Title: Monitoring and Impact Evaluation System Developer
Duty Station: Hanoi with domestic travel as required
Duration: 6 months, tentatively starting from May, 2009
Supervisor: Project Manager

BACKGROUND

The Vietnam Energy Efficient Public Lighting (VEEPL) project is a joint effort of the Global Environment Facility (GEF) and Vietnamese counterpart agencies. The project aims to encourage widespread adoption of energy efficient practices among providers of public lighting in Vietnam, thereby contributing to cost savings, improved performance and the reduction of Green House Gas (GHG) emissions by the public sector.

The project will contribute to reduced pollution through the effective implementation of a carefully chosen and integrated mix of project components by relevant central government agencies, local governments, institutions, and practitioners in the lighting industry and the private sector.

It is estimated that by end of the VEEPL project in 2010, GHG emissions will have been reduced by a cumulative amount of 171.2 ktons. During the project implementation, the expected annual direct GHG emissions reduction will be from 0.2 ktons by end 2006 to 70.3 ktons by end 2010. The energy savings (and GHG emission reduction) in public lighting will be derived from the installation of EEPL equipment (EE lamps, high efficiency luminaries, automatic light efficiency control systems) in cities and town. The annual energy consumption, energy saved in public lighting and the GHG emission reduction can be calculated owing to the developed model of calculation and data/information on the installation of EEPL equipment provided by the provincial PL companies and relevant agencies to the project subcontractors and partners.

A Public Lighting Database Facility (PLDF) and National Public Lighting Information Centre (PLIC) have been established with the support of VEEPL to collect, manage, process and disseminate data and information related with lighting in public sector. These facilities have been collecting data related with current state of lighting schemes and technologies used, installation of EE lighting projects, development of new lighting technologies, and various types of supporting information related with lighting in public places. The database developed by PLDF and PLIC is anticipated to be made available to various stakeholders of VEEPL through internet.

The Project Management Unit (PMU) of VEEPL is now seeking the service of a qualified services provider with substantial skills and experience for developing a user friendly monitoring and evaluation (M&E) tool, based on the methodology and calculation approach used by current evaluation model in MS Excel form, using the data and information provided by PLDF and PLIC to estimate impacts of VEEPL project in the form of energy savings and greenhouse gas reductions.
PURPOSE OF CONTRACT

The purpose of this contract is to review the existing data management and processing system used by PLDC and the existing calculation model and subsequently develop a user friendly software application as an integrated query-based monitoring and evaluation system to estimate impacts of a project in the area of climate change. The proposed M&E system will be accessible through internet and intranet, and will integrate the existing data management system used by PLDF to ensure instantaneous update of the M&E reports when PLDF data is updated.

SCOPE OF WORK

The specific tasks of the Subcontractor will be as follows:

- Work with PMU and prepare a detailed work plan for the whole contract duration.
- Review the current data management system used by PLDF to maintain and process data on public lighting.
- Review the current impact estimation/calculation model in MS Excel form.
- Develop a system design for user-friendly software application as monitoring and evaluation system from the existing calculation model together with its intended outputs and reports, for review by PMU and other VEEPL stakeholders.
- Develop a final system design of monitoring and evaluation system. Ensure that the M&E system is query based, i.e. M&E reports are generated by user defined parameters.
- Develop a user friendly software tool based on existing calculation model as monitoring and evaluation system integrated with data management system used by PLDF and PLIC to estimate query-based impacts of VEEPL project e.g. for a specific quarter, for a particular year, cumulative for a given period, all by project as a whole or segregated as impact by each segment within the project etc.
- Develop data entry interface for PLDF to update data over the internet.
- Develop reporting templates for M&E reports for approval by the PMU.
- The M&E application should be accessible and useable by multiple users over internet and intranet.
- Provide necessary training to PLDF, PLIC and PMU staff on using the M&E system.
- Provide technical assistance on trouble shooting of the M&E system for 1 year.

DELIVERABLES

1. A detailed work plan, together with methodology, review/assessment and quality assurance process for the whole contract duration.
2. Conceptual design of the proposed M&E software application on the basis of existing calculation model together with its intended outputs and reports, for review by PMU and other VEEPL stakeholders.
3. A final system design of monitoring and evaluation system, with query based report generation.
4. A user friendly software application as monitoring and evaluation system, that is accessible through internet and intranet and uses data and information provided by PLDF and PLIC to calculate and produce estimates of impacts of VEEPL project in the form of query based reports.
5. Data entry interfaces for updating data over the internet.
6. Reporting templates for M&E reports.
7. An easy to understand instruction manual for users with little or no IT knowledge or expertise to guide efficient use of the system.
8. Satisfactory feedback from the participating staff of PLDF, PLIC and PMU on training related with use of the M&E system.

OVERALL QUALITY REQUIREMENT FOR THE ASSIGNMENT

Some key quality requirement for this assignment includes:

- A sound methodology/approach must be provided, consulted and agreed with the PMU at the beginning of the assignment. It should clearly show how the assignment will be accomplished in most effective and feasible manner.
- Review/assessment and quality assurance criteria should be explained clearly and with sufficient details in the reports.
- All queries and concerns raised by potential users of the system will be addressed by the consultants in a satisfactory manner.
- All reports will be provided in both English and Vietnamese languages (first in English and approved version in Vietnamese).

QUALIFICATION AND EXPERIENCE

Minimum qualifications of the expert are as follows:

- University degree in management or computer science,
- Extensive skill set and experience in data management, processing, and analysis.
- Demonstrated experience (5 years) in development of relational databases and remote access software applications.
- Some experience related with development of M&E systems.
- Knowledge and familiarity with lighting technologies and issues, greenhouse gas and carbon emission reduction issues will be considered an advantage.
- Demonstrated skills in the use of MS Office suite such as Ms Word, Excel and PowerPoint.
- English language skills, written and spoken, will be considered an advantage.