

Terms of Reference for an International Consultant

Appointment of an International Consultant (Individual Consultant Contract) to develop the GEF CEO Endorsement Request and the DBSA and UNDP Project Documents for the South Africa GEF “Leapfrogging South Africa’s Markets to High-Efficiency LED Lighting and High Efficiency Distribution Transformers” Project

1. Introduction

The Development Bank of Southern Africa (DBSA) and United Nations Development Programme (UNDP) are both implementing agencies of the Global Environment Facility (GEF). The GEF provides funding to developing countries to address environment and climate change issues. Countries that are eligible for funding from the GEF can access such financial resources through implementing agencies of the GEF, a role played by DBSA and UNDP in this project. Funding is available to projects that meet the following criteria:

- Alignment with the country’s development priorities and programmes, and endorsement by the country’s GEF Operational Focal Point (OPF);
- Consistency with the GEF strategy;
- Address one or more of the GEF Focal Areas (and cross-cutting issues and programmes), advancing the prospect of reducing risk to, or improving, the global environment;
- Seek GEF financing only for the incremental costs of measures to achieve global environmental benefits; and
- Co-finance: i.e. projects that are able to attract financing and leveraging of funds from other sources

2. Background

DBSA and UNDP, with support from the South African Department of Energy, seek to engage an experienced international consultant with a strong background in GEF requirements for project development and implementation. The objective of the assignment is the development of the CEO Endorsement Request and associated documents (GEF Tracking Tool, project budget, etc.), and the Project Documents for UNDP and DBSA, for the South African GEF-financed climate change mitigation project, “Leapfrogging South Africa’s markets to high-efficiency LED lighting and high efficiency distribution transformers”.

Subsequent to the approval of the Project Identification Form (PIF) and in line with the GEF project cycle, the project design (termed the project preparation grant – PPG) phase should now commence. As GEF agencies, DBSA and UNDP are entrusted with the responsibility to ensure that the design of the project, its implementation, monitoring and evaluation processes are executed studiously, in line with the GEF requirements, ensuring realization of global environment benefits and developmental impacts. Documents produced at the PPG phase will be approved by both agencies through their own internal procedures prior to submission to GEF for the CEO’s endorsement. Project implementation may commence after the endorsement by the GEF CEO.

The project is a ‘child project’ under the global UNEP programme, “Leapfrogging markets to high efficiency products (appliances, including lighting, and electrical equipment)” which builds on a UNEP-GEF global project, “Establishing the Foundations of a Partnership to Accelerate the Global Market Transformation for Efficient Appliances and Equipment,” (UNEP Project #5831), also called the “Sustainable Energy for All (SE4ALL) Global Project”.

The objective of the South Africa GEF-financed project is to accelerate South Africa’s efforts to transition the economy to energy-efficient products, through the following:

- Developing the country's market for Light-Emitting Diode (LED) lighting on the electricity demand-side; and
- Developing the market for high-efficiency distribution transformers on the electricity supply-side ultimately resulting in climate change mitigation, stable power supply and therefore economic development and improved energy access.

The South African Department of Energy (DoE) will be the lead executing agency for this project. In line with their GEF mandates, DBSA and UNDP will act as implementing agencies.

The project responds to South Africa's national energy efficiency priorities and will be prepared in close collaboration with key Government partners and stakeholders including national departments, development agencies, private sector entities and CSOs, as well as academic and research organisations. Since the project falls within the broader UNEP-GEF programme that consists of a series of national child projects, its development to a full CEO endorsement request will also require global coordination to ensure synergies in project planning and implementation. This will be achieved through phone calls, workshops and meetings with interested and affected project parties throughout the project development process.

3. Scope of Work

DBSA and UNDP, with support from the South African Department of Energy, seek to appoint an International Consultant to lead the project preparation process. The International Consultant will be responsible for supervising and coordinating a team of three National (South African) Consultants:

- A specialist in energy efficiency lighting;
- A specialist in transformers and electricity transmission/distribution; and
- A gender specialist

The International Consultant, in coordination with the three National Consultants, will design the GEF-financed project, including writing project documentation, design of the logical framework, stakeholder consultations and other related roles (see details below).

Specifically, in conjunction with each National Consultant, the International Consultant shall:

- With the Energy Efficiency Lighting Specialist: provide technical advice and project design support, manage stakeholder engagement and co-finance mobilisation, for the lighting elements of the project. This will include, among others, support to project elements that are intended to: develop a national energy efficiency strategy; to develop regulatory mechanisms, including Minimum Energy Performance Standards, for lighting; to put in place Monitoring, Verification and Enforcement systems for energy efficient lighting products in South Africa; to develop policies and financial instruments (e.g. consumer financing, public procurement standards) to support market development; to develop systems for environmentally-sound disposal and recycling of used lighting products; and, where possible, to promote regional harmonisation and approaches with regard to energy efficient lighting across SADC.
- With the Transformers and Electricity Transmission/Distribution Specialist: provide technical advice and project design support, manage stakeholder engagement and co-finance mobilisation, for the transformer elements of the project. This will include, among others, support to project elements that are intended to: develop a national energy efficiency strategy; to develop regulatory mechanisms, including Minimum Energy Performance Standards, for distribution transformers; to put in place Monitoring, Verification and Enforcement systems for distribution transformers in South Africa; to develop policies and financial instruments (e.g. loan schemes, public procurement

standards) to support market development; to develop systems for environmentally-sound disposal and recycling of used transformers; and, where possible, to promote regional harmonisation and approaches with regard to energy efficient distribution transformers across SADC.

- Gender specialist. Every GEF-financed project must address gender inequalities and meet the specific needs of women and girls. Gender equality is not only a fundamental human right but a necessary foundation for advancing sustainable development. To this end, the International Consultant will supervise and guide the Gender National Consultant, who will be responsible for undertaking a Gender Analysis and developing a Gender Action Plan to inform the gender dimension of the GEF-financed project.

The main aspect of the scope of work is to ensure the formulation of the GEF CEO Endorsement Request document (and associated annexes) and the Project Documents (ProDocs) for DBSA and UNDP. Whilst the two ProDocs may contain the same project fundamentals inclined towards GEF requirements, each one of them shall be customized towards the internal project management requirements of the implementing agencies, DBSA and UNDP.

The selection criteria of the International Consultant shall be guided by the project objectives and expected deliverables that are based on the key needs of South Africa as a country in the area of energy efficiency with specific focus on LED lighting and distribution transformers, as described in the PIF. At minimum, it should be noted that technical, financial, regulatory and legal expertise shall form part of the International Consultant skills set.

3.1 PPG Activity 1 – Collect, review and analyze required data and baseline information

Under the guidance of the project implementing agencies and where appropriate, the United For Energy (U4E) programme partners, the International Consultant, in conjunction with the National Consultants, will collect, review and analyze data (including U4E country savings assessments) to create the required baseline that is necessary to develop the project and produce the CEO Endorsement Request and ProDocs for both UNDP and DBSA.

The data collection and baseline review process shall include the following activities:

- a. Conduct specific studies for the development of the country's market for LEDs and high efficiency distribution transformers as part of the establishment of the project baseline and formulation of the GEF documentation;
- b. Data gathering through the application of different methodologies, including interviews with Government, private sector and NGO partners and national stakeholders to enable project planning and monitoring. The data gathering process should focus on, but should not be limited to, the following sub-activities:
 - Analysis of the energy savings that can be achieved with the use of LED light bulbs and high-efficient transformers as a result of policy changes;
 - Review of the high-efficient distribution transformers' lifespan in relation to the effectiveness of energy efficiency;
 - Quantification and validation of global environmental and socio-economic benefits in the event of policy interventions.
- c. Review and analysis of collected and existing data and information to enable formulation and description of the baseline scenario for the project;
- d. Lead the facilitation of the PPG inception and validation workshops and attend meetings accordingly.

3.2 PPG Activity 2 – Completion of ProDocs and CEO Endorsement Request

It should also be noted that one of the key activities for the project preparation process is the development of the GEF CEO Endorsement and its associated documentation. Upon completion of the baseline review process and formulation of specialist reports, the International Consultant, together with the National Consultants and under the guidance of DBSA, UNDP and the South African Department of Energy, shall complete the following activities:

- a. Populate the CEO Endorsement Request template (and UNDP and DBSA ProDocs) that will include the following requirements:
 - The Project Strategy and Results Framework (clearly indicating the baselines, targets and indicators), total Budget and Work Plan;
 - A project monitoring and evaluation system that will be in line with international best practice;
 - Using the baseline assessments, quantify the projected GHG emission reductions that will be achieved from the project according to GEF methodology and complete the Climate Change (CC) Tracking tool;
 - Consideration and inclusion of gender aspects into the programme, in line with GEF, DBSA and UNDP procedures;
 - Conduct environmental and social safeguard screening in line with GEF, DBSA and UNDP procedures
- b. Consolidate comments from various stakeholders including GEF Council, STAP, DBSA, UNDP and Department of Energy, if any, on the CEO Endorsement document (and associated annexes) and prepare for final submission.
- c. Lead facilitation and attend PPG workshops and meetings.

3.3 PPG Activity 3 – Support the GEF Secretariat review process

In conjunction with UNDP, DBSA and the Department of Energy, and the National Consultants, the International Consultant will lead the project review/response process – responding to GEF Secretariat review comments on the project, and amending the project design if and when necessary.

4. Timelines and Deliverables

The International Consultant is expected to take the lead on executing all activities related to the PPG process for the GEF-financed “Leapfrogging South Africa’s markets to high-efficiency LED lighting and high efficiency distribution transformers” project. The main deliverables include the key documentation required by DBSA, UNDP and GEF for CEO endorsement.

4.1 Outputs:

The International Consultant, in conjunction with the relevant National Consultant, is responsible for the following deliverables:

- a. **Data collection, analysis and review/assessment reports** – data related to the project aspects and components, analysis and review of the baseline scenario.
- b. **Technical Reports** – specialist reports, formulated in line with the scope of work (see Section 3) and as requested by the International Consultant, shall inform the development of the CEO Endorsement request and ProDocs.
- c. **Project documents (ProDocs)** – which will provide the details on the project in terms of its development, implementation, monitoring and evaluation.
- d. **The GEF CEO Endorsement Request document** – that will be in the form of the GEF template, addressing and providing all information required, as the main deliverable of the project preparation phase.

- e. **Tracking tool** – that will provide the projected GHG emission reductions that will be achieved from the project according to the prescribed GEF Energy Efficiency Methodology.

4.2 Schedule of Work and Deliverables

The objective of the Project Preparation (PPG) phase is to ensure successful endorsement of the project by the GEF by the end of 2017.

The National Consultants and the International Consultant will be recruited and ready to start work by 15 March 2017.

Table 1: Deliverables

Deliverables	Description	Proposed due date	Payment Schedule
1. Detailed assignment work plan	<ul style="list-style-type: none"> Review of PIF and exploration/validation of project rationale, design, co-financing and stakeholders as described in the PIF Proposed deviations from the PIF and stakeholder consultations to validate proposed deviations Work plan finalised and commencement of assignment 	1 April 2017	10%
2. Data collection, baseline analysis and technical studies	<ul style="list-style-type: none"> Research and baseline studies, including data gathering for indicators (review of documentation and institutional analysis) Consultations with stakeholders, including potential co-financiers Assessment of project design options and agreement on final project design with key stakeholders Technical/specialist studies where required to inform project design elements Elaboration of GHG emission reduction calculations, including data collection, assumptions, emission factors, methodology and estimates; validation of the proposed approach and estimates by relevant stakeholders Gender analysis and draft gender action plan; validation of the action plan by relevant stakeholders 	31 July 2017	20%
3. ProDoc and GEF CEO Endorsement (draft)	<ul style="list-style-type: none"> Will be compiled from completion of task no.2 above Will integrate relevant information from other studies and finalise the draft ProDocs & CEO Endorsement Request Will include finalised gender analysis and identification of social and environmental risks and safeguards Fully justified and detailed specific outcomes and outputs (and completion of log frame), building on the log-frame provided in the PIF. M & E plan and budget Collation of co-finance letters, collected from stakeholders in conjunction with UNDP, DBSA, UNEP and Department of Energy Completion of focal area tracking tool Address GEF Secretariat, STAP, GEF Council and DBSA and UNDP comments 	30 September 2017	30%

4. Final ProDoc and GEF CEO Endorsement	<ul style="list-style-type: none"> – Will be completed on the basis of findings from activities 2-3 above and stakeholder engagement/validation. – Final deliverables for submission to GEF Secretariat: <ul style="list-style-type: none"> ○ CEO Endorsement Request ○ GEF Tracking Tool ○ Social & Environmental Screening ○ Gender Action Plan ○ GHG Emission Reduction calculations ○ Responses to GEF Secretariat, STAP and GEF Council comments ○ Co-finance letters ○ UNDP Project Document ○ DBSA Project Document 	31 October 2017	30%
5. Post-submission review process	<ul style="list-style-type: none"> – Formulation of responses to GEF Secretariat review comments – Where required, amendments to project design (revised CEO Endorsement Request, relevant annexes and Project Documents) 	November to December 2017	10%

The total number of days of work under this contract allocated to the International Consultant shall be 90 days.

The International Consultant must be available to work, according to a schedule agreed with UNDP, DBSA and the Department of Energy, for a total of 90 days each in the period 15 March – 31 December 2017.

5. Competencies

5.1 Competencies

Experiences and Qualifications - Minimum Requirements

- A minimum of 10 years of professional experience in the energy efficiency sector (and associated technical and financial expertise) and in climate change mitigation, ideally with direct experience with energy efficient lighting, distribution transformers or related technology.
- Proven expertise in the design, formulation and development of GEF-financed climate change mitigation projects (CEO Endorsements and Project Documents).
- Master's degree in a field related to Energy and Climate Change Mitigation (e.g. Engineering, Physics, Environmental Science, Energy Economics, Carbon Finance Markets and Energy Sector Business Administration).
- Excellent English written and presentation skills (verifiable consultancy and publication track record desired).
- IT skills, notably solid experience with Microsoft Office.

6. Evaluation Criteria

The selection criteria of the scope of work will be in accordance with Table 2.

Table 2: Selection Criteria

Criteria	Sub-Criteria	Weighting
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Experience in formulation of ProDoc and CEO Endorsement	Clear understanding of the GEF requirements with regard to formulating a CEO endorsement, associated GEF documentation (e.g. GHG calculations and Tracking Tool), and GEF Agency Project Document	25
Track record and relevant experience in the relevant Focal Area of the GEF	Minimum of 5 years' experience in the Climate Change Mitigation GEF Focal Area	25
	Understanding of national environment, energy and climate priorities in South Africa	10
Capability Statement	Quality of Resources to be deployed - minimum 10 years of relevant (EE) professional experience	30
English and IT skills	Fluent written/spoken English; demonstrated experience with Microsoft Office and other computer software	10
Total		100

Only proposals scoring minimum points of 70% in the selection criteria above will qualify for the financial assessment.

7. Response Format

To facilitate the analysis of responses, all interested parties are required to prepare their response in accordance with the instructions outlined in this section. All proposals should be electronically generated. The International Consultant will be hired on a UNDP Individual Consultant (IC) contract.

Applicants are required to submit the following:

- A Technical Proposal: Letter of Interest, stating why you consider your service suitable for the assignment and a brief methodology on the approach and implementation of the assignment;
- Personal CVs highlighting qualifications and experience in similar projects;
- Work references - contact details (e-mail addresses) of referees (organisation for whom you've produced similar assignments);
- Financial proposal indicating consultancy fee and a breakdown of expenses (unit price together with any other expenses) related to the assignment.

Applicants are required to submit the following documents to **procurement.za@undp.org** on or before the **15 March 2017** with the subject line: **Job Code Title and Reference Number**.

8. Institutional Arrangement

The consultant will principally report to the UNDP Programme Manager in the South Africa Country Office, and to the Department of Energy (DoE) and the Development Bank of Southern Africa (DBSA). Overall technical oversight will be provided by the UNDP Regional Technical Advisor on Energy based in Addis Ababa.