

# Terms of reference



Empowered lives.  
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## GENERAL INFORMATION

**Title: International Consultant for Project Design Specialist (Team Leader)**

**Project Name :** Advancing Indonesia's Lighting Market to High Efficient Technologies (ADLIGHT)

**Reports to:** Programme manager for Sustainable Energy and Climate Change, UNDP.

**Duty Station:** Home-based

**Expected Places of Travel (if applicable):** Jakarta

**Duration of Assignment:** 60 working days within 6 months

## REQUIRED DOCUMENT FROM HIRING UNIT

<input checked="" type="checkbox"/>	TERMS OF REFERENCE
7	<b>CONFIRMATION OF CATEGORY OF LOCAL CONSULTANT , please select :</b> (1) Junior Consultant (2) Support Consultant (3) Support Specialist (4) Senior Specialist (5) Expert/ Advisor <b>CATEGORY OF INTERNATIONAL CONSULTANT, please select :</b> (6) Junior Specialist (7) <b>Specialist</b> (8) Senior Specialist
<input checked="" type="checkbox"/>	APPROVED e-requisition

## REQUIRED DOCUMENTATION FROM CONSULTANT

<input checked="" type="checkbox"/>	CV
<input checked="" type="checkbox"/>	Copy of education certificate
<input checked="" type="checkbox"/>	Completed financial proposal
<input checked="" type="checkbox"/>	Completed technical proposal

### **Need for presence of IC consultant in office:**

☒ partial (project related meeting/workshop)

☐ intermittent (explain)

☐ full time/office based (needs justification from the Requesting Unit)

### **Provision of Support Services:**

Office space: ☐ Yes ☒ No

Equipment (laptop etc): ☐ Yes ☒ No

Secretarial Services ☐ Yes ☒ No

If yes has been checked, indicate here who will be responsible for providing the support services: N/A

Signature of the Budget Owner:

## I. BACKGROUND

Government Regulation of the Republic of Indonesia No. 70/2009 on Energy Conservation sets the legal basis for introduction of energy efficiency standards and labelling for electronic appliances. The Ministerial Regulation of the Minister of Energy No.18/2014 came into force in June 2014 and mandates that all compact fluorescent lamps (CFLs) must meet energy efficiency performance standards and must be labelled. The key energy efficiency programme of the Ministry includes issuance of energy efficiency regulations, awareness building, energy audits and energy manager programme, energy efficiency standards and labelling for appliances and implementation of smart street lighting in cities. Indonesia is also active in ASEAN Standard and Labeling Initiative on harmonization of energy performance and testing method for air conditioners (ASEAN SHINE), which is in near future will cover high efficient lighting. The Ministry has set an EE target to achieve 1% reduction of energy intensity annually and reduction of GHGs emission of 14.71 million tCO<sub>2</sub> annually by 2019.

In the context of the above, the project initiates to support Indonesia to advance its market to energy efficient lighting technologies. A proven integrated approach that has been successfully developed and introduced during the implementation of the GEF-financed UNEP implemented *En.Lighten* project. It is proposed that this Indonesia project will use a similar approach to ensure that the country successfully transitions to a more EE lighting market. For this purposes, The project initiation plan (PIP) is prepared to design and develop the GEF-approved concept, i.e., Project Information Form for the proposed UNDP-GEF project Advancing Indonesia's Lighting Market to High Efficient Technologies (ADLIGHT). The PIP describes the project preparatory activities such as: (1) Conduct of research studies and surveys to gather information/data that are required to verify and confirm the earlier identified baseline projects on, and barriers to, the local manufacturing and application of high efficiency lighting technologies in Indonesia, and to the transformation of the national lighting market; (2) Conduct of a logical framework analysis (LFA) mainly to verify and firm up the project planning matrix (PPM) or results framework (log frame) in the GEF-approved project concept (i.e., PIF); (3) Identification, assessment and selection of the various pilots on the application EE lighting devices in street lighting; (4) Detailed design of the project components and activities (includes evaluation and analyses of the results of, and data/information derived from, the studies and surveys conducted for use in the design of specific project activities; basic design of the pilots that will be implemented, estimation of potential energy savings and CO<sub>2</sub> emission reduction, project activities budgeting, addressing the comments/recommendations raised by the GEF Secretariat, STAP and GEF Council on the PIF, etc.); (5) Conduct of stakeholder and project partner coordination meetings (e.g., demonstration hosts and co-financers), and establishment of the appropriate project implementation and management arrangements, including the coordination of the design and implementation of project activities that will be implemented by UNEP and by UNDP; (6) Preparation of the UNDP-GEF Project Document (ProDoc) including co-financers commitment letters, GEF CEO Endorsement Request (CER) Document based on the GEF-approved PIF and GEF CC Mitigation Tracking Tool; and, (7) Finalization of the ProDoc and CER Document. The final output of this PIP is the approved UNDP-GEF Project Document and GEF CEO Endorsement Request Document.

During the PPG period, a number of studies and stakeholder consultations will be undertaken with the view to further develop the approved project concept into a fully formulated project document through appropriate situation analysis with extensive and broad stakeholder consultations. A main objective of the PPG is to establish clear, accurate baseline information, clarify GEF incremental reasoning, and design and plan activities that will deliver on the outputs, outcomes and objectives of the project.

There are four main components that will be covered in this preparation phase, including:

Component A: Technical review, field surveys and preliminary studies

Component B: Institutional arrangements, monitoring and evaluation

Component C: Financial planning and co-financing investments:

Component D: Validation workshops

Based on the data gathering, analysis and stakeholder consultation process, the objective of this assignment is to deliver:

- (1) Project Document (ProDoc) that meets GEF quality standard;
- (2) GEF-CEO Endorsement Request (CER) following GEF template; and

(3) UNDP Environmental and Social Screening (ESS) Checklist of the project implementation plan.

For that purpose, a team of 5 **(five) national consultants** (NTC-National Technical Consultants) will also be recruited to form a **Project Development Team**. The team will consist of:

- (1) Renewable Energy Project Document Specialist
- (2) Energy Efficiency Project Development Specialist
- (3) Energy Policy and Institutional Specialist
- (4) Energy Projects Financing Specialist
- (5) Administrative Associate

Under coordination of the Team Leader, the team will work closely and report to the UNDP and Director of Energy Conservation of the Ministry of Energy as Implementing Partner. Expected by **June 2017** the Project Document of ADLIGHT project, CER and ESS are completed and ready for technical review by UNEP-UNDP for submission to GEF Secretariat.

## II. SCOPE OF WORK, ACTIVITIES AND DELIVERABLES

The Team leader of Project Design Specialist will be contracted for up to 60 days over a period of 6 (six) months. The International Consultant will prepare a fully formulated Project Documents in an appropriate format through appropriate situation analysis with extensive and broad stakeholder consultations as well as the National Policy profiles of Indonesia as a basis of information from which to complete the Project Document. The Consultant will:

- Lead the implementation of the design, development and preparation activities (i.e., PPG Exercise) for the ADLIGHT Project;
- Responsible in the overall formulation of concept, inputs, and advise of the above exercise for the ADLIGHT Project
- Review and analyse existing rules and regulations related to energy efficiency issues
- Coordinate with relevant stakeholders especially with the Ministry of Energy and Mineral Resources and other related institutions.
- Facilitation of the LFA workshop, and preparation of the LFA workshop proceedings report;
- Review and finalization of the project framework in the GEF-approved PIF (project outcomes and outputs, as well as success indicators and targets, means of verification and assumptions/risks);
- Coordination of the tasks to be implemented by individual experts that will be engaged in the design and development of the ADLIGHT Project;
- Carry out detailed analysis of cost-effectiveness of the project, and preparation of the ADLIGHT project budget;
- Consolidation of verified estimated energy savings and associated GHG emission reductions (direct by EOP, lifetime direct and indirect) from the various experts into the prescribed GEF-6 CCM Tracking Tool.
- Preparation of the draft and finalized versions of the Project Document and the CEO Endorsement Request (CER) Document;
- Coordinate and/or carry out, the responding to the GEFSec and GEF Council comments on the Project Document and CER Document;
- Finalization of the Environmental and Social Safeguard Screening and, preparation of the finalized versions of the Project Document, CER Document, and Tracking tool.
- Specific tasks that the specialist shall carry out are the following:
- Provide an overall orientation to the PPG team in relation to GEF requirements for project planning and monitoring.
- Provide methodological guidance for data collection related to project planning and monitoring with particular attention given to the description and quantification of the baseline investments.
- Compile and share with the national PPG team and stakeholders the international best experience in policy development, legal and regulatory frameworks and enforcement systems for EE lighting projects, including analysis of any relevant GEF projects,
- Based on the inputs from national experts and in close cooperation with the key national stakeholders compiles final baseline/situational analysis for the FSP. This will include a precise definition of baseline projects, activities, budgets, goals and co-financial links to GEF outcomes; definition of GEF incremental value per outcome and output; presentation of results of the incremental cost-analysis in matrices.

- Based on the inputs from national experts and the best international practice, prepares a quantified assessment of global environmental benefits for climate change mitigation projects.
- Analyses the socio-economic benefits of the proposed interventions at national and local levels.
- Based on the international experience, assists in reconfirming/specifying the project strategy, finalizing project sections on: (a) An assessment of the social, economic and financial sustainability of proposed project activities; (b) Assessment of alternatives to the project strategy and establishing the cost effectiveness of the preferred strategy and suite of activities;
- (c) A replication strategy for project activities; (d) Assessment of the risks to the proposed project activities and identifying measure to mitigate these risks; (e) incremental cost analysis.
- Based on national experts inputs, develops project monitoring and evaluation system for the FSP including the completed tracking tool for climate change mitigation and a set of indicators, baselines and targets.
- Finalize the Logical Framework of the project based on the results of the LFA exercise, and the agreement by consensus of the stakeholders.
- Based on national experts inputs finalize M&E plan and budget. Define recommended project monitoring and evaluation indicators.
- Based on national experts inputs, drafts ToRs for the key consultants/contracts to be employed by the project.
- Based on national experts input, elaborates Stakeholder Involvement and Public Participation plans.
- Develop action plan for incorporation of gender aspects in the project, with quantifiable baseline and target indicators, as per GEF and UNDP guidance.
- Performing final reviews of the required project documentation.
- Conduct Environmental and Social Safeguard Screening following the UNDP procedure, producing the checklist and summary report.

The key deliverable of the **GEF project design specialist** will be a final comprehensive project document in both GEF and UNDP formats and the CEO Endorsement Request in a style accessible to senior policy makers. The document should make full use of figures, diagrams and boxes to bring out key points and summarize materials emerging from the PPG phase.

Preparation of this key deliverable will include quality control and final formulation of the following indicative sections of a UNDP/GEF compliant project document:

- Situation Analysis (including proposal sections on context, threats/root causes/barriers analysis, institutional/sectoral/policy context, stakeholder analysis, business-as-usual-analysis, gender issue analysis, indigenous groups, business-with-GEF-analysis)
- Project Strategy (including proposal sections on project rationale and policy conformity, project goal, objective, outcomes, outputs and activities, project indicators, risks and assumptions, country ownership, sustainability and replicability)
- Institutional and Management Arrangements
- Monitoring and Evaluation Plan and Budget
- Incremental Cost Analysis (including systems boundary, Summary of costs, additional cost matrix)
- Strategic Results Framework (Project Planning Matrix)
- Total Budget and First Annual Work plan
- Project Organigram
- Project timetable
- Terms of Reference for Project staff and main consultants and sub-contracts
- Stakeholder involvement Plan with a focus on indigenous groups
- Co-financing letters from stakeholders
- Annexes and additional information annexes including UNDP Environmental and Social Screening.

These sections are indicative; As templates may be subject to change, the GEF Project Design Specialist will be required to obtain guidance by the UNDP/GEF Regional Technical Advisor and UNDP CO on applicable formats and templates and ensure that his/her work is compliant with UNDP/GEF and UNDP CO requirements.

Deliverables/ Outputs	Target Due Dates	Review and Approvals Required
1. Inception meeting report within the second week of PPG, building on the inputs of the team members	May 2017 30% (18 working days)	UNDP-GEF Regional Technical Advisor, UNEP and Head of Environment Unit UNDP-CO Indonesia
2. First draft of the UNEP-UNDP Project Document, CEO endorsement document, GEF Tracking Tools and required annexes.	July 2017 30% (18 working days)	
3. Final draft of the UNEP-UNDP Project document and CEO endorsement document with all the required annexes including UNDP Environmental and Social Screening.	August 2017 30% (18 working days)	
4. Completed response matrix to the GEF Secretariat's comments on the submitted Prodoc and all relevant documents.	September 2017 10% (6 working days)	

### III. WORKING ARRANGEMENTS

#### Institutional Arrangement

Under the supervision of the UNEP and UNDP-GEF Regional Technical Advisor and the Environment Team Leaders, UNDP Indonesia, and in consultation with the other consultant members, the International Consultant must ensure the completion of Project Document and the GEF CEO Endorsement Form (please see the following link:

The UNDP project document template will be provided. The GEF CEO Endorsement Form is in this link: [http://www.thegef.org/gef/guidelines\\_templates](http://www.thegef.org/gef/guidelines_templates). Applicable tracking tools are in these links: [http://www.thegef.org/gef/BD\\_tracking\\_tool](http://www.thegef.org/gef/BD_tracking_tool) and [http://www.thegef.org/gef/iw\\_monitoring](http://www.thegef.org/gef/iw_monitoring) and all required annexes and, as required, provide guidance to the consultant team.

The Consultant is expected to interact with the Ministry of Energy and Mineral Resources, National Planning Agency, and other relevant institutions, (e.g., other agencies, project co-implementers, donors, communities, local government units, etc.)

#### Duration of the Work

The assignment will be delivered within 6 (six) months with approximately no later than 60 (sixty) working days. The payment will be made to the consultant at each payment schedule, upon technical clearance from Head of Environment Unit UNDP-CO Indonesia and approval of the satisfactory submission of results from UNDP-GEF Regional Technical Advisor. Travel costs will be arranged by UNDP or can be reimbursed upon advance approval of Environment Unit UNDP-CO Indonesia

#### Duty Station

The duty station/location for the consultant is home based, with possible mission to Jakarta and other related location locations for pilot activities.

#### Travel Plan

Below is an indicative travel plan for the duration of the assignment. The Consultant will be required to travel to the below indicated destinations and include the relevant costs into the proposal. There may be also unforeseen travel that will come up during the execution of the contract which will be agreed on ad-hoc basis.

No	Destination	Frequency	Duration/days
1	Jakarta	4 times during the whole assignment	24 overnight stays in total

### IV. REQUIREMENTS FOR EXPERIENCE AND QUALIFICATIONS

#### Academic Qualifications

- Minimum Bachelor degree in engineering or applied sciences with experience in climate change mitigation, energy and sustainable development.

#### Years of experience

- At least 15 years of working experience in the relevant works is required.

- Substantive experience in developing proposal and/or project document for major donors' funded project;
- Experience in analysing policies and renewable energy and energy efficiency in Indonesia, and understanding of the political, cultural and socio-economic context and development challenges.
- Good knowledge on capacity needs assessment methodology;
- Experience in team-based, multidisciplinary, international research, and project management is a must;
- Proven track record of experience in community development investment study and stakeholders consultation process.

#### Competencies and skill requirements

- Experience in successfully preparing project documents;
- Work experience in sustainable energy project development is essential;
- Work experience in Indonesia or any other South East Asia country preferred;
- Computer literacy (word processing, spread-sheets, PowerPoint) is expected with statistical and or spatial analysis skills a plus;
- Proficient in English language, both spoken and written, understanding Bahasa would be an advantage. Ability to write project reports particularly for international funded project, make presentation.

## **V. EVALUATION METHOD AND CRITERIA**

Individual consultants will be evaluated based on the following methodologies:

#### Cumulative analysis

*When using this weighted scoring method, the award of the contract should be made to the individual consultant whose offer has been evaluated and determined as:*

*a) responsive/compliant/acceptable, and*

*b) Having received the highest score out of a pre-determined set of weighted technical and financial criteria specific to the solicitation.*

*\* Technical Criteria weight; 70%*

*\* Financial Criteria weight; 30%*

*Only candidates obtaining a minimum of 70 point would be considered for the Financial Evaluation*

<b>Criteria</b>	<b>Weight</b>	<b>Maximum Point</b>
<b>Technical (70%)</b>	<b>100%</b>	<b>100</b>
<i>Criteria A: qualification requirements as per TOR:</i>	<i>70%</i>	
<ul style="list-style-type: none"> <li>• Bachelor degree in engineering or applied sciences with experience in climate change mitigation, energy and sustainable development.</li> </ul>		10
<ul style="list-style-type: none"> <li>• Bachelor degree at least 10 year(s) of working experience in the relevant works is required</li> </ul>		10
<ul style="list-style-type: none"> <li>• Substantive experience in developing proposal and/or project document for major donors' funded project;</li> </ul>		15
<ul style="list-style-type: none"> <li>• Experience in analysing policies and renewable energy and energy efficiency, and understanding of the political, cultural and socio-economic context and development challenges.</li> </ul>		15
<ul style="list-style-type: none"> <li>• Experience in team-based, multidisciplinary, international research, and project management is a must;</li> </ul>		5
<ul style="list-style-type: none"> <li>• Experience in dealing various stake holders including government entities, private sector and non-government institution</li> </ul>		10
<ul style="list-style-type: none"> <li>• Proven track record of experience in energy investment study and stakeholders consultation process.</li> </ul>		5
<i>Criteria B: Brief Description of Approach to Assignment</i>	<i>30%</i>	
<i>a. Understands the task and applies a methodology appropriate for the task?</i>		10
<i>b. Important aspects of the task addressed clearly and in sufficient detail?</i>		10
<i>c. Is planning logical, realistic for efficient project implementation?</i>		10