

TERMS OF REFERENCE

Long Term Agreement

1. Assignment Information

Assignment Title:	International Senior Specialist on Energy Efficiency and Renewable Energy
Cluster/Project:	Policy and Advocacy Unit
Post Level:	International Senior Specialist
Contract Type:	Long Term Agreement (LTA) (possibility of extension up to two years)
Duty Station:	Home-Based and Phnom Penh
Expected Place of Travel:	Phnom Penh, Cambodia
Contract Duration:	Initial contract is from 20 January 2019 to 19 January 2020 (up to 80 days per year)

2. Project Description

Demands for energy consumption in Cambodia continue to rise as it begins a transition to Lower-Middle-Income status. Fuelling growing energy demands in a sustainable way is a priority for the Royal Government of Cambodia (RGC). The UNDP is supporting the RGC in achieving progress towards the sustainable development goals in Cambodia, including providing clean and sustainable energy to all.

The domestic demand for electricity in Cambodia grew at an average rate of over 19% per year from 2003 to 2017 and is projected to continually increase by 15% annually up to 2030. This growth in demand has largely been met by new large-scale hydropower and coal power plants to reach a total capacity of around 2,283 MW. Various stakeholders in Cambodia's energy sector have highlighted alternative solutions to meet this demand, amongst which include new sources of renewable energy (particularly solar) and energy efficiency. These proposed solutions are in line with RGC's Rectangular Strategy-Phase IV, as well as the National Strategic Plan on Green Growth.

In terms of energy access, significant progress towards its goal of connecting 100% of villages and 90% of households to the national grid by 2030 has been achieved. Household rates of electricity access grew from 32.5% in 2010 to 71.5% as of 2017. However, there remains today many challenges to electrify the remaining households, many of which are far off-grid and require alternative solutions.

Increasing the application of sustainable energy sources, increasing energy access and implementing energy efficiency measures can have a positive impact on the competitiveness of Cambodian companies, Cambodia's economic growth, as well as poverty reduction. As part of UNDP's support to the Royal Government of Cambodia, UNDP is seeking an International Senior Specialist on Energy Efficiency and Renewable Energy to support project identification, programming and implementation. The consultant will support the core programme team of UNDP Cambodia.

This solicitation is for a Long-Term Agreement (LTA) for one year and renewable up to two years linked to satisfactory performance of the individual consultant. LTA refers to a mutual arrangement whereby the Consultant will provide services as required, over a specific period of time. It specifies the unit price (daily rate), allowing for a framework agreement to be used when the Consultant's services are needed. A separate ToR will be developed for the specific services needed within the scope of the LTA.

3. Scope of Work

Under the direct supervision of the Technical Advisor on Energy, the international consultant will be responsible for providing high quality technical inputs, based on international experiences, related to renewable energy, energy access and energy efficiency:

1. scoping business opportunities for UNDP Cambodia and supporting resource mobilization;
2. supporting implementation of programmes;
3. supporting knowledge management and documentation of lessons learned;
4. supporting reducing the carbon footprint of UNDP operations.

Key work areas will include:

1. Scoping business opportunities for UNDP Cambodia and supporting resource mobilization:

- a) Analyzing developments in the energy sector in Cambodia;
- b) Identifying and collecting background information on developments in energy use and generation in various segments of the economy, including for instance number of establishments, employment figures, share of GDP and growth and sector trends;
- c) Liaising with local stakeholders to identify opportunities and where UNDP can add value;
- d) Analyzing barriers faced by market actors and conducting interviews and field visits, including identifying efficient ways to address the barriers;
- e) Identifying potential partners for implementation, including potential solution providers;
- f) Making recommendations for course of action with emphasis on activities with highest value added in terms of systemic change and/or quick wins;
- g) Organize peer review particularly to seek validation from local stakeholders;
- h) Support proposal preparation (concept notes and full proposals) for resource mobilization;
- i) Include approaches in project concepts to encourage innovation by local stakeholders, including processes of incubation and scaling up of successful business models;
- j) Identifying and analyzing emerging developments and innovations in the energy sector globally and providing recommendations on potential adaptive strategies to RGC and UNDP;
- k) Identifying measures in the energy sector which can reduce GHG emission reductions (including demand and supply side energy efficiency and demand response measures) as well as support grid stability;
- l) Providing recommendations for next steps.

2. Supporting Implementation of programmes:

- a) Provide high quality technical inputs to trainings and technical assistance to partners on matters related to renewable energy, energy efficiency and energy access;
- b) Conduct reviews of implementation of projects and programmes;
- c) Review of studies and reports and providing technical inputs to the reports.

3. Supporting knowledge management and documentation of lessons learned:

- a) Documenting and synthesizing key lessons/insights from engaging with various stakeholders throughout lifetime of projects;
- b) Refining strategies and approaches for working with local partners, including approaching for identifying barriers, identifying promising innovations and incubation and acceleration support to businesses;
- c) Support and contribute to the development of user tool-kits;
- d) Provide energy related inputs to other activities and tools (e.g. M&E tools);
- e) Prepare substantive findings and analysis in a usable format so they can be used in

communication presentations (written/social media and other), including infographics and audiovisual presentations.

4. Supporting reducing the carbon footprint of UNDP operations

- a) In support of the work conducted by the Green Committee of UNDP, conducting further quick scans and audits to determine energy use and carbon emissions, savings potential and cost-effective measures to implement to reduce the carbon footprint of UNDP operations;
- b) Providing support in the implementation of identified measures.

A separate ToR will be developed for the specific services needed within the scope of the LTA. The consultant shall ensure confidentiality of all the information received during the assignment.

4. Institutional Arrangement

The international consultant will work under direct supervision of the Technical Advisor on Energy.

5. Duration of the Work

Person-days for the total assignment is up to 80 days per year. The initial assignment is expected from 20 January 2019 to 19 January 2020, with possible of extension up to two years based on the needs and satisfactory performance of the international consultant. The proposed professional fee remains valid for up to two years.

6. Duty Station

The duty stations for this assignment are home country and Phnom Penh. DSA, air ticket, and all other related actual costs (etc. local travels) will be covered by the project, prior to agreement made prior to each assignment taking place. The reimbursement of the associated costs will be made through F-10.

Selected individual contract(s) who is expected to travel to the Country Office (CO) to undertake the assignment in the country (Cambodia) is required to undertake the *Basic Security in the Field (BSIF) training*

(<https://dss.un.org/dssweb/WelcometoUNDSS/tabid/105/Default.aspx?returnurl=%2fdssweb%2f>)

prior to travelling. CD ROMs must be made available for use in environments where access to technology poses a challenge.ⁱ

7. Minimum Qualifications of the Individual Contractor

Education:	Bachelor's degree in engineering, economics, finance, energy, international affairs, or other related field
Experience:	-At least 15 years' of experience with energy efficiency, renewable energy and energy access -Good understanding of developing countries context, particularly Cambodia. Prior working experience in Cambodia would be an asset -Experience dealing with renewable energy and energy efficiency in industrialized countries context (familiarity with good international practices) -Experience in liaising with stakeholders, in particular private

	sector parties. -Strong writing and drafting skills. -International certification on renewable energy or energy efficiency (e.g. a protocol for performance & measurement of energy savings) is preferred
Competencies:	-Experience with development agencies, such as WB and UN. Prior experience working with UNDP will be an advantage -Strong analytical skills and exceptional ability in communication and writing -Flexibility and ability to operate in different cultural settings and with a variety of stakeholders; culturally and gender sensitive.
Language Requirement:	-Fluency in English required. -Basic Khmer would be an advantage

8. Criteria for Evaluation of Level of Technical Compliance of Individual Contractor

Technical Evaluation Criteria	Obtainable Score
Bachelor's degree in engineering, finance, economics, energy international affairs, or other related field	10
At least 15 years' of experience with energy efficiency, energy access and renewable energy	20
Experience in industrialized countries context and good understanding of international good practices in energy efficiency and renewable energy	20
International certification on renewable energy or energy efficiency	10
Good understanding of developing countries context, in particular Cambodia. Prior working experience in Cambodia	30
Experience in liaising with stakeholders, particularly private sector	10
Total Obtainable Score:	100

9. Payment Milestones

The payment is made based on the actual number of days per each assignment agreed prior to each assignment is taking place. It will be calculated based on the number of actual working days as per assignment (exclude DSA, air-ticket, and other associated costs). The key deliverables and estimated number of days is below, reference to the upcoming first assignment to be initiated during the initial LTA. The number of days of each follow-up assignment is expected to vary. The payment to be made to the contractor as per assignment is maximum 3 times as per agreed ToR.

Key Deliverables	Estimated # of Day (Max)	Remark
Pre-feasibility note as input to a NAMA support project outline on energy efficiency measures in the garment sector	10	To be completed by end of February 2019

(Please refer to Annex 1 of the first assignment).

The contractor can begin working only after a **purchase order (PO)** is issued to him/her each time a service is required and following discussion and agreement between the contractor and the Country Office. The contractor takes his/her own responsibility for performing any service which is out of the scope of this ToR.

Full payment amount is paid within 30 days after satisfactorily completion of work and receiving of original invoice/CoP. Each payment is subject to acceptance of work, receipt of Certification for Payment, and performance evaluation duly completed (for last payment) and signed by the head of the respective unit requesting the service. If additional work is needed due to the assignment not meeting the requirements, this will be at no cost to UNDP.

Offerors shall quote one rate of daily professional fee. The rate shall be all inclusive and fixed during the contract period.

The contractor will be paid on a lump sum basis as per agreed per assignment/ToR.

10. Approval

Signature:	_____
Name:	_____
Title/Unit/Cluster:	Policy Unit
Date:	_____

Annex 1

Term of Reference

Reference to the scope of work set in the Long-Term Agreement, one initiative is to be initiated during the first assignment:

Initiative 1: Pre-feasibility note on energy efficiency measures in the garment sector

Detail Scope of Work

Pre-feasibility note as input to a NAMA support project outline on energy efficiency measures in the garment sector

- Develop a pre-feasibility note (around 20 pages) based on available information, including the previously submitted NSP outline, and interviews with key market actors, containing at the minimum the following topics:
 - Detailed barrier analysis, including financial barriers;
 - Proposed project objective and logframe (with outcomes, outputs, indicative activities and budget);
 - Proposed roles of partners;
 - Strategy on ensuring sustainability of interventions after closure of the project;
 - Potential business models which can be supported (e.g. ESCOs, on-balance sheet financing by factories, etc.);
 - Details on: types, number, roles and practices of ESCOs in Cambodia;
 - Proposed ambitious but realistic targets (number of factories and financing needed). A rationale and underlying assumptions shall be provided;
 - Proposed EE technologies which can be targeted (with estimated savings per technology).
- Reviewing draft NSP outline and providing suggestions for further improvements.

Expected Outputs and Deliverables

N	Deliverables/Outputs	Estimated Duration to Complete	Target Due Dates	Review and Approvals Required
1	Draft pre-feasibility note and final pre-feasibility note	10	By 28 February 2019	Technical Advisor on Energy
Total # of Days:		10 working days		

Payment Milestones

N	Deliverables/Outputs	% of Payment Release
1	Draft pre-feasibility note and final pre-feasibility note	100%
Total:		100%

The consultant is required to come to Cambodia one time during the period of this assignment. The mission will require the consultant to stay in the country for five working days.