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CALL FOR PROPOSAL

UNDP sub-project “Developing Renewable Energy Knowledge and Capacities through the Production of a National Renewable Energy Action Plan (NREAP) for Georgia” is soliciting call for proposal for selection of NGO or a Coalition of Organizations to facilitate elaboration of NREAP and provision of related capacity building for stakeholders’ capacity of local and national government, civil society organizations and public and private sector in the field of renewable and low carbon energy.

I. BACKGROUND INFORMATION

The creation of a National Renewable Action Plan (NREAP) is a mandatory compliance measure for Georgia’s membership in the Energy Community. Under the legally binding directive of EU energy law, the Action Plan should act as a strategic roadmap to measure and improve the use of renewable energy sources in Georgia and provide feasible targets to contribute to the community’s energy objectives.

UNDP sub-project ensures effective formulation of the NREAP through a comprehensive situational analysis, participatory workshop and informational training for NREAP design Working Groups (WG) and Stakeholder Network (SN), and a strategic public awareness campaign. NREAP will provide information regarding available renewable energy resources in Georgia, an evaluation of the technical and economic potential for extracting useful energy from these resources, as well as a roadmap for tapping this potential.

The process to develop the NREAP will involve several interconnected programme activities. An approach founded on a participatory process, to ensure the programme design and resulting NREAP are relevant to the sub-project objectives within the Georgian context will be adopted. Ministry of Energy (MoE) will be responsible for overall coordination of the development of the NREAP.

Georgia’s NREAP should follow template provided by European Commission. The combination of expert technical support and in-country capacity building will help Georgia in meeting its international obligations to Energy Community Treaty and the EU and among other international environmental agreements such as COP21 and Covenants of Mayors.

The preparation of the NREAP will require an intensive consultative process involving all key stakeholders, including governmental bodies, experts from civil society, academic and scientific institutions. Relevant staff of the MoE will be engaged in the development of the main text of the NREAP, which will be drafted by a team of qualified international and local experts.

The intention is that the NREAP will be approved and adopted by the government of Georgia according to the Georgian legislation; the document will be prepared in English as per the requirements of the EU. The document will also be produced in Georgian in order to mobilize national commitment from government, elected officials, business, and communities and from civil society.

II. OBJECTIVE OF THE CALL

Objective of the call is to facilitate elaboration of NREAP and provision of related capacity building for stakeholders capacity of local and national government, civil society organizations and public and private sector in the field of renewable and low carbon energy.

III. SCOPE OF WORK

Following tasks should be undertaken by the service providing organization until the end of January 2018.

Activity 1: Establish starting point and plan for NREAP production

Conduct comprehensive situational analysis to determine NREAP formulation process

Assist Ministry of Energy in drafting the NREAP in accordance with EU approved template, definitions and calculations provided for in the RES Directive¹, by conducting a comprehensive current state analysis and jurisdictional scan of renewable energy and low-carbon initiatives using international and local experts. NREAP shall include an energy demand forecast to 2020 in the two scenarios: a) reference scenario and b) scenario with energy efficiency measures. Working Groups and Stakeholder Network should be established. Each of the renewable energy spheres, available in the country, should be assessed for their feasibility. Work should be built on groundwork done by previous projects. International experts must assist in identifying common challenges and best practices in the development of NREAPs in other countries.

Following task are envisaged under this activity:

- Recruit subject-matter experts
- Review/assessment of the similar countries' NREAP documents/experience and discuss with stakeholders
- Conduct consultations with WG, prepare report on situation analysis in Georgia and conduct a workshop to present report findings and get the feedback
- Prepare guiding principles and work plan for NREAP and agree with working groups (WG)

Activity 2: Elaboration of NREAP

Effective coordination of working groups across all renewable energy sectors to draft NREAP through a participatory process

The MoE will coordinate the establishment of Working Groups (WG) tasked at the creation of the NREAP. Each working group should represent a stream of renewable energy (biomass, geothermal, solar, wind, and hydropower) and will be compiled of leading national and international experts. Each working group will contribute to the design of NREAP section respective to their energy stream. MoE will define priorities for the NREAP. Based on these priorities and the template of the document experts will elaborate action plans for each energy stream.

Preliminary training for Stakeholder Network has to be conducted to provide a background on the general, technical, economic, and legal context of renewable energy in Georgia.

Each section and activity in NREAP is a subject to a Cost-Benefit Analysis (CBA) to ensure technical and economic feasibility. A Monitoring and Evaluation (M&E) Expert should develop indicators for further monitoring of plan implementation. A follow-up workshop with working groups should be hosted to share and discuss the drafted NREAP.

Following task are envisaged under this activity:

- Creation of WGs in collaboration with relevant ministries
- Formation of Stakeholder network comprise with local governments (e.g. CoM signatories), academics, and CSOs private companies (e.g. agriculture field) etc.
- Setting up structured training on the general, technical, economic, and legal context of renewable energy in Georgia
- Elaboration of draft NREAP for each of the energy streams, within the respective working groups
- Compilation of drafts from energy stream working groups into general NREAP template
- Debrief to share and discuss final draft with working groups

¹ Directive 2009/28/EC of the European Parliament and of the Council of 23 April 2009 on the promotion of the use of energy from renewable sources and amending and subsequently repealing Directives 2001/77/EC and 2003/30/EC

Activity 3: Dissemination of NREAP

Presentation of the final draft of NREAP through training for interested parties for national and sub-national public sector and civil society, combined with a strategic public awareness campaign.

Draft of NREAP should be presented to key stakeholders at a final conference. The conference is aimed to reach a broad audience, with the following targets to participation:

- 50 public sector organizations
- 10 energy related private sector organizations
- 20 academic institutions and CSO/NGO organizations

Training on NREAP principles and processes should be delivered to facilitate considerable understanding of the plan across all sectors. NREAP will be disseminated to the public through a public awareness campaign.

Following task are envisaged under this activity:

- Training for interested parties of national and sub-national public sector and CSOs on NREAP
- Organization of conference to share NREAP with public, private, and non-governmental sector representatives, national and international.
- Organization of public awareness campaign to share NREAP with the wider public

IV. PRINCIPLES OF SELECTION OF QUALIFIED SERVICE PROVIDER AND CONTRACTUAL MODALITY

The selection of the qualified NGO or Coalitions will be performed according to the criteria listed below. The Micro Capital Grant Agreements (MCGA) will be signed with the selected NGO or a leading NGO of a coalition according to UNDP regulations.

Qualification criteria:

1. At least three (3) years of experience in the field of Renewable Energy;
2. Experience in conducting trainings;
3. Experience in creation of action plans and/or strategies within last 5 years;
4. Experience of implementing grant project of total value no less than USD 60,000 within last 5 years;
5. Good understanding of requirements and elaboration of appropriate methodologies;
6. Good track record confirmed by at least 2 letter of references from the clients and/or donors supporting projects implemented at least within the last 5 years;
7. Good tax payment record;
8. Accessibility of staff qualified for identification of the most appropriate equipment, its procurement and relevant monitoring. The key personnel should comply to the following criteria:
 - Coordinator:
 - At least 5 year of working experience in any of following: renewable energy, energy efficiency
 - good knowledge of Georgian Energy Sector
 - Monitoring and evaluation specialist:
 - Experience of monitoring and evaluation plan creation
 - At least 5 year of working experience in monitoring and evaluation
 - International Key experts in each field of renewable energy
 - 5 year working experience in field of renewable energy
 - Master's degree or higher in corresponding field of renewable energy
 - Expert in Economics
 - At least 5 years' experience in renewable energy and similar projects in economic and financial issues,
 - In-depth knowledge of EU and Energy Community policy and legislation, and experience in energy policy development, renewable energy and energy efficiency economics.

Documents to be submitted:

- Official stamped letter of expression of interest for implementing the announced scope of work signed by a CEO of an organization;
- Grant Proposal filled and signed by the acting head of the applying NGO (please see the template attached) demonstrating:
 - The NGOs profile: the list of the projects implemented at least within last 5 years, indicating budgets, donors, clients and general description (not more than half a page for each project);
 - Detailed description of methodologies and activities;
 - Detailed implementation schedule;
 - Budget proposal;
 - Other information per the template grant proposal;
- CVs of the key personnel to be compliant to the requirements for key staff listed in the section 'Qualification Criteria' above;
- CVs demonstrating qualifications of other personnel engaged in the project;
- Tax Registration/Payment Certificate issued by the National Revenue Authority evidencing that the Proposer is updated with its tax payment obligations, or Certificate of Tax exemption, if any such privilege is enjoyed by the Proposer;
- At least 2 letters of references from the clients and or donors issues at least within the last 5 years;
- Detailed Bank Requisites;
- Written confirmation from each involved personnel that they are available for the duration of the contract;
- In case proposal is submitted by a coalition, package should include profiles and written confirmation of all organizations willing to participate in implementation.

SUBMISSION OF THE PACKAGE FOR DOCUMENTS FOR EXPRESSION OF INTEREST:

Please submit your proposals to the Project team electronically to natia.lipartiani@undp.org copied to vakhtang.berishvili@undp.org;

Deadline for the submission is no later than **2 May 2017 13:00**

UNDP will not consider any package of expression of interest that arrives after the deadline.