

**Services of an Individual Local Consultant (Local - IC)  
for the Development of Training Modules for Local Government Units (LGUs)  
on Localized Renewable Energy Planning (LREP)  
under the Development for Renewable Energy Applications Mainstreaming and  
Market Sustainability (DREAMS)**

**A. Project Title:**

Development of Training Modules for LGUs on LREP: (DREAMS):

**B. Project Description**

The required services relates to the **Component 2 (Institutional Strengthening)** of the DREAMS project. The training modules for LGUs on Localized RE Planning will be used to capacitate selected municipal governments to pass local energy policies, prepare and implement energy plans particularly those that rely on renewable energy sources and technologies. This endeavor is envisioned to help the local stakeholders in the attainment of total electrification in their areas.

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 outcome vis a vis required services:

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 overall 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.<sup>1</sup>

A Project Management Unit 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 City, Metro Manila.

### **C. Scope of Work of the required services**

The IC is expected to enable LGUs to prepare an RE plan that will be compliant to be incorporated in the annual Municipal Development Plan. To attain this objective, the IC will undertake the following:

1. Develop a maximum of four (4) training modules on LREP. The IC will:
  - i. Gather and analyze training modules being used in energy planning particularly RE planning available at the Department of Energy and at the minimum, if available, from the offices of the members of the DREAMS Project Steering Committee.
  - ii. Conduct key informant interviews among the local officials and planning officers of selected local government units including the management of electric cooperatives and other distribution utilities and generation facilities in selected areas
  - iii. Share the draft modules for the review and inputs of members from REMB.
  - iv. Prepare the draft training modules for Trainers' Training and the LREP Training Program.
2. Roll-out/Implement the LREP training. The IC will:
  - i. Conduct two (2) Training of Trainers (TOT)
  - ii. Finalize the LREP Module based on the result of the TOT
  - iii. Serve as resource person during the actual LREP training using the developed manual
  - iv. Incorporate recommended improvements in the training manual upon the completion of each module.
3. Submit a ready to print LREP Training Manual.

### **D. Expected Outputs and Deliverables**

1. One comprehensive training needs assessment based on agreed upon methodology and outline
2. Maximum of four (4) training modules with a two to three days training curriculum per module
3. Two (2) TOT workshops conducted and reports submitted, including post-training evaluation.
4. Approved and ready to print LREP Training Manual with all the attached modules, training materials and references

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<sup>1</sup> The members of the PSC are DOE, DILG, DENR, NEDA, TRANSCO, NGCP, NPC, PEMC, UNDP, and representative from the local governments of Iloilo and Palawan.

Deliverables/ Outputs	Esti- mated days to Complete	Target Due Dates	Review and Approvals Required ( <i>re- view output and confirm acceptance</i> )	Name and Email ad- dress of designated person who will re- view and accept the output
Work plan	2	5 days after signing	National Pro- ject Director upon en- dorsement of Project Man- ager	Ricardo Torres, Jr. Project Manager <a href="mailto:ricardo.torres@undp.org">ri- cardo.torres@undp.org</a>
Training Needs As- sessment Report	10	NLT 30 May 2019		g
Draft Module 1 and 2	15	NLT 30 June 2019		and
Training of Trainers for Module 1 & 2 re- port with post-training assessment	10	NLT 7 Aug 2019		Dir. Mylene Ca- pongcol, National Program Director, <a href="mailto:capongcol@yahoo.com">capongcol@ya- hoo.com</a>
RP during Roll out (improvements on Module 1 & 2)				
Module 1 & 2				
Draft Module 3 & 4	15	NLT 20 Sept 2019		
Training of Trainers for Module 3 & 4 re- port with post-training assessment	10	NLT 30 Oct 2019		
RP during Roll out (improvements on Module 3 & 4)				
Module 3 & 4				
Ready to Print Final Training Modules	8	NLT 30 Nov 2019		
<b>Total</b>	<b>70</b>			

#### **E. Institutional Arrangement**

The work of the IC will be supervised and coordinated by the DREAMS Project Manager. The PMO will provide a working space to the IC during the meetings with concerned units of DOE.

The PMO 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. The IC will primarily coordinate with divisions under the

Renewable Energy Management Bureau (REMB). DOE and REMB shall be the primary sources of data for the training module.

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

The contract period is from 01 April to 30 November 2019. A total of 70 man-days will be needed to deliver the output.

#### **G. Duty Station**

The IC will be based in Manila. Field work is expected. The IC is not required to report daily to the DOE-DREAMS office.

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

<b>Qualification</b>	<b>Points Obtainable (100 points)</b>
<u>Education</u>  Minimum level: MA/MS degree in the field of engineering, community development, public administration, economics or other related course.	<b>20</b>
<u>Experiences in Capacity Development</u>  Minimum five (5) years of continuous experience in the <ol style="list-style-type: none"><li>1. Conduct of training needs assessment and development of training modules (15 points)</li><li>2. Training of LGU officials and personnel (15 points)</li></ol>	<b>30</b>
<u>Experience in Local Energy Development</u>  At least five (5) years of continuous experience in technical and/or professional assistance to LGUs in local policy development and program and project planning, budgeting and coordination and preferably on the field of energy or environmental development and management	<b>40</b>
<u>Language:</u> Excellent writing proficiency in English as evidenced by publications and/or reports made	<b>10</b>
<b>TOTAL</b>	<b>100</b>

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

This is a lump-sum approach.<sup>2</sup> Travel is expected in Iloilo and Palawan for the TNA conduct and duration of the training of trainers. The contract price is fixed regardless of changes in cost components.

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<sup>2</sup>The term "All inclusive" implies that all costs (professional fees, travel costs, living allowances, communications, consumables, etc.) that could possibly be incurred by the Contractor are already factored into the final amounts submitted in the proposal.

The IC will not be entitled to per diem allowance. Costs of the implementation of Training of Trainers and printing of approved training modules will be shouldered by the DREAMS Project.

<b>Deliverables/ Outputs</b>	<b>Payment Tranche</b>
Approved work plan	<b>10%</b>
Training Needs Assessment Report	<b>20%</b>
Module 1 and 2	<b>20%</b>
Module 3 and 4	<b>30%</b>
Ready to print Final LREP Modules	<b>20%</b>

#### **J. Recommended Presentation of Offer**

The following documents are requested:

- i. Duly accomplished **Letter of Confirmation of Interest and Availability** using the template provided by UNDP;
- ii. **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;
- iii. **Proposed LREP module outline** and indicative topics with brief explanation of contents and methodology of TNA (not more than 5 pages)
- iv. **Financial Proposal** that indicates the all-inclusive fixed total contract price, supported by a breakdown of costs, as per template provided.<sup>3</sup>

Financial Proposal Template (use only applicable items)

<b>Budget item</b>	<b>Cost</b>	<b>Details / assumptions</b>
Professional Services		
Travel (local only)		
Meals and lodging		
Supplies, reproduction		
Communication		
Others		
Total		

<sup>3</sup> If an Offeror is employed by an organization/company/institution, and he/she expects his/her employer to charge a management fee in the process of releasing him/her to UNDP under Reimbursable Loan Agreement (RLA), the Offeror must indicate at this point, and ensure that all such costs are duly incorporated in the financial proposal submitted to UNDP.

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

A combined scoring method will be used. Academic and professional qualifications, and proposed outline and LREP Module Outline will account for 70% and price offer is 30%. The distribution of the CV and the technical proposal (LREP Module) is presented below.

	Total Score	Weight (%)
Qualification per CV	100	70
Proposed LREP Module Outline and TNA methodology	100	30

**L. Annexes to the TOR**

Please refer to [www.doe.gov.ph](http://www.doe.gov.ph) for documents related to the renewable energy, the National Renewable Energy Plan and Philippine Energy Plan.

The work breakdown is attached for perusal.