



TERMS OF REFERENCE
Individual Contract (IC) "Annex III"

I. General Information

Title of the contractor: International Consultant (GEF)
Duty Station: working from home and mission to Tunis
Section/Unit: Energy and Environment
Reports to: Programme Manager & UNDP/GEF
Regional Technical Advisor - Climate Change Mitigation
Reports: PIF and PPG documents

Project reference: NAMA Development for the Tunisian Solar Plan
Pay Level: tbd
Source of Funding: UNDP Tunisia
Duration of Employment: 15 man-days (including 5 days mission to Tunis)
Deadline for Application: **21st of January 2013.**

II. Objective & Scope of Work

The UNDP Tunisia Country Office wishes to prepare a GEF PIF relating to NAMA development in support of the Tunisian Solar Plan. The Consultant will be responsible for taking the lead for drafting and finalization of a national Full Size Project (\$3.4 million of GEF financing) Project Identification Form (PIF) and associated Project Preparation Grant (PPG) form.

The project proposes to formulate a Nationally Appropriate Mitigation Action (NAMA) framework, complete with readiness activities, baseline development and MRV, to support Tunisia's national strategy to catalyze large-scale grid-connected renewable energy for domestic and export use and small-scale, distributed electricity for domestic use, as presented in the Tunisian Solar Plan. The NAMA framework is intended to be an investment vehicle for attracting and structuring international climate finance from bilateral donors and international agencies, including potentially the Green Climate Fund. The project is at an early stage of conceptualization: it is possible that the design of the project will evolve as information is gathered and analysed, and as stakeholders are consulted. The consultant will be expected to accommodate project design changes as and when necessary.

III. Tasks & Expected Output

The detailed tasks that should be undertaken include, but are not limited to, the following.

- Review the basic project concept in the context of desk research and discussions with UNDP. Amend the concept if needed.
- Undertake a mission to Tunis to meet key project stakeholders, brainstorm with stakeholders to reach the most suitable project objectives, and revise the concept as required. Fill in data gaps and obtain indicative co-financing estimates.
- Conduct other studies as needed to elaborate the project design
- Exploration of potential financing sources to be incorporated into the GEF project, including – possibly – carbon finance, private sector investment and other sources.
- Draft the UNDP/GEF proposal submission (PIF) and consolidate all comments received.

IV. Expected outputs

The expected deliverables are:

1. A well-developed GEF proposal submission (PIF) in line with GEF-5 strategic priorities and UNDP's development mandate, using the latest PIF template.
2. Description of the detailed project implementation and financing arrangements, including the elaboration of the eventual co-operation and co-financing possibilities with other related planned or ongoing projects in the country.
3. Completed Project Preparation Grant (PPG) template.

The consultant will be provided with all technical documents available on the subject as requested (if available), and will be supported by the UNDP Country Office in terms of meeting arrangements with stakeholders

It is expected that the consultant will start the mission on **28th of January 2013**.

The mission to Tunis is expected to be a **5 days mission**.

The consultant will have **15 man days** to work on this mission and has to submit the first draft of the PIF on **15th of February 2013** and the final PIF version for revision **22nd of February 2013** as deadline.

VI. Recruitment Qualifications	
Education:	Post-graduate degree in energy, engineering, environmental science, economics or similar.
Experience:	<p>At least 7 years of relevant professional experience in the renewable energy sector (ideally, including solar and/or wind energy) and a good understanding of the engineering, economic and mitigation aspects of deploying small- and large-scale renewable energy units.</p> <p>Prior experience in developing project proposals for GEF financing.</p> <p>Climate finance (e.g. CDM, NAMA) knowledge and experience is highly desirable.</p> <p>Experience in developing emissions baselines, calculating grid emission factors, calculating emissions reductions, developing MRV systems, and integrating project-oriented emission reduction interventions into broader strategic, political and economic contexts is highly desirable.</p>
Language Requirements:	Fluent in written and verbal English and French. Arabic is an asset but is not required.
<p>Application procedures:</p> <p>Individual consultants will be evaluated based on analysis taking into consideration the applicants' qualifications, mainly the following:</p> <ul style="list-style-type: none"> • Education and additional qualifications • Relevant work experience in the field of climate change mitigation and renewable energy • Experience in the CDM and/or NAMA is highly considerable • Relevant experience of the consultant in GEF/PIF preparation. <p>Qualified candidates are requested to apply online via this website. The application should contain:</p> <ul style="list-style-type: none"> • Cover letter explaining why you are the most suitable candidate for the advertised position. Please paste the letter into the "Resume and Motivation" section of the electronic application. • Filled P11 form including past experience in similar projects and contact details of referees (blank form can be downloaded from http://europeandcis.undp.org/files/hrforms/P11_modified_for_SCs_and_ICs.doc); please upload the P11 and your CV 	

- Financial Proposal- specifying a daily rate in USD. It is noteworthy to mention that related to the mission to Tunisia, the Air ticket, terminal expenses and daily subsistence allowance will be covered by UNDP (as per UNDP rules and regulations). Logistics and accommodation can be facilitated by UNDP on request

The award of the contract should be made to the individual consultant whose offer has been evaluated and determined as:

- a) responsive/compliant/acceptable
- b) Having received the highest score out of a pre-determined set of weighted technical criteria specific to the solicitation.

- Payment of the consultant will be **100% of the contract** at the submission and approval of the final PIF version by UNDP. Incomplete applications will not be considered. Please make sure you have provided all requested materials