensions) 3. Organisations of the PSC Meetings 4. Gender audit 				
Evaluation	<p>Evaluation of the impact of the International Vienna Energy and Climate Forum since its inception</p>	<p>Regularly monitored and reported</p>	<p>Continuous monitoring Regular Project Steering Committee Meetings organized Gender audit conducted</p>	<p>Project progress and final reports Project Steering Committee Meeting minutes Gender audit report</p>	<p>Project monitored and evaluated as per UNIDO and donors' requirements Gender audit conducted</p>
Activities	<p>Contracting an evaluation expert Ensuring that impact assessment report is completed</p>				

Annex 2: Job description



UNITED NATIONS INDUSTRIAL DEVELOPMENT ORGANIZATION

TERMS OF REFERENCE FOR PERSONNEL UNDER INDIVIDUAL SERVICE AGREEMENT (ISA)

Title:	Senior Evaluation Consultant
Main Duty Station and Location:	Home-based
Missions:	Missions to Vienna, Austria
Start of Contract (EOD):	October 2023
End of Contract (COB):	February 2024
Number of Working Days:	40 working days spread over the above-mentioned period

1. ORGANIZATIONAL CONTEXT

The UNIDO Independent Evaluation Unit (EIO/IEU) is responsible for the independent evaluation function of UNIDO. It supports learning, continuous improvement, and accountability, and provides evidence-based analysis and assessment of results and practices that feed into the programmatic and strategic decision-making processes. Independent evaluations provide a credible, reliable, and useful assessment that enables the timely incorporation of findings, recommendations, and lessons learned into the decision-making processes at organization-wide, programme, and project levels. EIO/IEU is guided by the UNIDO Evaluation Policy, which is aligned with the norms and standards for evaluation in the UN system.

PROJECT CONTEXT

The International Vienna Energy and Climate Forum (IVECF) originated as the Vienna Energy Forum (VEF) and is a biennial Forum, which is organized by its founding members UNIDO, the Austrian Federal Ministry for European and International Affairs (BMEIA), and the Austrian Development Agency (ADA), and the International Institute for Applied Systems Analysis (IIASA). Building on the success and outcomes of previous forums as well as VEF 2021, IVECF 2023 will be designed as a dynamic, engaging, and inclusive platform. It will allow for thought-provoking dialogue to discuss key priorities and put forth action-oriented solutions to advance sustainable energy development while promoting gender equality and the empowerment of women. Furthermore, IVECF 2023 aims to amplify youth perspectives and voices.

Under the supervision of the Director, EIO, and Chief IEU, the international senior evaluation consultant will conduct the independent evaluation of the impact of the Vienna Energy Forum. The international senior evaluation consultant will carry out the following duties:

MAIN DUTIES	Concrete/ Measurable Outputs to be achieved	Working Days	Location
<p>1. Review relevant documentation and background information (policies and strategies, UN strategies, relevant events, initiatives, and processes as well as general project data). Define technical questions and determine key data to be collected; adjust the key data collection instruments as needed. Develop interview guidelines/questionnaire/survey.</p>	<ul style="list-style-type: none"> Adjusted table of evaluation questions; Draft list of stakeholders to interview Preliminary data collection methods and tools and interview guidelines/questionnaires /survey (if applicable) 	10 days	Home-based
<p>2. Online briefing with UNIDO EIO and the project manager Preliminary HQ interviews (online) with relevant UNIDO staff Carry out preliminary analysis of pertaining technical issues. Develop a brief analysis of key contextual conditions relevant to the project.</p>	<ul style="list-style-type: none"> Information collected and analyzed 	4 days	Home-based
<p>3. Prepare an inception report that streamlines the specific questions to address the key issues in the ToR, specific methods that will be used, and data to collect, confirm the evaluation methodology, draft theory of change, and tentative agenda for fieldwork.</p>	<ul style="list-style-type: none"> Draft theory of change and Evaluation framework to submit to EIO for clearance 	7 days	Home-based
<p>4. Mission to UNIDO HQ: interviews with UNIDO staff and stakeholders, including International Vienna Energy and Climate Forum 2-3 November Virtual Interviews with partners</p>	<ul style="list-style-type: none"> Evaluation data collected (incl. surveys, interview notes, and others) 	8 days	Vienna, Austria
<p>5. Debriefing / Presentation of preliminary findings and recommendations to UNIDO management and staff</p>	<ul style="list-style-type: none"> Presentation of preliminary findings 	1 day	Online
<p>6. Evaluation report or Impact Assessment Report of the Vienna Energy Forum since its inception in 2009:</p> <ul style="list-style-type: none"> Prepare draft evaluation report for comments by EIO, and stakeholders; Integrate comments from stakeholders Prepare final draft evaluation report for approval by EIO 	<ul style="list-style-type: none"> Draft report / Final report 	10 days	Home-based
Total		40 days	

MINIMUM ORGANIZATIONAL REQUIREMENTS

Education:

Advanced university degree in a field related to development studies, economics, public administration, or business administration.

Technical and functional experience:

- At least 20 years of experience in evaluation and research at the international level is required.
- Experience in impact evaluation is required.
- Experience in developing and evaluating strategies is required.
- Knowledge about multilateral technical cooperation and the UN, UN processes, international development, climate policy, priorities, and frameworks.
- Familiarity with gender analysis tools and methodologies is an asset
- Good knowledge of UNIDO activities and working experience within the UN system
- Experience/knowledge in managing evaluations and evaluation teams
- Excellent analytical and drafting skills

Languages:

Fluency in written and spoken English is required. All reports and related documents must be in English and presented in electronic format.

Absence of conflict of interest:

According to UNIDO rules, the consultant must not have been involved in the design and/or implementation, supervision, and coordination of and/or have benefited from the programme/project (or theme) under evaluation. The consultant will be requested to sign a declaration that none of the above situations exists, and that the consultant will not seek assignments with the manager/s in charge of the project before the completion of her/his contract with the UNIDO Independent Evaluation Unit.

REQUIRED COMPETENCIES

Core values:

WE LIVE AND ACT WITH INTEGRITY: Work honestly, openly, and impartially.

WE SHOW PROFESSIONALISM: work hard and competently in a committed and responsible manner.

WE RESPECT DIVERSITY: work together effectively, respectfully, and inclusively, regardless of our differences in culture and perspective.

Core competencies:

WE FOCUS ON PEOPLE: cooperate to fully reach our potential –and this is true for our colleagues as well as our clients. Emotional intelligence and receptiveness are vital parts of our UNIDO identity.

WE FOCUS ON RESULTS AND RESPONSIBILITIES: focus on planning, organizing, and managing our work effectively and efficiently. We are responsible and accountable for achieving our results and meeting our performance standards. This accountability does not end with our colleagues and supervisors, we also owe it to those we serve and who have trusted us to contribute to a better, safer, and healthier world.

WE COMMUNICATE AND EARN TRUST: communicate effectively with one another and build an environment of trust where we can all excel in our work.

WE THINK OUTSIDE THE BOX AND INNOVATE: To stay relevant, we continuously improve, support innovation, share our knowledge and skills, and learn from one another.

Annex 3: Outline of an in-depth project evaluation report

Abstract

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Acknowledgements

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Annex 4: Quality checklist

Quality criteria		UNIDO EIO/IEU assessment notes	Rating
1	The inception report is well-structured, logical, clear, and complete.		
2	The evaluation report is well-structured, logical, clear, concise, complete and timely.		
3	The report presents a clear and full description of the 'object' of the evaluation.		
4	The evaluation's purpose, objectives, and scope are fully explained.		
5	The report presents a transparent description of the evaluation methodology and clearly explains how the evaluation was designed and implemented.		
6	Findings are based on evidence derived from data collection and analysis, and they respond directly to the evaluation criteria and questions.		
7	Conclusions are based on findings and substantiated by evidence and provide insights pertinent to the object of the evaluation.		
8	Recommendations are relevant to the object and purpose of the evaluation, supported by evidence and conclusions, and developed with the involvement of relevant stakeholders.		
9	Lessons learned are relevant, linked to specific findings, and replicable in the organizational context.		
10	The report illustrates the extent to which the evaluation addressed issues pertaining to a) gender mainstreaming, b) human rights, and c) environmental impact.		
<p><u>Rating system for quality of evaluation reports</u></p> <p>A number rating of 1-6 is used for each criterion: Highly satisfactory = 6, Satisfactory = 5, Moderately satisfactory = 4, Moderately unsatisfactory = 3, Unsatisfactory = 2, Highly unsatisfactory = 1, and unable to assess = 0.</p>			