

## UNDP Ethiopia

### TOR

Title:	National Consultant On Climate Change and Renewable Energy ( solar energy expert)
Type of contract:	National Consultant
Payment:	Lump sum
Office/Project:	Initiation Plan (IP) # 5200Promoting Sustainable Rural Energy Technologies for Household and Productive Use
Duty station:	Addis Ababa, Ethiopia
Contract Duration:	120 working days over the period 1 March 2014 – 30 September 2014 (i.e – 4 months over a 5 months period)
Itinerary:	The national consultant on climate change and renewable energy should be based in Addis Ababa, Ethiopia throughout the entire duration of the assignment. Missions to project sites may be made over the course of the assignment..
Work and payment terms:	<p>The assignment will be a combination of in-country and out-of-country work. The national consultant on climate change and renewable energy ( solar energy expert) under the leadership of the international consultant( senior expert ) and in coordination with the National Consultant On Climate Change and Renewable Energy (house hold energy and/or improved cookstove expert) is responsible for the following outputs</p> <p><b><u>Outputs:</u></b></p> <ol style="list-style-type: none"><li><b>Output 1.</b>A detailed work plan outlining in detail the timeline for the production of all outputs and which includes a detailed agenda for coordinate with the international senior and national energy expert and stakeholder consultation workshop, consultation workshop, wrap up and LPAC meetings.</li><li><b>Output 2</b>Report outlining the activities of all other donors in Ethiopia working in the area of rural energy services also outlining in detail how they might cooperate with this project</li><li><b>Output 3.</b> Detailed comments are provided on the draft UNDP project document, GEF Request for CEO endorsement and draft Public Awareness Strategy report</li><li><b>Output 4.</b> Draft and then Finalized Technology Selection and Justification Report which includes pre-feasibility study for establishment of the Energy Technology Institute</li><li><b>Output 5.</b>Draft and then Final Financial Support Mechanism Report</li><li><b>Output 5:</b> Draft and then Final Business Incubator Report</li><li><b>7.</b></li><li><b>7. Output 6:</b> play a lead role in organizing all meetings and stakeholder consultations for the international consultant during the missions of this expert to Ethiopia.</li></ol> <p><b><u>Schedule of work:</u></b></p> <p><b>Milestone 1</b> - Within 1 months of the start of the assignment , and a report outlining</p>

	<p>Activities of All Other Donors in this field for feeding into the detailed Baseline Report of the Senior Expert prepared and completed</p> <p><b>Milestone 2</b> - Within 3 months of the start of the assignment, (i) Detailed comments on the draft reports of all other consultants including draft UNDP project document and draft GEF Request for CEO endorsement and draft Public Awareness Report;</p> <p><b>Milestone 3</b>– Within 4 months of the start of the assignment, a second mission to Ethiopia is successfully carried out and prior to mission two a draft and then finalized Technology Selection Report and Justification of Selection Report is prepared</p> <p><b>Milestone 4</b> – Within 5 months of the start of the assignment a short report on the Financial Support Mechanism (in draft and finalized format) explaining how the Financial Support Mechanism under the project will operate and function, also exploring alternative options. Key information from this report will be used in the formulation of the UNDP project document and the GEF Request for CEO endorsement</p> <p><b>Milestone 5</b> – Within 5 months of the start of the assignment a report explaining the modalities by which the Business Incubator will operate once the full project is operating. Key information from this report will be used in the formulation of the UNDP project document and the GEF Request for CEO endorsement</p> <p><b><u>Payment Terms</u></b></p> <p>The lump sum contract amount will be paid in three equal installments as follows:</p> <ol style="list-style-type: none"> <li>1) – 20% of the Total Contract Amount within 20 business days of the completion of Output 1(Report on Activities of other Donors)&amp;2 Detailed Comments on Draft UNDP Prodoc and GEF RCE and Public Awareness Strategy)</li> <li>2) – 30% of the Total Contract Amount within 20 business days of the completion of Output 3 (Technology Assessment Report) and Output 4 (Financial Support Mechanism Report)</li> <li>3) – 50% of the Total Contract Amount within 10 business days of the completion of Output 5 (Business Incubator Report)</li> </ol>
Qualifications	<ul style="list-style-type: none"> <li>- University advanced degree (to at least Masters degree) in climate change, renewable energy, environmental economics, business, environment, environmental engineering or environmental law;</li> <li>- 6-7 years relevant work experience related to climate change and renewable energy</li> <li>- Experience with working on renewable energy projects and investment in renewable energy would be preferred</li> <li>- Experience in working with international organizations, including UNDP, is preferred but not required</li> <li>- Experience on working with the Global Environment Facility (GEF) is preferred but not required</li> <li>- Previous working experience in Africa would be an advantage and previous experience working in Ethiopia would be an evening bigger advantage and preferred although not required</li> </ul>
Competencies:	<ul style="list-style-type: none"> <li>- Extensive knowledge related to climate change, environment, sustainable development and renewable energy is preferred</li> <li>- Fluency in written and spoken English which includes very strong writing skills</li> <li>- Full computer literacy.</li> </ul>

### **General background information on the context of the assignment:**

Encouraging greater investment in small scale renewable energy technologies and improved cookstoves to off-grid areas throughout Ethiopia is an important priority of the Government of Ethiopia. By substituting away from fuel wood use and charcoal use towards renewable energy, there are important economic, social and global environmental benefits. The global environment benefits associated with this switch are estimated to be significant.

This new UNDP GEF project, when it starts, will aim to reduce Ethiopia's energy related CO<sub>2</sub> emissions by promoting renewable energy and low Green House Gases (GHG) producing technologies as a substitute for fossil fuels and non-sustainable biomass utilization in the country with a focus on rural household appliances for cooking, lighting and heating. The activities proposed in the project are designed to remove barriers that hamper the wide-scale use of off-grid renewable energy technologies in households and productive uses in rural areas of Ethiopia where extending the grid is simply not feasible in the short run and where the ability to pay for larger scale solutions is often limited. The barrier removal activities of this project aim to accelerate the provision of small scale renewable energy technologies to rural communities in Ethiopia which without this project would otherwise not have had the opportunity to benefit from such services, thereby providing them with access to modern energy. Thermal energy supply for households in rural areas is mostly still by users – (i.e - households collect and transport their fuel requirements for cooking and baking.) Very little of the supply in rural areas is commercial (purchased). There are essentially no intermediaries for fuel supply of thermal fuels in rural areas. In urban areas the largest share of the energy used for cooking and baking is purchased. Biomass fuels are brought in by collectors from urban peripheries (for wood) and further away (for charcoal).

The Government of the Federal Democratic Republic of Ethiopia has a vision to achieve middle-income status by 2025 and to create a climate resilient green economy with zero net carbon emission. In order to meet this challenge, the country needs to reach its economic goals in a sustainable manner which includes increased levels of access to modern energy. Fuel wood use, by far the largest source of rural energy in Ethiopia and the second largest contributor to GHG emissions, can be reduced by the introduction of small scale renewable technologies, thereby increasing household income and promoting sustainable development at the same time. However, a number of significant market barriers associated with low (or no) return on investment, high up-front costs and lack of access to capital, high risk and non financial barriers (e.g. lack of information and capacity) make it difficult to attract investment that increases access to modern energy while creating new economic opportunities. As a result, small scale renewable energy solutions have not taken off in rural areas in Ethiopia. This project will aim to remove these barriers and help transform the market in Ethiopia for small scale renewable energy technologies in a sustainable manner.

This project proposes a more holistic and market based approach is undertaken towards promoting renewable energy technologies in rural communities in Ethiopia. This more holistic approach would clearly not take place without the GEF project. The four components described as follows consisting of a combination of de-risking instruments (Component #1) and market-enabling activities (Component #2 and Component #4) that will combine with a financial support mechanism (Component #3) in order to help transform the market for off-grid renewable energy technologies in rural communities. The renewable energy technologies that have been selected by this project have been chosen firstly because they are small scale and secondly because they are the most suitable (and affordable) for rural communities in Ethiopia. The initial list of technologies includes improved cook stoves, solar cookers, solar hot water systems, and solar lanterns. This list of technologies has been chosen in consultation with the Ethiopian Ministry of Environment and Forestry (MEF) and technologies needed to be affordable to be selected. The list of technologies will be further reviewed as part of the full project preparation.

### **Objectives of the assignment:**

#### **Scope of the assignment:**

Under the guidance and direct supervision of the , MEF, UNDP Ethiopia Country Office and the Regional Technical Advisor on Climate Change, UNDP Bratislava, the –national Consultant on Climate Change and Renewable Energy will be responsible for supporting the work of the Senior Expert – International Consultant on Climate Change and Renewable Energy. The national Expert will travel to regions and is responsible for working at least 120 working days on the key tasks over the course of the assignment.

The rational Consultant On Climate Change and Renewable Energy (solar energy expert) will be responsible for five key outputs during the course of his/her assignment in Ethiopia.

- (i) Collaboration Report Outlining the Activities of All Other Donors in this field for feeding into Baseline Report (**Pre-Output 1**)
- (ii) Detailed comments on draft UNDP Project Document, GEF Request for CEO Endorsement, and GEF Tracking Tool and Draft Public Awareness Strategy (**Output 2**)
- (iii) Technology Selection Report (**Output 3**)
- (iv) Financial Support Mechanism Report (**Output 4**)
- (v) Business Incubator Report (**Output 5**)

The roles of the various experts to be contracted under this assignment over a period of 5 months will be as follows:

Position	Lead Role	Supporting Role
Senior Expert – International Consultant on Climate Change and Renewable Energy (80 days)	Collaboration Report Outlining the Activities of All Other Donors in this field for feeding into Baseline Report ( <b>Pre-Report 1</b> )  Detailed Baseline Report ( <b>Pre-Report 2</b> )  Technology Selection Report ( <b>Report 2</b> )  Financial Support Mechanism Report ( <b>Report 4</b> )  Business Incubator Report ( <b>Report 5</b> )  UNDP Project Document ( <b>Report 6</b> )  GEF Request for CEO Endorsement ( <b>Report 7</b> )  GEF Tracking Tool ( <b>Report 8</b> )  Environmental and Social Screening Assessment ( <b>additional task</b> )	All other reports
National Consultants on Climate Change and Renewable Energy (solar energy expert ) (120 days)	Public Awareness Report ( <b>Report 3</b> )  Detailed Inputs contributing to the baseline report for Solar ( <b>Pre-Report 2</b> )  Organization of all workshops, meetings and consultations  Co-Financing Letters from Key Stakeholders	Report 2, Report 4, Report 5, Report 6, Report 7, Report 8
National Consultants on Climate Change and Renewable Energy ( house hold energy and/or improved cookstove expert ) (120 days)	Public Awareness Report (Report 3)  Organization of all workshops , meetings and consultations  Co-Financing Letters from Key Stakeholders  Detailed Inputs contributing to the baseline report for Improved Cookstove ( <b>Pre-Report 2</b> )	Report 2, Report 4, Report 5, Report 6, Report 7, Report 8

The national consultant (solar energy expert) shall familiarize himself/herself with the approved PIF and PPG documents, along with the GEF secretariat comments to the PIF/PPG as well as any STAP comments to make sure that they are taken into account during the preparation of all documents and reports.

#### PART I. PREPARATION OF THE FIRST MISSION

The national consultant (solar energy expert) should make sure that they are in Addis Ababa, Ethiopia at least one month prior to the first mission of the international consultant (senior expert) in order to assist with the mission preparation and to start preparation of the four reports that the national consultant (solar energy expert) will work on. In particular, it would be important that prior to mission 1 the national consultant is involved in the mission preparation and planning.

#### PART II. FIRST MISSION AND PREPARATION OF DRAFT FIRST TWO REPORTS

As part of the work the national consultant should make sure that the following reports are ready in draft form by the time the mission takes place:

- A) Draft Collaboration Report Outlining the Activities of All Other Donors in this field for feeding into Baseline Report **(Pre-Report 1)**
- B) Draft Technology Selection Report **(Report 2)**

During the first seven day mission of the international consultant (senior expert), the main aim will be to better define the project strategy and design and to further define the role of the key stakeholders including the institutional and implementation arrangements. The national consultant will pay particular attention during the first mission to questions about the technologies selection, the financial support mechanism, and the business incubator creation and operating modalities. A key outcome of the first mission will be a refined and improved project strategy and a much better understanding of how this new project will fill the gaps left by other international technical assistance programmes in Ethiopia that aim to support rural energy development. Following the first mission, the aim will be to finalize these two reports so that within 2 months of the first mission the national consultant will have completed

- A) Final Collaboration Report Outlining the Activities of All Other Donors in this field for feeding into Baseline Report **(Pre-Report 1)**
- B) Final Technology Selection Report **(Report 2)**

The draft documentation package for submission to GEF is the key responsibility for the International Consultant (Senior Expert). This documentation package will only be developed after mission one and after the detailed baseline report is completed (because baseline information needs to be included in the full documentation package) and only submitted to Government of Ethiopia. The draft documentation package will include the following documents (i) UNDP Project Document (ii) GEF CEO Endorsement Request (iii) GEF Tracking Tool and (iv) Environmental and Social Screening Assessment. It is important that the national consultant closely involved in the preparation of these documents, providing data and information where required, and that he/she provides detailed comments and feedback on each of these draft documents.

#### PART III. PREPARATION OF SECOND MISSION

The purpose of the second mission will be to validate the findings of the team of consultants on how the project should be designed taking into account the comments and concerns of all key stakeholders while at the same time designing a project that can be approved by the GEF Secretariat. A detailed mission agenda will need to be prepared and agreed in advance of the second mission and meetings and a stakeholders workshop planned in advance. The second mission should happen within six months of the start of the assignment. The second mission needs to include a detailed stakeholders workshop which brings together all key stakeholders

#### PART IV. SECOND MISSION AND FINALIZATION OF COMPLETE DOCUMENTATION PACKAGE

The second ten day mission to Ethiopia by the international consultant should take place within 4 months of the start of the assignment will be used to assist in reconfirming/specifying the project strategy, finalizing project sections on: (a) project logframe matrix (b) an assessment of the social, economic and financial sustainability of proposed project activities; (c) assessment of alternatives to the project strategy and establishing the cost effectiveness of the preferred strategy and suite of activities; (d) a replication strategy for project activities; (e) assessment of the risks to the proposed project activities and identifying measure to mitigate these risks; (f) baseline section & incremental cost

analysis. The key role of the International Consultant for this mission will be to prepare draft documents/reports in advance of the second mission including:

- A) Draft Financial Support Mechanism Report (**Report 4**)
- B) Draft Business Incubator Report (**Report 5**)

During the second mission, a stakeholder's consultation workshop will be held where the team of consultants which will present the draft reports and the draft project design and strategy with the purpose of obtaining comments and feedback. A particular focus will be on presenting the draft Project Results Framework which will clearly define the outcomes and indicators of the project. These comments and feedback will be incorporated into the full project design and the full project documentation package which should be submitted to UNDP for internal clearance within one month of the completion of the second mission. The national expert will provide further comments to assist with preparing the finalized GEF Request for CEO Approval and UNDP Project Document addressing all the comments received from stakeholders. However, following mission two the main task of the national consultant will be to prepare:

- A) Final Financial Support Mechanism Report (**Report 4**)
- B) Final Business Incubator Report (**Report 5**)

Key elements from the reports on technology selection, financial support mechanism design, and business incubator design will be incorporated into the UNDP Project Document and the GEF Request for CEO endorsement. It is the job of the national consultant to make sure that they are incorporated in an appropriate manner.

In addition, the information collected as part of the detailed baseline report and the Collaboration Report Outlining the Activities of All Other Donors in this field for feeding into Baseline Report will provide useful data and information that can be included also.

#### PART V: FULL PROJECT APPROVAL OF NEW UNDP GEF PROJECT

Within two months of the second mission, the complete documentation package should be technically cleared by UNDP Ethiopia and by the UNDP GEF Regional Technical Advisor and submitted to UNDP New York for clearance and submission to the GEF Secretariat. The documents that need to be submitted to the GEF Secretariat include:

- (i) UNDP Project Document
- (ii) GEF Request for CEO Endorsement
- (iii) GEF Tracking Tool
- (iv) All co-financing letters from project partners (responsibility of UNDP Ethiopia and the national experts)

Key elements from the technology assessment report, the financial support mechanism report, and the business incubator report will be included in the UNDP Project Document and the GEF Request for CEO endorsement, meaning that the national consultant will play a critical role in helping to ensure the full project approval as part of the overall project team.

Obtaining the full project approval will require taking on board and into account all comments received by the GEF Secretariat in order to revise, improve, and finalize the complete documentation package as in most cases projects are not approved on the first submission.

A UNDP response to GEF Secretariat Comments should be prepared which should take into consideration all GEF Secretariat comments and show how they have been addressed in the revised UNDP Project Document and GEF Request for CEO Endorsement.

Changes to the UNDP Project Document and the revised GEF Request for CEO endorsement shall be highlighted in yellow.

Part V should result in the full approval of the new UNDP GEF project at which point in time the assignment of the International Consultant shall finish.

#### **Financial Proposal**

The national consultant should submit with their offer a financial proposal as one lump sum cost using the following table for breakdown of the total assignment cost.

	<b>Nr. of units*</b>	<b>Units</b>	<b>Rate / USD</b>	<b>Total / USD</b>
<b>Work in home office in Addis Ababa**</b>				
Work on all project documentation	100	man/days		0
Travel Days		man/days		
<b>Work on 2 missions of IC (senior expert)**</b>				
Mission(s)	20	man/days		0
<b>Sub-total fee</b>				<b>0</b>
<b>Travel costs</b>				
International travel to and from country/ies		mission		0
Lump Sum for 5 months ***		per month		0
Local travel		destination		0
<b>Sub-total travel costs</b>				<b>0</b>
Miscellaneous (communication, printing, visa)				<b>0</b>
<b>TOTAL</b>				<b>0</b>

\* Estimates are indicated in the TOR, the applicant is requested to review and revise, if applicable.

\*\* Add rows as needed

Please note that the **financial proposal is all-inclusive** and shall take into account various expenses incurred by the consultant/contractor during the contract period (e.g. fee, health insurance, vaccination, office costs and any other relevant expenses related to the performance of services...). All envisaged **travel costs** must be included in the financial proposal within Ethiopia. This includes all travel costs to and from Ethiopia. Please note however that for any travel that may be required within Ethiopia, UNDP Ethiopia shall provide a car and a driver, as required, so no local travel costs are envisaged.

**Payments** will be made in three instalments and only upon confirmation of MEF and UNDP on delivering on the contract obligations (i.e – outputs) in a satisfactory manner.

#### **Other Information**

This assignment is only for international consultants who are willing to spend the entire duration of the assignment in Addis Ababa, Ethiopia. National consultants who are not based in Addis Ababa should not apply unless they are willing to travel to Addis Ababa at their own cost for the assignment

Qualified **women** and members of **minorities** are encouraged to apply.

Incomplete applications will not be accepted.

Individual Consultants are responsible for ensuring they have **vaccinations/inoculations** when travelling to certain countries, as designated by the UN Medical Director. Consultants are also required to comply with the UN **security directives** set forth under [dss.un.org](http://dss.un.org)

