



REQUEST FOR PROPOSAL (RFP)
For Provision of Consultancy Service for a Derisking Renewable Energy Investment (“DREI”)
Analysis and Report for Solar PV Technologies in Cambodia
(Process 35-48522)

Phnom Penh, Cambodia
May 12, 2017

Dear Sir / Madam:

We kindly request you to submit your Proposal for provision of **Consultancy Service for a Derisking Renewable Energy Investment (“DREI”) Analysis and Report for Solar PV Technologies in Cambodia**.

Please be guided by the forms attached hereto as Annex B and C, in preparing your Proposal.

Your offer, **comprising of a Technical and Financial Proposal, in separate sealed envelopes**, must be submitted to the following address **no later than 26 May 2017 by 11:00 a.m., local time**. **Late submission shall be rejected.**

UNDP Cambodia, Registry Office (Building No. 3)
No. 18, Pasteur Street, Boeung Keng Kang I
PO Box 877, Phnom Penh, Cambodia
Attn: Procurement Analyst, Procurement Unit

Your Proposal must be expressed in the **English**, and valid for a minimum period of **90 days**

In the course of preparing your Proposal, it shall remain your responsibility to ensure that it reaches the address above on or before the deadline. Proposals that are received by UNDP after the deadline indicated above, for whatever reason, shall not be considered for evaluation. If you are submitting your Proposal by email, kindly ensure that they are signed and in the .pdf format, and free from any virus or corrupted files.

Services proposed shall be reviewed and evaluated based on completeness and compliance of the Proposal and responsiveness with the requirements of the RFP and all other annexes providing details of UNDP requirements.

The Proposal that complies with all of the requirements, meets all the evaluation criteria and offers the best value for money shall be selected and awarded the contract. Any offer that does not meet the requirements shall be rejected.

Any discrepancy between the unit price and the total price shall be re-computed by UNDP, and the unit price shall prevail and the total price shall be corrected. If the Service Provider does not

accept the final price based on UNDP's re-computation and correction of errors, its Proposal will be rejected.

No price variation due to escalation, inflation, fluctuation in exchange rates, or any other market factors shall be accepted by UNDP after it has received the Proposal. At the time of Award of Contract or Purchase Order, UNDP reserves the right to vary (increase or decrease) the quantity of services and/or goods, by up to a maximum twenty five per cent (25%) of the total offer, without any change in the unit price or other terms and conditions.

Any Contract or Purchase Order that will be issued as a result of this RFP shall be subject to the General Terms and Conditions attached hereto. The mere act of submission of a Proposal implies that the Service Provider accepts without question the General Terms and Conditions of UNDP, herein attached as Annex D.

Please be advised that UNDP is not bound to accept any Proposal, nor award a contract or Purchase Order, nor be responsible for any costs associated with a Service Providers preparation and submission of a Proposal, regardless of the outcome or the manner of conducting the selection process.

UNDP's vendor protest procedure is intended to afford an opportunity to appeal for persons or firms not awarded a Purchase Order or Contract in a competitive procurement process. In the event that you believe you have not been fairly treated, you can find detailed information about vendor protest procedures in the following link:

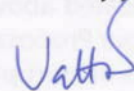
<http://www.undp.org/content/undp/en/home/operations/procurement/protestandsanctions/>

UNDP encourages every prospective Service Provider to prevent and avoid conflicts of interest, by disclosing to UNDP if you, or any of your affiliates or personnel, were involved in the preparation of the requirements, design, cost estimates, and other information used in this RFP.

UNDP implements a zero tolerance on fraud and other proscribed practices, and is committed to preventing, identifying and addressing all such acts and practices against UNDP, as well as third parties involved in UNDP activities. UNDP expects its Service Providers to adhere to the UN Supplier Code of Conduct found in this link : http://www.un.org/depts/ptd/pdf/conduct_english.pdf

Thank you and we look forward to receiving your Proposal.

Sincerely yours,



Sereyvattana Chan
Procurement Analyst

Description of Requirements

Context of the Requirement	Consultancy for a Derisking Renewable Energy Investment (“DREI”) Analysis and Report for Solar PV Technologies in Cambodia
Brief Description of the Required Services ¹	As per Terms of Reference
List and Description of Expected Outputs to be Delivered	<ul style="list-style-type: none"> • Detailed work plan submitted to UNDP for endorsement • Completed DREI analysis • Completed pre-feasibility study for GCF concept note • Draft DREI report in Microsoft Word and Draft cost-benefit analysis of VAT exemption for solar PV products • Final, proof-read versions of DREI report (PDF), cost-benefit analysis of VAT exemption, and for the dissemination workshop
Person to Supervise the Work/Performance of the Service Provider	Senior Policy Advisor, UNDP Cambodia
Frequency of Reporting	Through email, telephone/Skype correspondence on a monthly basis and when needed based on the arising issues.
Progress Reporting Requirements	n/a
Location of work	Home Based, and Phnom Penh, Cambodia
Expected duration of work	05 June - 30 December 2017
Target start date	05 June 2017
Latest completion date	30 December 2017
Travels Expected	Phnom Penh, Cambodia
Special Security Requirements	N/A
Facilities to be Provided by UNDP (i.e., must be excluded from Price Proposal)	N/A
Implementation Schedule indicating breakdown and timing of activities/sub-activities	<input checked="" type="checkbox"/> Required
Names and curriculum vitae of individuals who will be involved in completing the services	<input checked="" type="checkbox"/> Required

¹ A detailed TOR may be attached if the information listed in this Annex is not sufficient to fully describe the nature of the work and other details of the requirements.

Currency of Proposal	<input checked="" type="checkbox"/> United States Dollars																							
Value Added Tax on Price Proposal ²	<input checked="" type="checkbox"/> must be exclusive of VAT and other applicable indirect taxes																							
Validity Period of Proposals (<i>Counting for the last day of submission of quotes</i>)	<input checked="" type="checkbox"/> 90 days In exceptional circumstances, UNDP may request the Proposer to extend the validity of the Proposal beyond what has been initially indicated in this RFP. The Proposal shall then confirm the extension in writing, without any modification whatsoever on the Proposal.																							
Partial Quotes	<input checked="" type="checkbox"/> Not permitted																							
Payment Terms ³	<table border="1"> <thead> <tr> <th>Outputs</th><th>Percentage</th><th>Timing</th><th>Condition for Payment Release</th></tr> </thead> <tbody> <tr> <td>Detailed work plan submitted to UNDP for endorsement</td><td>20%</td><td>[2 weeks after signature]</td><td rowspan="5"> Within thirty (30) days from the date of meeting the following conditions: a) UNDP's written acceptance (i.e., not mere receipt) of the quality of the outputs; and b) Receipt of invoice from the Service Provider. </td></tr> <tr> <td>Completed DREI analysis</td><td>30%</td><td>[2 and half months after signature]</td></tr> <tr> <td>Completed pre-feasibility study for GCF concept note</td><td>10%</td><td>[3 months after signature]</td></tr> <tr> <td>Draft DREI report in Microsoft Word and Draft cost-benefit analysis of VAT exemption for solar PV products</td><td>20%</td><td>[5 months after signature]</td></tr> <tr> <td>Final, proof-read versions of DREI report (PDF), cost-benefit analysis of VAT exemption, and for the dissemination workshop</td><td>20%</td><td>[6 months after signature]</td></tr> </tbody> </table>				Outputs	Percentage	Timing	Condition for Payment Release	Detailed work plan submitted to UNDP for endorsement	20%	[2 weeks after signature]	Within thirty (30) days from the date of meeting the following conditions: a) UNDP's written acceptance (i.e., not mere receipt) of the quality of the outputs; and b) Receipt of invoice from the Service Provider.	Completed DREI analysis	30%	[2 and half months after signature]	Completed pre-feasibility study for GCF concept note	10%	[3 months after signature]	Draft DREI report in Microsoft Word and Draft cost-benefit analysis of VAT exemption for solar PV products	20%	[5 months after signature]	Final, proof-read versions of DREI report (PDF), cost-benefit analysis of VAT exemption, and for the dissemination workshop	20%	[6 months after signature]
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Person(s) to review/inspect/ approve outputs/completed services and authorize	Senior Policy Advisor, UNDP Cambodia																							

² VAT exemption status varies from one country to another. Pls. check whatever is applicable to the UNDP CO/BU requiring the service.

³ UNDP preference is not to pay any amount in advance upon signing of contract. If the Service Provider strictly requires payment in advance, it will be limited only up to 20% of the total price quoted. For any higher percentage, or any amount advanced exceeding \$30,000, UNDP shall require the Service Provider to submit a bank guarantee or bank cheque payable to UNDP, in the same amount as the payment advanced by UNDP to the Service Provider.

the disbursement of payment	
Type of Contract to be Signed	<input checked="" type="checkbox"/> Contract for Professional Services
Preliminary Examination	<p>UNDP shall examine the Proposals to determine whether they are complete with respect to minimum documentary requirements, whether the documents have been properly signed, whether or not the Proposer is in the UN Security Council 1267/1989 Committee's list of terrorists and terrorist financiers, and in UNDP's list of suspended and removed vendors, and whether the Proposals are generally in order, among other indicators that may be used at this stage.</p> <p>The below requirements will be reviewed under Preliminary Examination before proceeding with the evaluation. UNDP may reject any Proposal at this stage.</p> <ol style="list-style-type: none"> 1. Legally organization with Certificate of Business Registration, Patent, VAT Certificates, including Articles of Incorporation, or equivalent documents if Bidder is not a corporation. 2. Form for Submitting Service Provider's Technical Proposal is duly completed and signed as per Annex-B (<i>completion in the template in Annex-B is mandatory for bidder as the form would allow bidders to confirm its conformity with the requirements defined in the Request for Proposal and all its attachments, as well as the provision of UNDP General Contract Terms and Conditions required under this process</i>). Bidders may choose to use its own template and acceptable if it is duly signed by authorized person and confirm the same as Annex-B. 3. Technical and Financial Proposals are submitted in separate sealed envelopes. 4. Proposer is not in the UN Security Council 1267/1989 Committee's list of terrorists and terrorist financiers, and in UNDP's list of suspended and removed vendors.
Criteria for Contract Award	<p><input checked="" type="checkbox"/> Having received the Highest Combined Score (based on the 70% technical weight and 30% price weight distribution)</p> <p>The total score for each proposal will be calculated independently by the following formula:</p> <div style="border: 1px solid black; padding: 10px; margin-top: 10px;"> <p><u>Rating the Technical Proposal (TP):</u></p> <p style="text-align: center;">TP Rating = (Total Score Obtained by the Offer / Max. Obtainable Score for TP) x 100</p> <p><u>Rating the Financial Proposal (FP):</u></p> <p style="text-align: center;">FP Rating = (Lowest Priced Offer / Price of the Offer Being Reviewed) x 100</p> <p><u>Total Combined Score:</u></p> </div>

		$\frac{(\text{TP Rating}) \times \text{Weight of TP (70\%)} + (\text{FP Rating}) \times \text{Weight of FP (30\%)}}{\text{Total Combined and Final Rating of the Proposal}}$																																										
	<p><input checked="" type="checkbox"/> Full acceptance of the UNDP Contract General Terms and Conditions (GTC). This is a mandatory criteria and cannot be deleted regardless of the nature of services required. Non acceptance of the GTC will be grounds for the rejection of the Proposal.</p>																																											
Criteria for the Assessment of Proposal	<p><u>Stage 1: Technical Proposal Evaluation (70%)</u></p> <p>The Technical Proposal of the offerors will be evaluated based on the following criteria:</p> <p>The total number of points allocated for the technical proposal is 1000. The technical proposal of the offeror is evaluated based on following criteria:</p> <table border="1"> <thead> <tr> <th>No.</th><th>Summary of Technical Proposal Evaluation Forms</th><th>Points Obtainable</th></tr> </thead> <tbody> <tr> <td>1</td><td>Expertise of organization</td><td>350</td></tr> <tr> <td>2</td><td>Proposed Approach and methodology</td><td>200</td></tr> <tr> <td>3</td><td>Proposed Personnel</td><td>450</td></tr> <tr> <td></td><td>Total</td><td>1000</td></tr> </tbody> </table> <table border="1"> <thead> <tr> <th>No.</th><th>Technical Proposal Evaluation Form 1: Expertise of organization</th><th>Points Obtainable</th></tr> </thead> <tbody> <tr> <td>1</td><td>Reputation of Organization and Staff / Size of the Organization/Credibility / Reliability / Financial stability</td><td>50</td></tr> <tr> <td>2</td><td>List of clients within the last 3 years</td><td>50</td></tr> <tr> <td>3</td><td>At least 5 years' experience related to public-sector activities to promote renewable energy investment, in particular related to solar PV.</td><td>100</td></tr> <tr> <td>4</td><td>Experience with research-based, quantitative analyses and reports. Experience with the DREI methodology.</td><td>50</td></tr> <tr> <td>5</td><td>Experience working in the last 5 years in developing country contexts</td><td>50</td></tr> <tr> <td>6</td><td>Experience within the last 5 years' in the region</td><td>25</td></tr> <tr> <td>7</td><td>Experience working in the last 5 years with multilateral organizations and the UN system preferred</td><td>25</td></tr> <tr> <td></td><td>Total:</td><td>350</td></tr> </tbody> </table>		No.	Summary of Technical Proposal Evaluation Forms	Points Obtainable	1	Expertise of organization	350	2	Proposed Approach and methodology	200	3	Proposed Personnel	450		Total	1000	No.	Technical Proposal Evaluation Form 1: Expertise of organization	Points Obtainable	1	Reputation of Organization and Staff / Size of the Organization/Credibility / Reliability / Financial stability	50	2	List of clients within the last 3 years	50	3	At least 5 years' experience related to public-sector activities to promote renewable energy investment, in particular related to solar PV.	100	4	Experience with research-based, quantitative analyses and reports. Experience with the DREI methodology.	50	5	Experience working in the last 5 years in developing country contexts	50	6	Experience within the last 5 years' in the region	25	7	Experience working in the last 5 years with multilateral organizations and the UN system preferred	25		Total:	350
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No.	Proposed Approach	Points Obtainable
1	To what degree does the Offeror understand the task? Have the important aspects of the task been addressed in sufficient detail?	100
2	Is the scope of task well defined and does it correspond to the TOR?	50
3	Is the presentation clear and is the sequence of activities and the planning logical, realistic and promise efficient implementation to the project?	50
	Total	200
No.	Proposed personnel	Points Obtainable
1	Team Leader (1 person): <ul style="list-style-type: none"> Bachelor's degree or equivalent in energy, engineering, finance, economics, international affairs, or other related field. Personnel with Master's or equivalent degrees will be at an advantage (50 points) At least 10 years' of experience with renewable energy investment. Experience around public instruments to promote investment will be an advantage (70 points) Experience working in developing country contexts preferred. Experience working in the region is a further advantage (50 points) Experience working with multilateral organizations and the UN system (50 points) Fluency in English (30 points) 	250
2	Renewable Energy/Solar PV Expert (1 person): <ul style="list-style-type: none"> Bachelor's degree or equivalent in energy, engineering, finance, economics, international affairs, or other related field. Personnel with Master's or equivalent degrees will be at an advantage (25 points) At least 7 years' of experience with renewable energy investment, in particular solar PV. Experience around public instruments to promote investment (75 points) Excellent, research based financial modelling skills, including LCOE modelling and strong writing and drafting skills (25 points) Experience working in developing country and in the region (25 points) Experience working with multilateral 	200

		organizations and the UN system preferred (25 points)	
		<ul style="list-style-type: none"> Fluency in English (25 points) 	
	Total		450
<p>The minimum score required to pass the evaluation of technical proposal is 70% of the total obtainable score of 1,000 points.</p> <p><u>Stage 2: Financial Proposal (30%)</u></p> <p><input checked="" type="checkbox"/> Only the Financial Proposal of the Service Providers that passed the minimum technical score of 70% of the obtainable score of 1000 points in the evaluation of the technical proposals will only be considered and opened for evaluation using the above formula.</p>			
Post Qualification Review	<p>UNDP reserves the right to undertake a post-qualification exercise aimed at determining, to its satisfaction the validity of the information provided by the Proposer. Such post-qualification shall be fully documented and, among those that may be listed in the Terms of Reference, may include, but need not be limited to, all or any combination of the following:</p> <ul style="list-style-type: none"> a) Verification of accuracy, correctness and authenticity of information provided by the Proposer on the legal, technical and financial documents submitted; b) Validation of extent of compliance to the RFP requirements and evaluation criteria based on what has so far been found by the evaluation team; c) Inquiry and reference checking with other previous clients on the quality of performance on ongoing or previous contracts completed; d) Physical inspection of the Proposer's offices, branches or other places where business transpires, with or without notice to the Proposer; and e) Other means that UNDP may deem appropriate, at any stage within the selection process, prior to awarding the contract. 		
UNDP will award the contract to:	<input checked="" type="checkbox"/> One Service Provider		
Annexes to this RFP ⁴	<ul style="list-style-type: none"> Form for Submission of Technical Proposal (Annex B) Form for Submission of Financial Proposal (Annex C) General Terms and Conditions / Special Conditions (Annex D) Terms of Reference (Annex E) 		

⁴ Where the information is available in the web, a URL for the information may simply be provided.

<p>Contact Person for Inquiries (Written inquiries only)⁵</p>	<p>UNDP Cambodia Registry Office (located in Building No. 3, Ground Floor) No. 53, Pasteur Street, PO Box 877, Phnom Penh, Cambodia Tel: 023 216 167, Fax: 023 216 257 Attn: Procurement Unit, E-mail: procurement.kh@undp.org</p> <p>Any delay in UNDP's response shall be not used as a reason for extending the deadline for submission, unless UNDP determines that such an extension is necessary and communicates a new deadline to the Proposers.</p>
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⁵ This contact person and address is officially designated by UNDP. If inquiries are sent to other person/s or address/es, even if they are UNDP staff, UNDP shall have no obligation to respond nor can UNDP confirm that the query was received.

FORM FOR SUBMITTING SERVICE PROVIDER'S TECHNICAL PROPOSAL⁶

(This Form must be submitted only using the Service Provider's Official Letterhead/Stationery⁷)

[insert: Location].

[insert: Date]

To: [insert: Name and Address of UNDP focal point]

Name of Proposing Organization / Firm:	
Country of Registration:	
Name of Contact Person for this Proposal:	
Address:	
Phone / Fax:	
Email:	

Dear Sir/Madam:

We, the undersigned, hereby offer to render the following services to UNDP in conformity with the requirements defined in the **Request for Proposal (RFP) dated 12 May 2017**, and all of its attachments, as well as the provisions of the UNDP General Contract Terms and Conditions.

A. Qualifications of the Service Provider

This section should describe the organizational unit that will be responsible for the contract, and the general management approach towards this project. This should fully explain the Bidder's resources in terms of personnel and other resources necessary for achieving project results. The Service Provider must describe and explain how and why they are the best entity that can deliver the requirements of UNDP by indicating the following:

- a) Profile – provide description of the organization/firm including the year, staffs structure, and state/country of incorporation and a brief description of the Bidder's present activities (focusing on the services related to the Proposal). The Bidder should describe its experience in similar projects;
- b) Business Licenses – Registration Papers, Tax Payment Certification, etc.;
- c) Track Record – list of clients for similar services indicating description of contract scope, contract duration, contract value, and contact references within the last 5 years;
- d) Latest Financial Statement – income statement and balance sheet to indicate its financial

⁶ This serves as a guide to the Service Provider in preparing the Proposal.

⁷ Official Letterhead/Stationery must indicate contact details – addresses, email, phone and fax numbers – for verification purposes

- stability, liquidity, credit standing, and market reputation, etc. (if any);
- e) Certificates and Accreditation – including Quality Certificates, Patent Registrations, Environmental Sustainability Certificates, etc. (if any)
- f) Written Self-Declaration that the Service Provider is not in the UN Security Council 1267/1989 List, UN Procurement Division List or Other UN Ineligibility List.

B. Proposed Methodology for the Completion of Services

This section should demonstrate the Bidder's responsiveness to the requirements/specification by identifying the specific components proposed, addressing the requirements, as specified, point by point; providing a detailed description of the essential performance characteristics proposed; and demonstrating how the proposed methodology meets or exceeds the requirements. The Service Provider must describe how it will address/deliver the demands of the Request for Proposal document.

C. Qualifications of Key Personnel

- The service provider shall submit the proposed team structure to successfully deliver the assignment. The specific roles and responsibilities of each team member as required in the Request for Proposal document shall be clearly presented. The service provider shall also provide the updated CV of each team member as the supporting evidence of their qualification.

**[Name and Signature of the Service Provider's
Authorized Person].....**
[Designation].....
[Date].....

FORM FOR SUBMITTING SERVICE PROVIDER'S FINANCIAL PROPOSAL⁸

(This Form must be submitted only using the Service Provider's Official Letterhead/Stationery⁹)

[insert: Location].

[insert: Date]

To: [insert: Name and Address of UNDP focal point]

The Financial Proposal must provide a detailed cost breakdown. Provide separate figures for each functional grouping or category.

A. Cost Breakdown of Outputs/Tasks [This is only an Example]:

The Proposers are requested to provide the cost breakdown for each project based on the following format. UNDP shall use the cost breakdown for the price reasonability assessment purposes as well as the calculation of price in the event that both parties have agreed to add new deliverables to the scope of Services.

		Position	Time Input in Day/Month/Quantity	Person Remuneration/ Unit Rate	Total
	Outcome XX				
	Output XX				
1	Personnel Services				
	a. Expertise 1		[Home]		
			[Field]		
	b. Expertise 2		[Home]		
			[Field]		
2	Other Related Costs				
	Output XX				
1	Personnel Services				
	a. Expertise 1		[Home]		
			[Field]		
	b. Expertise 2		[Home]		
			[Field]		
2	Other Related Costs				

⁸ This serves as a guide to the Service Provider in preparing the Proposal.

⁹ Official Letterhead/Stationery must indicate contact details – addresses, email, phone and fax numbers – for verification purposes

B. Cost Breakdown by Cost Component [This is only an Example]:

Description of Activity	Total Period of Engagement	Total Person Remuneration/Unit Rate	Total
I. Personnel Services			
1. Services from Home Office			
a. Expertise 1			
b. Expertise 2			
2. Services from Field Offices			
a. Expertise 1			
b. Expertise 2			
II. Other Related Costs			
1. Travel Costs			
2. Daily Allowance			
3. Communications			
4. Reproduction			
5. Equipment Lease			
6. Others			

[Name and Signature of the Service Provider's
Authorized Person]
[Designation]
[Date]

**NOTE: WHEN SUBMITTING YOUR BID DOCUMENTS, PLEASE CAREFULLY PLACE THE
TECHNICAL AND FINANCIAL PROPOSALS IN SEPARATE SEALED ENVELOPES.**

General Terms and Conditions for Services

1.0 LEGAL STATUS:

The Contractor shall be considered as having the legal status of an independent contractor vis-à-vis the United Nations Development Programme (UNDP). The Contractor's personnel and sub-contractors shall not be considered in any respect as being the employees or agents of UNDP or the United Nations.

2.0 SOURCE OF INSTRUCTIONS:

The Contractor shall neither seek nor accept instructions from any authority external to UNDP in connection with the performance of its services under this Contract. The Contractor shall refrain from any action that may adversely affect UNDP or the United Nations and shall fulfill its commitments with the fullest regard to the interests of UNDP.

3.0 CONTRACTOR'S RESPONSIBILITY FOR EMPLOYEES:

The Contractor shall be responsible for the professional and technical competence of its employees and will select, for work under this Contract, reliable individuals who will perform effectively in the implementation of this Contract, respect the local customs, and conform to a high standard of moral and ethical conduct.

4.0 ASSIGNMENT:

The Contractor shall not assign, transfer, pledge or make other disposition of this Contract or any part thereof, or any of the Contractor's rights, claims or obligations under this Contract except with the prior written consent of UNDP.

5.0 SUB-CONTRACTING:

In the event the Contractor requires the services of sub-contractors, the Contractor shall obtain the prior written approval and clearance of UNDP for all sub-contractors. The approval of UNDP of a sub-contractor shall not relieve the Contractor of any of its obligations under this Contract. The terms of any sub-contract shall be subject to and conform to the provisions of this Contract.

6.0 OFFICIALS NOT TO BENEFIT:

The Contractor warrants that no official of UNDP or the United Nations has received or will be offered by the Contractor any direct or indirect benefit arising from this Contract or the award thereof. The Contractor agrees that breach of this provision is a breach of an essential term of this Contract.

7.0 INDEMNIFICATION:

The Contractor shall indemnify, hold and save harmless, and defend, at its own expense, UNDP, its officials, agents, servants and employees from and against all suits, claims,

demands, and liability of any nature or kind, including their costs and expenses, arising out of acts or omissions of the Contractor, or the Contractor's employees, officers, agents or sub-contractors, in the performance of this Contract. This provision shall extend, inter alia, to claims and liability in the nature of workmen's compensation, products liability and liability arising out of the use of patented inventions or devices, copyrighted material or other intellectual property by the Contractor, its employees, officers, agents, servants or sub-contractors. The obligations under this Article do not lapse upon termination of this Contract.

8.0 INSURANCE AND LIABILITIES TO THIRD PARTIES:

8.1 The Contractor shall provide and thereafter maintain insurance against all risks in respect of its property and any equipment used for the execution of this Contract.

8.2 The Contractor shall provide and thereafter maintain all appropriate workmen's compensation insurance, or the equivalent, with respect to its employees to cover claims for personal injury or death in connection with this Contract.

8.3 The Contractor shall also provide and thereafter maintain liability insurance in an adequate amount to cover third party claims for death or bodily injury, or loss of or damage to property, arising from or in connection with the provision of services under this Contract or the operation of any vehicles, boats, airplanes or other equipment owned or leased by the Contractor or its agents, servants, employees or sub-contractors performing work or services in connection with this Contract.

8.4 Except for the workmen's compensation insurance, the insurance policies under this Article shall:

8.4.1 Name UNDP as additional insured;

8.4.2 Include a waiver of subrogation of the Contractor's rights to the insurance carrier against the UNDP;

8.4.3 Provide that the UNDP shall receive thirty (30) days written notice from the insurers prior to any cancellation or change of coverage.

8.5 The Contractor shall, upon request, provide the UNDP with satisfactory evidence of the insurance required under this Article.

9.0 ENCUMBRANCES/LIENS:

The Contractor shall not cause or permit any lien, attachment or other encumbrance by any person to be placed on file or to remain on file in any public office or on file with the UNDP against any monies due or to become due for any work done or materials furnished under this Contract, or by reason of any other claim or demand against the Contractor.

10.0 TITLE TO EQUIPMENT:

Title to any equipment and supplies that may be furnished by UNDP shall rest with UNDP and any such equipment shall be returned to UNDP at the conclusion of this Contract or when no longer needed by the Contractor. Such equipment, when returned to UNDP, shall be in the same condition as when delivered to the Contractor, subject to normal wear and tear. The Contractor shall be liable to compensate UNDP for equipment determined to be damaged or degraded beyond normal wear and tear.

11.0 COPYRIGHT, PATENTS AND OTHER PROPRIETARY RIGHTS:

- 11.1** Except as is otherwise expressly provided in writing in the Contract, the UNDP shall be entitled to all intellectual property and other proprietary rights including, but not limited to, patents, copyrights, and trademarks, with regard to products, processes, inventions, ideas, know-how, or documents and other materials which the Contractor has developed for the UNDP under the Contract and which bear a direct relation to or are produced or prepared or collected in consequence of, or during the course of, the performance of the Contract, and the Contractor acknowledges and agrees that such products, documents and other materials constitute works made for hire for the UNDP.
- 11.2** To the extent that any such intellectual property or other proprietary rights consist of any intellectual property or other proprietary rights of the Contractor: (i) that pre-existed the performance by the Contractor of its obligations under the Contract, or (ii) that the Contractor may develop or acquire, or may have developed or acquired, independently of the performance of its obligations under the Contract, the UNDP does not and shall not claim any ownership interest thereto, and the Contractor grants to the UNDP a perpetual license to use such intellectual property or other proprietary right solely for the purposes of and in accordance with the requirements of the Contract.
- 11.3** At the request of the UNDP; the Contractor shall take all necessary steps, execute all necessary documents and generally assist in securing such proprietary rights and transferring or licensing them to the UNDP in compliance with the requirements of the applicable law and of the Contract.
- 11.4** Subject to the foregoing provisions, all maps, drawings, photographs, mosaics, plans, reports, estimates, recommendations, documents, and all other data compiled by or received by the Contractor under the Contract shall be the property of the UNDP, shall be made available for use or inspection by the UNDP at reasonable times and in reasonable places, shall be treated as confidential, and shall be delivered only to UNDP authorized officials on completion of work under the Contract.

12.0 USE OF NAME, EMBLEM OR OFFICIAL SEAL OF UNDP OR THE UNITED NATIONS:

The Contractor shall not advertise or otherwise make public the fact that it is a Contractor with UNDP, nor shall the Contractor, in any manner whatsoever use the name, emblem or official seal of UNDP or THE United Nations, or any abbreviation of the name of UNDP or United Nations in connection with its business or otherwise.

13.0 CONFIDENTIAL NATURE OF DOCUMENTS AND INFORMATION:

Information and data that is considered proprietary by either Party and that is delivered or disclosed by one Party ("Discloser") to the other Party ("Recipient") during the course of performance of the Contract, and that is designated as confidential ("Information"), shall be held in confidence by that Party and shall be handled as follows:

- 13.1** The recipient ("Recipient") of such information shall:

- 13.1.1** use the same care and discretion to avoid disclosure, publication or dissemination of the Discloser's Information as it uses with its own similar information that it does not wish to disclose, publish or disseminate; and,
- 13.1.2** use the Discloser's Information solely for the purpose for which it was disclosed.
- 13.2** Provided that the Recipient has a written agreement with the following persons or entities requiring them to treat the Information confidential in accordance with the Contract and this Article 13, the Recipient may disclose Information to:
- 13.2.1** any other party with the Discloser's prior written consent; and,
- 13.2.2** the Recipient's employees, officials, representatives and agents who have a need to know such Information for purposes of performing obligations under the Contract, and employees officials, representatives and agents of any legal entity that it controls controls it, or with which it is under common control, who have a need to know such Information for purposes of performing obligations under the Contract, provided that, for these purposes a controlled legal entity means:
- 13.2.2.1** a corporate entity in which the Party owns or otherwise controls, whether directly or indirectly, over fifty percent (50%) of voting shares thereof; or,
- 13.2.2.2** any entity over which the Party exercises effective managerial control; or,
- 13.2.2.3** for the UNDP, an affiliated Fund such as UNCDF, UNIFEM and UNV.
- 13.3** The Contractor may disclose Information to the extent required by law, provided that, subject to and without any waiver of the privileges and immunities of the United Nations, the Contractor will give the UNDP sufficient prior notice of a request for the disclosure of Information in order to allow the UNDP to have a reasonable opportunity to take protective measures or such other action as may be appropriate before any such disclosure is made.
- 13.4** The UNDP may disclose Information to the extent as required pursuant to the Charter of the UN, resolutions or regulations of the General Assembly, or rules promulgated by the Secretary-General.
- 13.5** The Recipient shall not be precluded from disclosing Information that is obtained by the Recipient from a third party without restriction, is disclosed by the Discloser to a third party without any obligation of confidentiality, is previously known by the Recipient, or at any time is developed by the Recipient completely independently of any disclosures hereunder.
- 13.6** These obligations and restrictions of confidentiality shall be effective during the term of the Contract, including any extension thereof, and, unless otherwise provided in the Contract, shall remain effective following any termination of the Contract.

14.0 FORCE MAJEURE; OTHER CHANGES IN CONDITIONS

- 14.1** In the event of and as soon as possible after the occurrence of any cause constituting force majeure, the Contractor shall give notice and full particulars in writing to the

UNDP, of such occurrence or change if the Contractor is thereby rendered unable, wholly or in part, to perform its obligations and meet its responsibilities under this Contract. The Contractor shall also notify the UNDP of any other changes in conditions or the occurrence of any event that interferes or threatens to interfere with its performance of this Contract. On receipt of the notice required under this Article, the UNDP shall take such action as, in its sole discretion; it considers to be appropriate or necessary in the circumstances, including the granting to the Contractor of a reasonable extension of time in which to perform its obligations under this Contract.

- 14.2** If the Contractor is rendered permanently unable, wholly, or in part, by reason of force majeure to perform its obligations and meet its responsibilities under this Contract, the UNDP shall have the right to suspend or terminate this Contract on the same terms and conditions as are provided for in Article 15, "Termination", except that the period of notice shall be seven (7) days instead of thirty (30) days.
- 14.3** Force majeure as used in this Article means acts of God, war (whether declared or not), invasion, revolution, insurrection, or other acts of a similar nature or force.
- 14.4** The Contractor acknowledges and agrees that, with respect to any obligations under the Contract that the Contractor must perform in or for any areas in which the UNDP is engaged in, preparing to engage in, or disengaging from any peacekeeping, humanitarian or similar operations, any delays or failure to perform such obligations arising from or relating to harsh conditions within such areas or to any incidents of civil unrest occurring in such areas shall not, in and of itself, constitute force majeure under the Contract..

15.0 TERMINATION

- 15.1** Either party may terminate this Contract for cause, in whole or in part, upon thirty (30) days notice, in writing, to the other party. The initiation of arbitral proceedings in accordance with Article 16.2 ("Arbitration"), below, shall not be deemed a termination of this Contract.
- 15.2** UNDP reserves the right to terminate without cause this Contract at any time upon 15 days prior written notice to the Contractor, in which case UNDP shall reimburse the Contractor for all reasonable costs incurred by the Contractor prior to receipt of the notice of termination.
- 15.3** In the event of any termination by UNDP under this Article, no payment shall be due from UNDP to the Contractor except for work and services satisfactorily performed in conformity with the express terms of this Contract.
- 15.4** Should the Contractor be adjudged bankrupt, or be liquidated or become insolvent, or should the Contractor make an assignment for the benefit of its creditors, or should a Receiver be appointed on account of the insolvency of the Contractor, the UNDP may, without prejudice to any other right or remedy it may have under the terms of these conditions, terminate this Contract forthwith. The Contractor shall immediately inform the UNDP of the occurrence of any of the above events.

16.0 SETTLEMENT OF DISPUTES

16.1 Amicable Settlement: The Parties shall use their best efforts to settle amicably any dispute, controversy or claim arising out of this Contract or the breach, termination or invalidity thereof. Where the parties wish to seek such an amicable settlement through conciliation, the conciliation shall take place in accordance with the UNCITRAL Conciliation Rules then obtaining, or according to such other procedure as may be agreed between the parties.

16.2 Arbitration: Any dispute, controversy, or claim between the Parties arising out of the Contract or the breach, termination, or invalidity thereof, unless settled amicably under Article 16.1, above, within sixty (60) days after receipt by one Party of the other Party's written request for such amicable settlement, shall be referred by either Party to arbitration in accordance with the UNCITRAL Arbitration Rules then obtaining. The decisions of the arbitral tribunal shall be based on general principles of international commercial law. For all evidentiary questions, the arbitral tribunal shall be guided by the Supplementary Rules Governing the Presentation and Reception of Evidence in International Commercial Arbitration of the International Bar Association, 28 May 1983 edition. The arbitral tribunal shall be empowered to order the return or destruction of goods or any property, whether tangible or intangible, or of any confidential information provided under the Contract, order the termination of the Contract, or order that any other protective measures be taken with respect to the goods, services or any other property, whether tangible or intangible, or of any confidential information provided under the Contract, as appropriate, all in accordance with the authority of the arbitral tribunal pursuant to Article 26 ("Interim Measures of Protection") and Article 32 ("Form and Effect of the Award") of the UNCITRAL Arbitration Rules. The arbitral tribunal shall have no authority to award punitive damages. In addition, unless otherwise expressly provided in the Contract, the arbitral tribunal shall have no authority to award interest in excess of the London Inter-Bank Offered Rate ("LIBOR") then prevailing, and any such interest shall be simple interest only. The Parties shall be bound by any arbitration award rendered as a result of such arbitration as the final adjudication of any such dispute, controversy, or claim.

17.0 PRIVILEGES AND IMMUNITIES:

Nothing in or relating to this Contract shall be deemed a waiver, express or implied, of any of the privileges and immunities of the United Nations, including its subsidiary organs.

18.0 TAX EXEMPTION

18.1 Section 7 of the Convention on the Privileges and Immunities of the United Nations provides, inter-alia that the United Nations, including its subsidiary organs, is exempt from all direct taxes, except charges for public utility services, and is exempt from customs duties and charges of a similar nature in respect of articles imported or exported for its official use. In the event any governmental authority refuses to recognize the United Nations exemption from such taxes, duties or charges, the Contractor shall immediately consult with the UNDP to determine a mutually acceptable procedure.

18.2 Accordingly, the Contractor authorizes UNDP to deduct from the Contractor's invoice any amount representing such taxes, duties or charges, unless the Contractor has consulted with the UNDP before the payment thereof and the UNDP has, in each

instance, specifically authorized the Contractor to pay such taxes, duties or charges under protest. In that event, the Contractor shall provide the UNDP with written evidence that payment of such taxes, duties or charges has been made and appropriately authorized.

19.0 CHILD LABOUR

19.1 The Contractor represents and warrants that neither it, nor any of its suppliers is engaged in any practice inconsistent with the rights set forth in the Convention on the Rights of the Child, including Article 32 thereof, which, inter alia, requires that a child shall be protected from performing any work that is likely to be hazardous or to interfere with the child's education, or to be harmful to the child's health or physical mental, spiritual, moral or social development.

19.2 Any breach of this representation and warranty shall entitle UNDP to terminate this Contract immediately upon notice to the Contractor, at no cost to UNDP.

20.0 MINES:

20.1 The Contractor represents and warrants that neither it nor any of its suppliers is actively and directly engaged in patent activities, development, assembly, production, trade or manufacture of mines or in such activities in respect of components primarily utilized in the manufacture of Mines. The term "Mines" means those devices defined in Article 2, Paragraphs 1, 4 and 5 of Protocol II annexed to the Convention on Prohibitions and Restrictions on the Use of Certain Conventional Weapons Which May Be Deemed to Be Excessively Injurious or to Have Indiscriminate Effects of 1980.

20.2 Any breach of this representation and warranty shall entitle UNDP to terminate this Contract immediately upon notice to the Contractor, without any liability for termination charges or any other liability of any kind of UNDP.

21.0 OBSERVANCE OF THE LAW:

The Contractor shall comply with all laws, ordinances, rules, and regulations bearing upon the performance of its obligations under the terms of this Contract.

22.0 SEXUAL EXPLOITATION:

22.1 The Contractor shall take all appropriate measures to prevent sexual exploitation or abuse of anyone by it or by any of its employees or any other persons who may be engaged by the Contractor to perform any services under the Contract. For these purposes, sexual activity with any person less than eighteen years of age, regardless of any laws relating to consent, shall constitute the sexual exploitation and abuse of such person. In addition, the Contractor shall refrain from, and shall take all appropriate measures to prohibit its employees or other persons engaged by it from, exchanging any money, goods, services, offers of employment or other things of value, for sexual favors or activities, or from engaging in any sexual activities that are exploitive or degrading to any person. The Contractor acknowledges and agrees that the provisions hereof constitute an essential term of the Contract and that any breach of this representation and warranty shall entitle UNDP to terminate the Contract

immediately upon notice to the Contractor, without any liability for termination charges or any other liability of any kind.

- 22.2** The UNDP shall not apply the foregoing standard relating to age in any case in which the Contractor's personnel or any other person who may be engaged by the Contractor to perform any services under the Contract is married to the person less than the age of eighteen years with whom sexual activity has occurred and in which such marriage is recognized as valid under the laws of the country of citizenship of such Contractor's personnel or such other person who may be engaged by the Contractor to perform any services under the Contract.

23.0 AUTHORITY TO MODIFY:

Pursuant to the Financial Regulations and Rules of UNDP, only the UNDP Authorized Official possesses the authority to agree on behalf of UNDP to any modification of or change in this Contract, to a waiver of any of its provisions or to any additional contractual relationship of any kind with the Contractor. Accordingly, no modification or change in this Contract shall be valid and enforceable against UNDP unless provided by an amendment to this Contract signed by the Contractor and jointly by the UNDP Authorized Official.

TERMS OF REFERENCE
Professional Service

1. Project Information

Assignment Title:	Consultancy for a Derisking Renewable Energy Investment ("DREI") Analysis and Report for Solar PV Technologies in Cambodia
UNDP Practice Area:	Energy
Cluster/Project:	Policy Unit
Assignment Location:	Home Based, and Phnom Penh, Cambodia
Assignment Duration:	05 June-30 December 2017

2. Background and Project Description

Expanding access to electricity through solar energy can have a positive impact on Cambodia's economic growth, as well as provide other co-benefits such as emission reductions, creating jobs in the rural areas, and improving health conditions through provision of clean energy. Although solar PV technologies present a promising opportunity for Cambodia, a number of barriers to up-scaling the technologies remain.

As part of the support to the Royal Government of Cambodia on promoting solar PV investment, an analysis will be performed on solar PV technologies in Cambodia using the Derisking Renewable Energy Investment ('DREI') framework. DREI is an innovative approach to assisting policymakers in developing countries to cost-effectively promote investment in renewable energy. The findings of this DREI analysis will also be used for the formulation of a Green Climate Fund project submission on behalf of the government.

The DREI methodology systematically identifies the barriers and associated risks which can hold back private sector investment in renewable energy. It then assists policymakers to put in place packages of targeted public interventions to address these risks. Each public intervention acts in one of three ways: either *reducing*, *transferring* or *compensating* for risk. The overall aim is to cost-effectively achieve a risk-return profile that catalyses private sector investment at scale. The end objective is reliable and affordable renewable energy solutions in developing countries.

More information on DREI, as well as a number of associated financial tools and guidance materials, can be found at www.undp.org/DREI. A detailed overview of the DREI methodology is found in the original DREI report (2013). The objective of the financial tools has been to automate the various calculations behind DREI to a high degree, thereby making the application of the DREI methodology as efficient as possible.

3. Objective of the Assignment

The objective of the consultancy is to undertake a number of activities related to performing DREI analyses for solar PV technologies in Cambodia, including informing a Green Climate Fund proposal and preparing a full DREI report. The final output of the consultancy will be a finalized DREI report,

together with completed financial tools and a cost benefit analysis for providing VAT exemption for solar PV technologies.

4. Scope of Work

The consultancy will be structured under four main activities: (1) a work plan; (2) a DREI analysis, (3) inputs into a GCF project submission; (4) a DREI report; and (5) and cost-benefit analysis for VAT exemption. Please note that in practice these activities may not flow entirely sequentially.

Activity 1: Workplan (Estimated: approx. 1 day)

In its technical proposal, the Service Provider is requested to provide a preliminary proposed workplan covering the activities described below, with a top-level Gantt chart with a list of tasks, duration and Service Provider's resources per task.

Upon contract award, the workplan can be updated as necessary, following consultation with UNDP. Once agreed upon, the new workplan will be adopted and will form the basis for project supervision and monitoring.

Activity 2: DREI Analysis for Solar PV Technologies in Cambodia (Estimated: approx. 40 days)

A full quantitative DREI analysis will be performed for three solar PV sub-sectors. The selection of these sub-sectors will be determined at the outset of the consultancy. It is currently anticipated these three sub-sectors are as follows:

- (i) Utility-scale solar PV (solar farm and on-grid)
- (ii) Solar PV/battery mini-grids (off-grid)
- (iii) Solar home systems (off-grid)

For each of the three sub-sectors undergoing full quantitative analyses, the following four stages, set out below, will apply. These four stages are set out in the original DREI report (2013). Please note that in practice the four stages may not flow entirely sequentially. In addition, there are several cross-cutting tasks.

In addition, a more preliminary, qualitative DREI analysis, mainly based on the development of a barrier and risk table, will be performed for the solar PV pumping and solar PV rooftop (commercial scale > 10kW) sub-sector.

Stage 1: Risk environment

- Gather market information on solar PV sub-sector in Cambodia, including existing/planned investments, market barriers and relevant stakeholders. Using the template DREI barrier and risk tables, a barrier and risk tables tailored to the solar PV sub-sector in Cambodia.
- Using the template DREI interview materials, prepare tailored interview materials for the solar PV sub-sector in Cambodia.
- Arrange and perform a minimum of 5 structured interviews with private sector developers and/or investors for each solar PV sub-sector in Cambodia. These interviews can be performed in person, or remotely via telephone. Typically two team members from the Service Provider should perform the interviews. Record both quantitative and qualitative findings. Treat all findings with full confidentiality.
- Using the DREI financing cost waterfall tool (Excel), generate financing cost waterfalls which identify how risks contribute to higher financing costs.

Stage 2: Public instrument selection

- Provide a matrix with an analysis of the baseline public instruments being implemented by the national government or other development actors.
- Based on the interview data, select a package of public instruments to be used in the DREI analysis.
- Using the DREI public instrument costing tool (Excel), model the anticipated cost of the selected package of public instruments. Determine reasonable underlying assumptions for the modelling, based on benchmarks in Cambodia. Document the rationale and sources of assumptions.
- Based on the interview data, determine the quantitative effectiveness of each selected public instrument in mitigating its targeted risk category.

Stage 3: LCOE modelling

- Research and determine a suitable investment target (target installed capacity, number of electrified households, target year) for the solar PV sub-sector in Cambodia for the modelling analysis. Make suggestions on how these targets may be further refined, following the DREI analysis.
- Determine a suitable approach to identifying the baseline technology, including the role of subsidies and non-cost reflective tariffs
- Using the DREI LCOE tool (Excel), perform modelling analyses of the solar PV sub-sectors in a pre-derisking and post-derisking scenario, and in comparison to the baseline technology.
- Determine reasonable data and assumptions (capacity factors, investment costs, operational costs, etc.) for the solar PV sub-sectors and the baseline technology to be used in the modelling analyses. Document the rationale and sources of assumptions.

Stage 4: Evaluation

- Using the DREI LCOE tool, generate standard performance metrics for the DREI analysis
- Perform sensitivity analyses on a range of issues, including, where appropriate:
 - Fossil-fuel subsidies and fuel imports
 - Different approaches to baseline calculation
 - Key assumptions (for example: fuel cost, capacity factors, investment costs)).
 - The cost-efficiency of individual instruments, and Different packages of instruments to identify the most cost efficient combination.
 - Different approaches to costing financial instruments
- Draft a summary internal memo or powerpoint deck taking a step back to interpret and scrutinize the findings. Determine any overall conclusions and recommendations for next steps.

Cross cutting tasks:

- Populate, regularly update and share an Assumptions Book covering the three solar PV sub-sectors in Cambodia (i.e. one overall Assumptions Book). The Assumptions Book will gather and summarize key data, information and assumptions to be used in the DREI analysis and report. UNDP will provide an initial template of the Assumptions Book. The Assumptions Book acts as an efficient way to share this data, and to comment on it, amongst the team.
- At regular intervals in the consultancy, provide feedback and suggestions to UNDP regarding the methodology and functionality of the DREI tools, including any recommendations regarding their improvement. This consultancy will be the first time that the DREI methodology will be applied for small-scale renewable energy in practice. The consultancy will actively engage in developing and improving the DREI methodology.
- As needed, work to ensure national buy-in into the DREI analysis from national government partners. This may include periodic consultations and updates to government partners.

Final Outputs:

- Completed DREI financing cost tools, including interview data (quantitative and qualitative)
- Completed DREI LCOE tools
- Completed DREI public instrument costing tools
- Completed assumptions book, summarizing rationale and sources for data and assumptions
- Memo or Power-point slide deck with summary findings and interpretations

During the course of generating the outputs, draft versions of the findings from the DREI analysis will be shared with UNDP for the comments and inputs.

Activity 3: Inputs into a GCF Project Submission on Solar PV technologies in Cambodia (Estimated: approx. 10 days)

UNDP is supporting the government of Cambodia to formulate a Green Climate Fund project for solar PV technologies. This GCF project submission will be developed in parallel to the DREI consultancy, and will be led by a parallel GCF project team. The GCF project submission will occur in three phases:

- An idea note (2 pages), already completed
- A concept note (20-30 pages), estimated completion time 3 months after idea note
- A full project proposal (100+ pages), estimated completion time 3 months after concept note

The findings of the DREI analysis on one or more of the solar PV sub-sectors will inform the GCF project design. The following tasks are envisaged as part of Activity 3.

- Following, or close to, the completion of Activity (2) DREI analysis, develop a pre-feasibility study from the DREI analysis which will guide the GCF *concept note*. This pre-feasibility study will set out key findings from the DREI analysis in the context of a GCF project design for the selected sub-sector(s), including: investment targets and project scope, current risk environment, selection and costing of priority instruments, and anticipated financial and environmental impact of instruments.
 - As part of this pre-feasibility study, support the GCF project team in elaborating any proposed financial instruments and potential financial partners for UNDP in the GCF project design. This can include analyses on the cost-effectiveness of different financial instrument options. This can further include the preparation of findings/results specifically for meetings and out-reach to potential financial partners.
- Following, or close to, the completion of Activity (4): DREI report, support the GCF team on the development of the GCF *full project proposal*. The principal source of data and information used for the GCF full project proposal support will be the DREI report.

Final Outputs:

- Completed pre-feasibility study for the GCF concept note

Activity 4: Preparation of a DREI Report for Solar PV technologies in Cambodia and cost-benefit analysis of VAT exemption (Estimated: approx. 20 days)

- Draft a report in Microsoft Word setting out the quantitative and qualitative findings of the DREI analysis for the solar PV sub-sectors in Cambodia. The report can replicate the basic structure of the DREI country reports available at www.undp.org/DREI, such as the DREI Tunisia (2014), with the following sections: foreword; key points for decision makers; executive summary; introduction; overview of the DREI methodology; current status of solar PV sub-sectors in Cambodia, modelling results (for the three sub-sectors in turn);

conclusions and next steps; methodology annex; references annex. Prepare figures in Excel or Powerpoint for use in the report. The report should be well-written and drafted in a succinct style.

- Oversee the review process for the report, identifying reviewers and managing and responding to feedback. Make any changes as necessary to the report based on feedback from UNDP and third-party reviewers.
- Oversee the work of a third-party designer (to be arranged by UNDP) who will create electronic versions of a finished, high-end report which can be submitted to printers. The report will come in (i) a full report version and (ii) an executive summary only version. Review the designer's work (graphics, text, figures) for typos and errors.
- Once published, share findings of the report with key stakeholders and national government partners acting as champions for the report, building national buy-in for the report. This will include participation in a dissemination workshop.
- A policy measure to support solar PV considered by the government is the exemption of VAT for solar PV technologies. To support the decision making process, the consultant shall prepare a note, based on the data gathered during the DREI preparation, with a cost-benefit analysis (quantitatively and qualitatively) of VAT exemption for solar PV products

Final Outputs:

- DREI report in Microsoft Word
- Review of designer's report to be submitted to printers
- Participation in a dissemination workshop.
- Cost-benefit analysis of VAT exemption for solar PV products (4 pages)

During the course of generating the outputs, UNDP will comment on two versions of the draft DREI report, prior to its distribution for third party review. In UNDP's experience, the drafting and internal comment process is itself an opportunity to refine the DREI analysis (Activity 2), progressing in an iterative manner.

5. Expected Outputs and Deliverables

N	Deliverables/Outputs	Target Due Dates	Payment
1	Detailed work plan submitted to UNDP for endorsement	[2 weeks after signature]	20%
2	Completed DREI analysis	[2 and half months after signature]	30%
3	Completed pre-feasibility study for GCF concept note	[3 months after signature]	10%
4	Draft DREI report in Microsoft Word and Draft cost-benefit analysis of VAT exemption for solar PV products	[5 months after signature]	20%
5	Final, proof-read versions of DREI report (PDF), cost-benefit analysis of VAT exemption, and for the dissemination workshop	[6 months after signature]	20%

6. Institutional Arrangement

The consultancy will be performed under the supervision of the Senior Policy Advisor, UNDP Cambodia. UNDP's DREI quality assurance team, led by the Energy Finance Specialist, UNDP New York, will be available to provide regular quality assurance and guidance on the DREI methodology during the consultancy. The Service Provider will be supported by, and lead, a national consultant. The national consultant will be procured separately by UNDP for a duration of up to 15 days.

7. Duration of the Work

The assignment is expected to be performed within approximately 71 days over the period of 6 months (from 05 May to 31 December 2017). During the assignment, service provider will be expected to undertake two missions to Cambodia. The first mission is anticipated to last approximately 5 work days, the second mission 5 work days (excluding travel time). The dates for the missions will be agreed upon between the service provider and UNDP in Cambodia. The service provider will arrange its own travel to Cambodia and local transportation during the missions.

8. Duty Station

The duty station of this assignment is a combination of home-based and Phnom Penh. The Service Provider is expected to travel to Cambodia for up to two missions (up to approximately 10 days). The Service Provider will also perform duties from their home country through email, telephone/Skype correspondence.

9. Minimum Qualifications of the Successful Contractor at various Levels

UNDP is seeking to procure a Service Provider who can propose personnel with the required skill sets and experiences for this consultancy. Both the qualifications of the Service Provider and its personnel will be assessed.

Qualifications of the Service Provider:

- At least 5 years' experience related to public-sector activities to promote renewable energy investment, in particular related to solar PV. Experience with research-based, quantitative analyses and reports is an advantage. Experience with the DREI methodology is a further advantage.
- Experience working in the last 5 years in developing country contexts preferred. Experience within the last 5 years' in the region is a further advantage.
- Experience working in the last 5 years with multilateral organizations and the UN system preferred

Qualifications of Key Personnel:

The Service Provider will include in the proposal the team composition with recent CVs. At the minimum the team should include (i) an international team leader, and (ii) an international renewable energy/solar PV expert, with the qualifications below. The requested team should have diversified skills. There will be no replacement of experts without the explicit consent of UNDP.

Team Leader:

Education:

- Bachelor's degree or equivalent in energy, engineering, finance, economics, international affairs, or other related field. Personnel with Master's or equivalent degrees will be at an advantage.

Experience:

- At least 10 years' of experience with renewable energy investment. Experience around public instruments to promote investment will be an advantage.
- Experience working in developing country contexts preferred. Experience working in the region is a further advantage.
- Experience working with multilateral organizations and the UN system preferred.

Language:

- Fluency in English required.

Renewable Energy/Solar Energy Expert

Education:

- Bachelor's degree or equivalent in energy, engineering, finance, economics, international affairs, or other related field. Personnel with Master's or equivalent degrees will be at an advantage.

Experience:

- At least 7 years' of experience with renewable energy investment, in particular solar PV. Experience around public instruments to promote investment will be an advantage.
- Excellent, research based financial modelling skills, including LCOE modelling.
- Strong writing and drafting skills.
- Experience working in developing country contexts preferred. Experience working in the region is a further advantage.
- Experience working with multilateral organizations and the UN system preferred.

Language:

- Fluency in English required.

10. Scope of Bid Price and Schedule of Payments

The contractor will be paid on a lump sum basis under the following installments. Every payment is subject to receipt of certification for payment, and performance evaluation for the last payment duly completed by the Senior Policy Advisor, Policy Unit, UNDP Cambodia.