

**Terms of Reference (TOR)**  
**DREAMS NATIONAL RE POLICY ADVISOR - Individual Contract (IC)**  
**Development of Renewable Energy Applications for**  
**Market Mainstreaming and Sustainability (DREAMS)**

**A. Project Title :** National RE -Advisor (DREAMS)

**B. Project Description**

i. Goal: “reduce GHG emissions from the power sector, the objective is to promote and facilitate the commercialization of the renewable energy (RE) markets through the removal of barriers to increase investments in RE based power generation project.”

ii. Outcome indicators: “Direct emissions reductions will be 205,181 tonnes of CO<sub>2eq</sub> hand. 20,000 sitio-based households will have access to RE sources.

iii. Components and Expected outcomes:

DREAMS has 4 components.

Components	Outcomes
a. RE Policy and Planning	enforcement of a supportive policy and regulatory environment = <u>increase in RE investments</u>
b. Institutional strengthening for RE mainstreaming	strengthened institutional capacity= <u>increase in RE project approvals</u>
c. Capitalized RE market development	increased number of operational RE projects = <u>increase in confidence of RE developers on viability of RE</u>
d. RE commercialization	capitalized RE markets = <u>increase in RE based power capacity</u>

**IV. Stakeholders for the project.**

The project is being implemented by the Department of Energy (DOE). DOE assumes over-all responsibility for the achievement of project results. The Project is co-financed with funding from the GEF. UNDP acts as the GEF Executing Agency. All components of the Project is being implemented by the Renewable Energy Management Bureau (REMB).

A Project Support Group (PSG) composed of technical staff/specialist from the other Bureaus and divisions of DOE has been formed to provide technical advice in the implementation of the activities including monitoring and evaluation. A Project Steering Committee has been established to serve as a policy and decision-making body for the project implementation.

A Project Management Unit (PMU) is based at the DOE Compound. The PMU is headed by a National Project Director (NPD) who is also the Director of the REMB. A Project Manager and support staff oversees the day to day operations of the DREAMS Project Management Office. The PMO is located at the office of the DOE in Taguig, Metro Manila.

### C. Scope of Work

The IC will contribute his/her expertise to help ensure that the different activities under the project will contribute to the implementation of the Renewable Energy Act (RA 9513) in general and the attainment of the stated outcomes of the DREAMS project in particular. He/She will serve as a key resource person in the following undertakings:

1. Conduct thorough evaluation of proposed and existing Department Circulars (DC), Department Orders (DO) and other policies, plans and programs that will lead to the accelerated development, transformation, utilization and commercialization of RE resources
2. Conduct researches/case studies on special topics/issues, e.g. economics of emerging RE technologies and RE business models, RE trends
3. Coordinate activities that will support the mandated functions of REMB as they relate to the implementation of the RE Law and within the purview of the DREAMS Project Results Framework. In cases when, specialized experts are contracted for an activity, the IC will take active role in the review and coordination as directed by the NPD or PMU Manager.
4. Lead the finalization of the updated National Renewable Energy Program 2018-2040 (NREP) and the preparation of new rules and regulations for streamlined implementation of the NREP.
5. Review and recommend on the terms of reference and/or results of studies that will be subcontracted such as :
  - i) RE Manufacturing Industry Study to develop a strategy to improve the local manufacturing industry for RE
  - ii) Assessment of selected provisions, guidelines or regulations under RA 9513 like NEDA's suggestion to financial/fiscal incentives related to RA9513; assist in the preparation of documents on the public consultation on the net metering policy.
  - iii) Mechanisms and guidelines on DREAMS Project Preparatory Fund (PPF)

A detailed work plan, to be divided into four (4) phases will be prepared for each deliverable. Annex A is the DREAMS project results framework that will guide the conduct of these activities.

### D. Expected Outputs and Deliverables

The level of effort is 60 working days spread over four (4) months starting 01 April 2019 to 30 July 2019.

Deliverables/ Outputs	Estimated Duration to Complete (man-days)	Target Due Dates	Review and Approvals Required	Name and Email address of designated person who will review and accept the output
detailed work plan to be divided into 4 Phases	2	within 2 days after meeting with the NPD	National Project Director	

Completion of Reports under Phase 1 focusing on NREP	10	within 20 days upon approval of work plan		<p>Mylene C. Capongcol, National Project Director</p> <p>capongcol@yahoo.com</p> <p>and</p> <p>Ricardo Torres Project Manager</p> <p><a href="mailto:ricardo.torres@undp.org">ricardo.torres@undp.org</a></p>
Completion of Reports under Phase 2 focusing on RA 9513 IRR	15	within 20 days after Phase 1		
Completion of Reports under Phase 3 focusing on Project Fund	15	within 20 days after Phase 2		
Completion of Reports under Phase 4 focusing on RA9513	10	within 15 days after Phase 3		
Consolidated Report vis a vis DREAMS Project Components	8	within 10 days after completion of all Phases		
Total	60			

	mandays	April		May		June		July	
		1-15	16-30	1-15	16-30	1-15	16-30	1-15	16-30
Work planning	2	planning, coordination							
Phase 1	15		NREP, other DCs						
Phase 2	10				Project Fund				
Phase 3	15								
Phase 4	10					Studies RA9513			
Completion reports	8								wrap up
	60								

## **E. Institutional Arrangement**

The work of the IC will be supervised by the National Project Director. The PMU will provide a working space to the IC during the meetings with concerned units of DOE.

The PMU will facilitate linkage to the potential key informants within and outside of DOE. However, the gathering and consolidation of data for the study, within or outside of DOE, shall be the responsibility of the IC.

## **F. Duration of the Work**

The IC will work will be apportioned over a period 60 days upon signing of contract. The actual schedule of the IC will be based on an approved work plan.

## **G. Duty Station**

The IC will be based in Manila. There will be occasional travels to attend forum, workshops or field visits of existing projects. He/She may be provided a small working space during visits or prolonged consultation subject to availability of space.

## **H. Qualifications of the Successful Individual Contractor**

<b>Qualification</b>	<b>Points Obtainable (100 points)</b>
<u><b>Education</b></u> Minimum: Completed post graduate studies in any of the following field: development management, business management, environmental science, economics, public management, including graduates of law and relevant engineering courses. For the latter courses, preference will be given those that passed licensure examinations.	20
<u><b>Experience (to be validated based on CV and on samples of published work or reports)</b></u>	
<input type="checkbox"/> minimum 10 years of continuous experience in providing advise, conducting technical/feasibility studies, evaluating projects or serving as consultant in the energy sector, either in private or government sector in the Philippines <input type="checkbox"/> with evidence of published works and reports.	30
<input type="checkbox"/> special skills: experience working with international organizations, team of experts and providing training to management or executive levels in organizations	10
<input type="checkbox"/> <u>Area/s of specialization</u> : energy policy and economics, development finance, public fiscal management and IT technologies as they apply to the energy sector	30
Language (excellent fluency in spoken and written english)	10
<b>TOTAL</b>	<b>100</b>

## I. Scope of Price Proposal and Schedule of Payments

This is a lump sum/all-inclusive approach. However, duty travels outside of Metro Manila that may be required (cost of transport, meals and accommodation) will be covered by the PMU subject to the approval of the NPD. In such travels, no per-diem will be provided to the IC.

Deliverables/ Outputs	Payment Tranche
Approved work plan*	10
status report 1 including submission of outputs as per work plan	10
status report 2 including submission of outputs as per work plan	10
status report 3 including submission of outputs as per work plan	30
status report 4 including submission of outputs as per work plan	20
Final Report and Recommendations on accomplishments	20
Total	100

\* the specific assignments will be outlined by the National Project Director during the preparation of the work plan

## J. Recommended Presentation of Offer

The IC must submit the following

1. Duly accomplished Letter of Confirmation of Interest and Availability using the template provided by UNDP;
2. Personal CV or P11, indicating all past experience from similar projects, as well as the contact details (email and telephone number) of the Candidate and at least three (3) professional references;
3. Submission of recent (not more than 5 years old) published works or papers written or presented in public forum on the energy sector (at least 2). The full report or paper, not the powerpoint presentation, should be sent separately (pdf file). The information must be presented as follows:

Title of Paper/	Date presented/published	name of publication/event or Conference where paper was presented	if part of group; please indicate co-authors or presentors

4. Financial Proposal that indicates the all-inclusive fixed total contract price, supported by a breakdown of costs, as per template provided (fill in only those that are applicable).

<b>budget item</b>	<b>cost</b>	<b>details/assumptions</b>
Professional services		
travel		
meals and lodging		
supplies, reproduction		
communication		
others		

**K. Criteria for Selection of the Best Offer**

The IC will be selected based on the following

1. Qualifications = 70%
2. Financial = 30%

**L. Annexes to the TOR**

1. Annex A: DREAMS Project Results Framework
2. Annex B: DREAMS Description of activities and outputs per component