



## **Ministry of Public Utilities**

### **TERMS OF REFERENCE**

#### **Provision of Consulting Services to conduct an Impact Assessment to evaluate the Impact of Illumination Projects Implemented under the National Street Lighting Programme throughout Trinidad and Tobago**

#### **1. INTRODUCTION**

The Government of Trinidad and Tobago, through the Ministry of Public Utilities (MPU), is seeking to recruit a consultant to undertake an Impact Assessment to determine the extent to which the Ministry's Illumination Projects under the National Street Lighting Programme has met its objectives. The Impact Assessment, hereinafter known as the "Study", will provide baseline data while highlighting the factors which have acted as facilitators and barriers to the success of these interventions. It will also seek to determine the social, economic and environmental effects of these interventions on the quality of life of persons in these communities. This Study simultaneously seeks to determine the sustainability of this approach as a way forward and alternative interventions that may be deemed necessary.

#### **2. BACKGROUND INFORMATION**

One fundamental requirement for human development is having adequate access to basic utilities for a decent standard of living. Globally, governments have sought to meet this requirement by increasing access to basic utilities. Likewise, the Government of the Republic of Trinidad and Tobago (GoRTT) through the Ministry of Public Utilities has implemented various programmes and projects to increase the access to basic utilities, thereby improving the standard of living of

citizens. Despite the magnitude of past investments, the government realizes that there is still an unacceptable level of unfulfilled demand and as such intends to continue the implementation of programmes to facilitate greater access to electricity. In light of the strategic importance of access to basic utilities to the development of Trinidad and Tobago, the MPU has sought to undertake this Study to measure the impact of its interventions (Illumination Projects) under the National Street Lighting Programme.

Cabinet, on March 3, 2005 agreed to a proposal by the Trinidad and Tobago Electricity Commission (T&TEC) for the implementation of a National Street Lighting Programme over the period 2005-2007. This programme was aimed at illuminating Communities, highways and major roadways throughout Trinidad and Tobago. The Programme was designed inter alia to:

- a) Install approximately 82,000 new street lights;
- b) Upgrade approximately 36,000 existing lamps for 70W to 150W luminaries;
- c) Illuminate approximately 80km of new highway and primary roads;
- d) Address the street lighting needs of new housing developments; and
- e) Ensure that areas prone to criminal activities are adequately lit thereby providing a deterrent to such activities.

Subsequently, on April 17, 2008, Cabinet granted covering approval for the implementation by the Minister of Public Utilities of the lighting of Parks and Recreational Grounds Programme. This expansion gave rise to illumination projects currently being undertaken by T&TEC.

It should be noted that this project was previously submitted to Cabinet as a proposal entitled, *“To evaluate the impact of the interventions made by the Ministry of Public Utilities aimed at improving the access to water and electricity in Trinidad and Tobago”*, by the Inter-Ministerial Research Council and approved as part of the National Social Sector Research Agenda. However, the Ministry of Public Utilities had to amend the initial scope of the study since the water utility is no longer under the purview of the Ministry.

### **3. PURPOSE OF THE EVALUATION**

The main purpose for the evaluation is to determine the extent to which the original objectives of the interventions have been achieved. That is, to measure progress towards achievement of the expected outcomes and impact and recommend the way forward.

### **4. EVALUATION SCOPE**

There are several issues which need to be evaluated. These include, but are not limited to:

#### Quality and Relevance

- Extent to which the intervention responds to priority issues of the provision of electricity in particular communities;
- Social, economic and environmental effects of the intervention on the quality of life for these communities;
- Cost of the projects undertaken versus the benefit derived in these communities;
- Extent to which the original objectives of the intervention are still applicable to current circumstances;
- Factors which have acted as facilitators and barriers to the success of these interventions;
- Sustainability of this approach and the way forward; and
- Alternative interventions that may be deemed necessary.

#### Effectiveness

- The achievements of the intervention to date in relation to its stated objectives and intended results;
- Assess what has been achieved, the likelihood of future achievements, and the significance/strategic importance of the achievements;
- Determine quantitative assessments as far as possible;
- Determine qualitative evidence e.g., impressions and interviews with targeted communities, etc.;
- Identify exceptional experiences that should be highlighted such as case studies and stories; and
- Describe any unforeseen impacts both positive and negative.

Impact

- Extent to which the intervention is making a contribution to a long term positive effect on the society, economy and environment; and
- Extent to which the project is achieving its vision and goal.

Sustainability

- Assess the social and political environment/acceptance of the interventions; and
- Evaluate the extent to which the interventions have contributed to lasting benefits.

Recommendations for Improvement

- Assess and make recommendations on the future relevance, impact and effectiveness of the interventions; and
- Assess and make significant modifications to the strategy of the interventions.

**5. EVALUATION PERIOD**

The evaluation should cover implementation of the National Street Lighting Programme from March, 2005 to December, 2014. The geographical scope of the evaluation is national.

**6. EXPECTED OUTPUT / REPORTS**

The consultant shall, as a minimum, deliver the following:

- An Inception Report within three (3) weeks of signing the contract. This should include a clearly outlined Research Design that describes the Evaluation process and an Implementation Schedule for the Project;
- Monthly status reports on the progress of the research project that should detail:
  - The status of the study;
  - The immediate next steps in the Study; and
  - Any challenges that may have been encountered and solutions for addressing the same.
- Three (3) hardcopies of a Draft Final Report;
- A PowerPoint presentation on the Draft Final Report to the Honourable Minister, Permanent Secretary and other technical officers within five (5) working days of submission of the Draft Final Report to the Ministry;

- Three (3) hardcopies of a Final Report to be submitted to the Ministry of Public Utilities no later than two (2) weeks after the Draft Final Report is approved;
- Knowledge Transfer Exercise
  - Share key components of the Study with at least ten (10) members of the MPU staff;
  - Components should include the methodology used in undertaking the study such as the design of data collection instruments, the collation and analysis methodology and verification exercises.
- All reports are to be written in English. In addition, the Consultant will provide an electronic version of all the required deliverables inclusive of all data sets on CD in the appropriate file format for the data and MS Word format for the Report.

## **7. EVALUATION METHODS**

The Consultant would be required to develop an appropriate evaluation methodology which should include, but not limited to the following:

- Desk review of relevant documents (programme documents, quarterly, semi-annual and annual reports, minutes of technical meetings, reports on project activities, etc.);
- Questionnaires, semi-structured and/or focus group interviews; and
- Interviews with relevant stakeholders.

The Consultant should present a detailed statement of proposed evaluation methods in the Inception Report.

## **8. SELECTION OF CONSULTANT**

An Evaluation Committee would be established at the MPU to assess the proposals that are submitted. The criteria for the selection and award of the tender under this project will be based on the following:

- Overall understanding of Project and Methodology;
- Experience of the Consultant;

- Qualifications, Competence and Adequacy;
- New and relevant recommended additions to the scope which will add value to the Study;
- Transfer of Knowledge; and
- Financial Capability.

## **9. PROJECT TEAM COMPOSITION**

The Consultant will report to a Project Team Chairperson, who will be appointed by the Permanent Secretary. The Project Team will comprise of representatives from the Economic Research, Policy and Planning Division, Sectoral Programmes and Projects Unit, and the Monitoring and Evaluation Unit within the Ministry of Public Utilities, and will undertake primary supervision of the Consultant. Regular dialogue and attendance at meetings is to be maintained between the Consultant and the Project Team Chairman.

## **10. PLANNING AND REPORTING ARRANGEMENTS**

The Consultant's Inception Report must be approved by the Permanent Secretary, Ministry of Public Utilities before the actual evaluation can be initiated. It is anticipated that the Ministry would respond to the Consultant within ten (10) working days of submission of the Inception Report. The Ministry's response will provide feedback on any concerns arising out of the Inception Report and approval for proceeding with the Study.

It should be noted that the Research Unit within the Economic Research Policy and Planning Division will assist the consultant in general data collection, collation and analysis of the study.

The Consultant will be responsible for the necessary substantive support, including travel arrangements, organisation of meetings and submission of all documents for desk review.

Although the Consultant is free to discuss all matters relevant to this assignment with the authorities concerned, he/she is not authorized to make any commitment on behalf of Ministry of Public Utilities.

The Draft Report can be discussed with the relevant stakeholders and to the extent possible, with other parties involved in the project.

The Final Report should not be longer than 50 pages, excluding the annexes and the executive summary. The Final Report should be developed with respect to the following chapters:

- Executive summary (maximum 4 pages)
- Introduction
- Background (programme description)
- Evaluation purpose and objective
- Evaluation methodology
- Major findings
- Lessons learned (from both positive and negative experiences)
- Constraints
- Recommendations and conclusions.

Annexes to the Final Report should be kept to an absolute minimum. Only those annexes that serve to demonstrate or clarify an issue related to a major finding should be included, for example, survey instruments. Existing documents should be referenced but not necessarily annexed.

## **11. PAYMENT SCHEDULE**

The following is the payment schedule of the Ministry of Public Utilities to the Consultant:

- |   |   |      |
|---|---|------|
| • Signing of the Contractual Agreement                              | - | 10%; |
| • Submission and Acceptance by the Ministry of the Inception Report | - | 10%; |
| • Submission of the Draft Final Report                              | - | 20%; |
| • Approval of Final Report by MPU                                   | - | 20%  |
| • Submission of the Final Report                                    | - | 40%  |

The Consultant is required to be Value Added Tax (VAT) Registered as a VAT trader and a copy of the last annual VAT Certificate is to be submitted to the MPU before signing of the contract. If the consultant is not in possession of a current VAT Certificate, then this must be regularized before a contract can be awarded by the MPU.

## **12. CHARACTERISTICS OF THE CONSULTANCY**

### **Type of Consultancy**

- Local

### **Required Qualifications and Experience**

It is expected that the overall team to undertake the study ought to possess the following qualifications:

- Postgraduate qualification in social science;
- At least six (6) years' experience in Monitoring and Evaluation
- Prior experience in working with governmental organizations;
- Demonstrated professional leadership and ability to coordinate a team of professionals
- At least six (6) years' experience in the executing of research of a similar nature; and
- Proficiency in the use of statistical software and processing of data sets.

### **Duration**

Consulting services will be required over a five (5) month period from April to August, 2015, on a full-time basis.

## **13. ADDITIONAL SUPPORTING DOCUMENTS**

Persons wishing to submit a proposal should also include the following documents:

- Resume and supporting certificates of qualifications;
- Two (2) recommendation letters;
- Information on similar studies undertaken;
- Profile of Company where relevant; and
- Information on current project commitments.