

Terms of Reference (ToR)

Mid-term Review of the ASEAN Climate Change and Energy Project (ACCEPT) Phase 2

1. Background

[ASEAN Climate Change and Energy Project \(ACCEPT\) Phase 2](#) (RAS 21/0006) builds upon the successes of ACCEPT Phase 1, which concluded on 31 March 2022. This 48-month initiative, funded by the Norwegian Government through the Norwegian-ASEAN Regional Integration Programme (NARIP), represents a collaborative effort between the [ASEAN Centre for Energy](#) (ACE) and the [Norwegian Institute of International Affairs](#) (NUPI). The project is supported by a total grant of NOK 23,900,000.

ACCEPT Phase 2 is aligned with the objectives of the **ASEAN Plan of Action for Energy Cooperation (APAEC) Phase 2: 2021-2025** and aims to enhance ASEAN Member States' (AMS) readiness for the energy transition toward low-carbon energy systems. The project aspires to contribute to a **future of carbon neutrality**, advancing the energy-climate nexus by addressing key challenges and opportunities, building capacity, and fostering regional cooperation.

Key outcomes of the project include:

1. Advanced knowledge sharing on energy and climate nexus in ASEAN
2. Enhanced ASEAN's capacity as a low carbon economy towards carbon neutrality
3. Strengthened regional structure, capacity, and gender equality on energy-climate nexus

To achieve these outcomes, the project conducts **policy dialogues, regional seminars, study visits**, and **focus group discussions (FGDs)** on energy-climate nexus themes; develops **energy system models** with technology selection scenarios to identify feasible pathways toward carbon neutrality; and promotes **gender equality** through its activities and events.

This holistic approach ensures that the project not only advances technical solutions but also strengthens collaboration, inclusivity, and awareness across the region.

The project also contributes to the preparation of two critical documents that lay the premises for ASEAN's energy cooperation:

- (i) **The ASEAN Plan of Action for Energy Cooperation (APAEC) Post 2025**, the sectoral work plan guiding energy cooperation under the ASEAN Community Vision 2045.
- (ii) **The 8th ASEAN Energy Outlook (AEO8)**, which provides a comprehensive analysis of regional energy trends, opportunities and challenges to support strategic planning and decision-making.

In addition, the project produces thematic policy papers to guide national and regional authorities on energy-climate integration. Public engagement initiatives further promote awareness of the energy-climate nexus and its significance for ASEAN's sustainable development

Mid-Term Review

As stipulated in the Grant Agreement, a mid-term review of ACCEPT Phase 2 is required to assess the project's progress against its objectives. This review will provide a critical

evaluation of the project's implementation, achievements, and areas for improvement to ensure its continued effectiveness and alignment with the agreed deliverables.

To undertake this task, we are seeking the services of an experienced **individual consultant or consulting firm** with expertise in project evaluation, particularly in the fields of energy, climate or international development.

2. Purpose of the Review

The purpose of this mid-term review is to:

- Assess the **relevance, effectiveness and efficiency** of the project to date by evaluating the activities, outputs and progress made toward achieving its objectives. The review may also consider the potential impacts and the sustainability of project outcomes.
- Provide **strategic recommendations**, if any, to enhance project implementation during the remaining period and offer insights for the design and execution of potential future phases or related projects.

3. Review Questions

The mid-term review should address the following key questions, with the Consultant invited to propose additional elements as deemed relevant:

1. Advanced Knowledge Sharing on Energy and Climate Nexus in ASEAN
 - What measurable progress has the project achieved in promoting the energy-climate nexus?
 - What activities have been conducted to promote information sharing on the energy-climate nexus across ASEAN Member States?
 - How successfully has the project facilitated knowledge exchange through its activities?
 - Which knowledge-sharing tools (e.g., HLPD, study tour, workshops, publications, digital platforms (social media)) have been most effective and why?
 - How has the project strengthened relationships in both energy and climate change sectors in ASEAN through their participation in the project's organized activities?
 - What do the results of surveys or evaluations indicate about the increase in knowledge and awareness among policymakers as a result of the project's activities?
2. Enhanced ASEAN's Capacity as Low-Carbon Economy Toward Carbon Neutrality
 - What milestones has the project reached in improving ASEAN's capacity on Low-Carbon Economy towards Carbon Neutrality?
 - What capacity-building activities have been conducted to support low-carbon energy transitions in ASEAN Member States?
 - What specific technical skills or expertise gaps has the project helped bridge?
 - How has the project contributed to shaping the planning process for the next APAEC cycle?
 - What lessons learned from the project can be applied to better shape the next ASEAN energy blueprint?

3. Strengthened Regional Structure, Capacity and Gender Equality on Energy-Climate Nexus

- Does the project promote the participation of women in project activities? In what ways?
- How relevant and up-to-date is the content shared on the platform for advancing the energy-climate nexus?
- What types of resources (e.g., reports, webinars, data tools) are most valued by platform users?
- Does the platform facilitate engagement among stakeholders (e.g., through forums, webinars, Instagram or Q&A sessions)?
- What are the measurable metrics such as e.g., number of users, downloads, or interactions, demonstrate the platform's effectiveness in achieving its knowledge-sharing objectives?

4. Review methodology

The Consultant is expected to employ the following methods, with flexibility to propose additional approaches as necessary:

- Conduct a **desk review** of relevant project documents, including the grant agreement, activity reports, and selected outputs.
- **Interview stakeholders**, including project management, ASEAN Member States (AMS), donor representatives, and other relevant actors involved in the project.
- **Participate in virtual project events**, such as seminars or workshops, to observe implementation and stakeholder interactions.
- **Identify the most significant outcomes, outputs, or issues** through a review of past annual meetings and related activities.
- Tailor review questions to **address emerging risks** and propose recommendations for adaptive project management.

While the project outcomes may extend beyond the current project period, the review should assess interim progress and trajectory.

The Consultant is not expected to travel to ASEAN or Norway but may be invited to Jakarta to present findings in person, if necessary.

5. Deliverables

The Consultant is responsible for producing the following deliverables:

1. **Draft Report:** A comprehensive draft of findings and recommendations, submitted for review at least two weeks before the final report deadline.
2. **Final Report:** A refined document (including an Executive Summary and annexes), to be submitted in Word and PDF formats.

The report should:

- Highlight key findings on project relevance, effectiveness, efficiency, impact, and sustainability.
- Provide actionable recommendations for the remaining project period and potential future phases.

The Consultant will also:

- Participate in a **start-up meeting** to present an updated technical proposal and align on a mutually agreed plan of action.
- Submit an **inception report** summarizing the agreed methodology and timeline.

6. Duration of the Contract

The contract duration is expected from **20 January to 31 March 2025**, contingent on the Consultant's proposed work plan. The timeline includes:

- **20 January 2025:** Start-up meeting.
- **January–March 2025:** Engagement in project events and review activities.
- **20 March 2025:** Submission of draft report.
- **31 March 2025:** Final report submission.

7. Special Circumstances

The Consultant must demonstrate flexibility to adapt the work plan to unforeseen circumstances or emerging project needs while maintaining adherence to the agreed timeline.

8. Budget

The maximum budget for this assignment is **USD 20,000 (twenty thousand US dollars)**. ACE shall not be liable for other expenses exceeding the agreed fixed price.

A budget must be provided, which stipulates the time assigned to the individual Consultant(s) by daily rate and any other direct costs related to the Consultant undertaking this assignment. Events to be conducted virtually, so no travel cost is expected.

ACE is an intergovernmental organisation and is not liable for any taxes. The allocated budget fee shall not include any tax. The Consultant shall file and settle any payment for income tax arising from this assignment and ACE shall not be responsible for any consequences of the failure to fulfil the obligation relating to income tax laws of the Consultant's country of residence.

9. Non-Disclosure Agreement

The Consultant must adhere to strict confidentiality and shall not disclose any project-related data or findings without prior written consent. All materials produced during this assignment remain the property of ACE and the project. The Consultant will not hold copyright or intellectual property rights over these materials.

10. Award Criteria and Qualification Requirements:

Proposal will be evaluated based on the following weighted criteria:

- Formal competence and experience: 50%
- Price offer: 30%
- Knowledge of the energy sector and climate change: 20%

Key qualifications:

- Documented expertise and experience from similar evaluations/reviews of donor-funded projects
- It is an advantage if the Consultant has knowledge of the energy sector, climate policies, climate change issues and ASEAN regional frameworks

11. Proposal Submission

Interested Consultants may submit a proposal in response to this Terms of Reference in the following format:

11.1 Proposal Document

The Technical part of the proposal should include the following information:

- A brief account of the Consultant's understanding of the needs of the assignment and past experience in undertaking similar work.
- A detailed work plan that specifies activities to be undertaken, methodology, resources to be utilised and timing.
- Staffing and management plan for the implementation of the mid-term review.
- CVs of all proposed personnel.
- Company Profile (if not an individual consultant).

The Financial part of the proposal should include the following information:

- Cost estimation specifying all direct and indirect costs, including but not limited to: Professional fees of expert(s) for completing all deliverables in unit cost and the number of hours/days, and miscellaneous charges, if applicable.

11.2 Submission and Communication Channel

The proposal, communication and queries related to the invitation to submit proposal shall be submitted in electronic copy (password protected) by no later than **5 January 2025** to:

ASEAN Centre for Energy (ACE) c.q. ASEAN Climate Change and Energy Project (ACCEPT)

Email: accept@aseanenergy.org , procurement@aseanenergy.org

Subject: Mid-term Review of the ASEAN Climate Change and Energy Project (ACCEPT) Phase 2

ACE reserves the right to invite shortlisted Consultants for further discussions or negotiations based on the evaluation of submitted proposals.