

## **TERMS OF REFERENCE FOR AREAN – INTERIM PROJECT SPECIALIST**

### **A. PROJECT TITLE**

**Accelerating Renewable Energy and Energy Efficiency Applications in Niue (AREAN)**

### **B. PROJECT DESCRIPTION OR CONTEXT AND BACKGROUND**

The objective of the AREAN project is to enable the achievement of low carbon energy access, sustainable energy and green growth targets of Niue as stated in the Niue Sustainable Energy Road Map (NiSERM), which is the basis of the country's latest NDC. The government has been, and continues to be, very focused on the achievement of its renewable energy and energy efficiency targets, especially the generation of 80% of its electricity needs from renewable sources by 2025; however, the available financial and technical resources will not be enough to guarantee a timely and full achievement of said targets without additional support from international donors. The design of AREAN follows a holistic approach to the removal of all the barriers, identified in the AREAN Project Information Form (PIF) and confirmed during the project development stage, by synergistically interconnecting all the activities of five (5) different components, namely: 1) Improvements in Energy Integrated Development Policy and Planning; 2) Institutional Capacity Building on Low Carbon Development; 3) Improvements in the Financing of Low Carbon Development Initiatives; 4) Climate Resilient and Low Carbon Technologies Applications; and 5) Enhancement of Awareness on Low Carbon Development. The project will be implemented over a period of 48 months, spanning from 2019 to 2023, and the total amount of GHG emission reductions is estimated to be approximately 112.2 kilotons CO<sub>2</sub>. The GHG emission reductions will be partly realized during the implementation period of the AREAN project and partly achieved after the completion of the project, throughout the lifespan of the equipment provided for the demonstration projects as well as other investment type activities.

*Project Outcome 1:*

Improved policy and regulatory frameworks in the application of energy efficiency and renewable energy technologies in the energy end-use sectors.

*Project Outcome 2:*

Effective enforcement of plans, policies and regulations, and implementation of programs/projects on the application of climate resilient and low carbon technologies in the end-use sectors.

*Project Outcome 3:*

Increased availability of, and access to, financing for sustainable energy, energy access and low carbon development initiatives in the energy supply and demand sectors.

*Project Outcome 4.1:*

Climate resilient and low carbon techniques and practices adopted and implemented in the energy supply and energy end-use sectors.

*Project Outcome 4.2:*

Enhanced confidence in the viability of climate resilient and low carbon technology applications in the energy supply and demand sectors.

*Project Outcome 5:*

Enhanced levels of awareness and attitude towards climate resilient and low carbon development in the energy supply and energy end use sectors.

### **C. SCOPE OF WORKS**

The consultant will work closely with the Ministry of Natural Resources - Director General (MNR – DG) and UNDP

- Review and update terms of reference for key project personnel and facilitate recruitment of Project Manager in coordination with MNR
- Develop Terms of Reference for consultants and sub-contractors that will be necessary for the implementation of the project, and assist in the selection and recruitment process
- Review and update the Multi Year Work Plan; the Annual Work Plan (AWPs) as well as formalizing the activities for the first year as stipulated in the project document;
- Develop thorough Monitoring and Evaluation Framework and monitoring tools for the project and monitoring the technical quality of project M&E systems (including AWPs, indicators and targets)
- Develop a procurement plan for the project
- Update risk and issue log
- Review and update the project Management Arrangements and Project Results Framework, as required and in line with corporate requirements;
- Assist MNR/Project Manager in the preparation and implementation of the Inception Phase workshop and provide backstopping technical advice and guidance where necessary. Coordinate preparation of the final inception report;

### **D. EXPECTED OUTCOMES AND DELIVERABLES**

Specific deliverables are:

- Terms of reference for key project personnel updated for inception phase and Project Manager recruitment completed.
- Terms of reference for consultants and subcontractors developed

- Multiyear workplan, AWP and implementation plan updated
- Procurement plan completed
- Project management arrangements and project results framework reviewed and updates
- Inception workshop report which captures all items above and other key points for the discussions which may result in a change in the scope of the project as well as results of the consultations prior to the workshop. All documents updated prior to the workshop should be included as annexes to the Report

DELIVERABLES	DUE DATE (%)	AMOUNT IN USD TO BE PAID AFTER CERTIFICATION BY UNDP OF SATISFACTORY PERFORMANCE OF DELIVERABLES
Upon submission and approval of monthly report including, <ul style="list-style-type: none"> <li>• Terms of reference for key project personnel updated for inception phase.</li> <li>• Terms of reference for consultants and subcontractors developed</li> </ul>	<b>DAY MONTH 2019</b> (20%)	\$xxx
Upon submission and approval of monthly report including, <ul style="list-style-type: none"> <li>• Multiyear workplan, AWP and implementation plan updated</li> <li>• Procurement plan completed</li> </ul>	<b>DAY MONTH 2019</b> (25%)	\$xxx
Upon submission and approval of monthly report including, <ul style="list-style-type: none"> <li>• Project management arrangements and project results framework reviewed and updates;</li> <li>• Project Manager recruitment completed</li> </ul>	<b>DAY MONTH 2019</b> (25%)	\$xxx
Upon submission and approval of monthly report including, <ul style="list-style-type: none"> <li>• Inception workshop report which captures all items above and other key points for the discussions which may result in a change in the scope of the project as well as results of the consultations prior to the workshop. All documents updated prior to the workshop should be included as annexes to the Report</li> </ul>	<b>DAY MONTH 2019</b> (30%)	\$xxx
TOTAL (40 working days)		\$xxx

#### **E. INSTITUTIONAL ARRANGEMENT**

The hired consultant will be under the supervision of the MNR Director General. Reports and documentation will be shared with the MNR DG in a timely manner, with copy to the UNDP MCO Programme Officer.

#### **F. DURATION OF THE WORK:**

The assignment will be for 40 working days over a three month period from start of contract.

#### **G. DUTY STATION:**

The consultant will be home-based with at least 1 mission to Niue or with sometime in the MNR office if contractor resides in Niue.

#### **H. COMPETENCIES**

##### **Corporate Competencies:**

- Demonstrates commitment to the Gov. of Niue mission, vision and values.
- Displays cultural, gender, religion, race, nationality and age sensitivity and adaptability

##### **Functional Competencies:**

##### *Knowledge Management and Learning*

- Shares knowledge and experience
- Actively works towards continuing personal learning, acts on learning plan and applies newly acquired skills

##### *Development and Operational Effectiveness*

- Ability to perform a variety of specialized tasks related to administrative supports, including project data management support, reporting, and logistics for project implementation.
- Ability to provide input to business processes re-engineering, implementation of new system, including new IT based systems

##### *Leadership and Self-Management*

- Focuses on result for the client and responds positively to feedback
- Consistently approaches work with energy and a positive, constructive attitude
- Remains calm, in control and good humoured even under pressure
- Demonstrates openness to change and ability to manage complexities
- Good inter-personal and teamwork skills, networking aptitude, ability to work in multicultural environment

#### **I. QUALIFICATIONS OF THE SUCCESSFUL CONTRACTOR**

- Postgraduate degree in Natural Resources Management, Environmental Sciences, Social Sciences related field is a requirement

- More than ten years of professional experience (or twelve years of experience plus first level university degree in lieu of the above required master's degree) in management of environment related projects, with a good understanding of integrating gender and similar cross-cutting priorities.
- In-depth and proven knowledge as well as experience in the area implementation of development initiatives, policies and programmes relating to natural resource management, including impacts on environment related to human development and poverty reduction.
- Demonstrated experience in project development. Implementation and management;
- Proven experience in consulting at a senior level in related field;
- Proven practical experience of Results Based Management (RBM), with sound knowledge on LogFrame and Project Cycle Management (PCM);
- Strong skills in M&E;
- Excellent working knowledge of English and track record of producing communications and reports in English;
- Experience on programmes funded and implemented by various development agencies;
- Experience working with communities, government and NGOs;
- Experience working in Niue;
- Excellent computer skills (key MS applications) and ability to use information technology as a tool and resource

## **J. EVALUATION AND CRITERIA**

### **Evaluation criteria: 70% Technical, 30% financial combined weight:**

Technical Evaluation Criteria (based on the information provided in the CV and the relevant documents must be submitted as evidence to support possession of below required criteria:

- Postgraduate degree in Natural Resources Management, Environmental Sciences, or Social Sciences related field is a requirement (20%)
- More than ten years of professional experience (or twelve years of experience plus first level university degree in lieu of the above required master's degree) in management of environment related projects, with a good understanding of integrating gender and similar cross-cutting priorities. (15%)
- In-depth and proven knowledge as well as experience in the area implementation of development initiatives, policies and programmes relating to natural resource management, including impacts on environment related to human development and poverty reduction. (15%)
- Demonstrated experience in project development. Implementation and management; (10%)
- Proven experience in consulting at a senior level in related field; (5%)
- Proven practical experience of Results Based Management (RBM), with sound knowledge on LogFrame and Project Cycle Management (PCM); (5%)
- Strong skills in M&E; (5%)

- Excellent working knowledge of English and track record of producing communications and technical reports in English; (5%)
- Experience working with communities, government and NGOs; (5%)
- Experience working in Niue; (10%)
- Excellent computer skills (key MS applications) and ability to use information technology as a tool and resource (5%)

#### **K. RECOMMENDED PRESENTATION OF PROPOSAL**

Interested individual Consultants must submit ALL the following documents/information to demonstrate their qualifications in one single PDF document:

- Technical Proposal [methodology and workplan]
- Duly accomplished confirmation of Interest using the template provided by UNDP (Annex 1)
- Personal CV or P11 (Annex 2)
- Financial Proposal (Annex 3)

**Incomplete applications will not be considered, they will be disqualified automatically.**

Queries about the position can be directed to [procurement.ws@undp.org](mailto:procurement.ws@undp.org)

**Due Date for submission of proposals is Tuesday 8 October 2019, Samoa time.**

**All proposals should be submitted through the UNDP eTendering portal. Email submission of proposals will not be accepted.**

Go to <https://etendering.partneragencies.org> (to register first if you have not done so) and search for this consultancy reference **WSM/006/IC/AREANProjSpecialist**

To register on eTendering, note the username and password below to access initially to register first.

Username: event.guest

Password: why2change

#### **L. ANNEXES AND TEMPLATES TO THIS TOR**

Annex 1 – Template Letter of Offer and Availability

Annex 2 – P11 form

Annex 3 – Financial Proposal

Annex 4 – UNDP General Terms and Conditions for Individual Contracts



*Empowered lives.  
Resilient nations.*

**M. APPROVAL**

This Terms of Reference is approved by:

Name/Title: **Yvette Kerslake, ARR Environment and Climate Change Unit**

Date: **27 September 2019**