



TERMS OF REFERENCE

International Consultant - Financing Renewable Energy and Energy Efficiency Initiatives

Reference No.	PN/FJI/101/22
Location	Home based
Application deadline	15 August 2022
Type of Contract	Individual Contractor
Post Level	International Consultant – Outcome 4.1 & 4.2 Component 4: Financing RE/EE Initiatives
Languages required:	English
Duration of Initial Contract:	Fifty (50) workdays spread over the period (1 September 2022 – 31 December 2022)

BACKGROUND

The *Facilitation of the Achievement of Sustainable National Energy Targets of Tuvalu* (FASNETT) Project is aimed at facilitating the development and utilization of feasible renewable energy resources and application of energy efficiency technologies for achieving the Government of Tuvalu's updated target of reducing emissions of greenhouse gases from the electricity generation (power) sector by 100% by 2025 based on the country's INDC in November 2015. According to the NDC Registry, Tuvalu is listed as having submitted a first NDC (which was its INDC) effective when the Government of Tuvalu became a Party to the Paris Agreement based on Decision 1/CP.21. Currently, Tuvalu plans to enhance its NDC including updating the timeframe for achieving the target from 2025 to 2030. The facilitation or enabling objective is meant to address, i.e., eliminate the identified RE/EE awareness and capacity barriers to the cost-effective application of RE technologies using the country's indigenous RE resources, as well in the effective and extensive application of EE measures and techniques. The overall project goal will be achieved through the implementation of:

- Component 1: Awareness Raising on Renewable Energy and Energy Efficiency Applications of the Project. The other components are:
- Component 2: Energy Policy Improvement and Institutional Capacity Building
- Component 3: Applications of Renewable Energy & Energy Efficiency Technologies & Techniques and
- Component 4: Financing of Renewable Energy and Energy Efficiency Initiatives.

This TOR is under Component 4, which is involved in the facilitation or enabling the removal of the identified financial barriers to the cost-effective application of RE technologies using the country's indigenous RE resources, as well as application of EE measures and techniques that are also in line with sustainable low carbon development in the country. The Outputs/Activities under Component 2 are grouped under two Outcomes: (a) Outcome 4.1 pertaining to the financial needs of intended users of RE/EE equipment or devices and (b) Outcome 4.2 pertain the provision of overall financial resources from GoT, financial sector and donor agencies to support RE/EE development and investment program for the country in line with its National Energy Plan that is developed in Outcome 2.

For Outcome 4.1, the granting of incentives and the lending schemes for energy efficiency applications in the domestic level at the Development Bank of Tuvalu (DBT) has existed for quite some time. The Energy Efficiency Revolving Fund (EERF) started in 2016 with USD 100,000 while the Low Carbon Fund (LCF) started in 2017 with USD 80,000.¹ These financing windows, however, still remain underutilized until 2019 when FASNETT started. In view of the need to build upon these initiatives, FASNETT included the development of feasible inclusive financing models to facilitate financing of RE/EE projects at residential and commercial applications and the necessary capacity building primarily for the Development Bank of Tuvalu (DBT) in cooperation with the relevant government agencies, local leaders and private sector. The Project has budgeted a grant fund amounting to US\$320,000 to top-up these existing schemes. Therefore, there is a need to innovate on the existing schemes being implemented by DBT considering the lessons learned to boost the utilization of the funds into relevant RE/EE applications under FASNETT.

For Outcome 4.2, this involves financial resources sourcing and making them available for the RE/EE projects to be taken up by the GoT/TEC, financial institutions and private sector. Hence, the Project aims to develop comprehensive financing and investment scheme to support the overall implementation of the RE/EE-based Tuvalu National Energy Plan to achieve the country's long-term 100% GHG emission reduction goal. At present, the country has some ongoing RE/EE projects, which are considered as baseline projects. These projects are in various stages of implementation, which, similarly with FASNETT, are affected by the pandemic, fund sourcing and other global factors.

The tasks included in this TOR are mainly: (1) to determine the status of each Outcome and evaluate the achievements, remaining barriers and problem areas; (2) to recommend for the development of feasible and sustainable arrangement from the project experience and based on successful models done in other similarly situated small island countries; (3) to develop further a capacity building and awareness framework and plan of action involving GoT/TEC, DBT, related government agencies, private sector and the public; and (4) recommend a post-project sustainability plan on the financial aspects.

The FASNETT Project is financially supported through the GEF (USD 2,639,725) and co-financed by the UNDP (USD 250,000), the Government of Tuvalu (USD 8,250,000) and Tuvalu Electricity Corporation (USD 7,400,000).

DUTIES AND RESPONSIBILITIES

Scope of Work and Expected Outputs

This TOR covers the implementation of remaining activities and outputs towards achieving **Outcome 4.1: Improved availability of, and access to, financing for climate resilient renewable energy and energy**

¹ The EERF was made available under the SIDS/DOC PIGGAREP+ programs through the IUCN (International Union for Conservation of Nature and Natural Resource) and SPREP (South Pacific Region Environment Program) while LCF is a project by the IUCN implemented by UNEP (United Nation Environment Programs). These windows were made available to the consumers at the DBT where both are administered by the DBT General Manager through an MOU with the Government of Tuvalu. The provisions of these windows purposefully aimed to provide financial support to the local people of Tuvalu in the acquisition of energy efficient appliances, and later on expanded to accommodate RE devices, initially with solar PV-driven water pumps, through loan as part of the government's effort to reduce fossil fuel consumption via the use of inefficient electric gadgets that are prevalently used in most households (Jensen, 2015)

efficiency and Outcome 4.2: The GoT, the financial sector and donor agencies providing accessible financing for climate resilient renewable energy and energy efficiency projects. These two (2) Outcomes are under **Component 4: Financing of Renewable Energy and Energy Efficiency Initiatives** as defined in the FASNETT ProDoc. The International Consultant (IC) will lead the completion of the following remaining tasks under each Outcome with the assistance of a National Consultant (NC):

Outcome 4.1:

- *Output 4.1.1: Completed design and development of feasible inclusive financing models and schemes to facilitate financing of EE and RE projects*

The Activities under this Output are currently being implemented by the Development Bank of Tuvalu (DBT) for RE/EE users as discussed in the above background. To date, there some grant funds still available until project completion.

- Evaluation of the related outputs and outcomes of the Outcome 4.1 activities² regarding the FASNETT-assisted financial window in DBT.
- Complete the survey of clients' feedback on the existing DBT scheme vis-à-vis the project objectives; analyze the results as to the challenges, lessons learned and best practices from the client's point of view and recommend means of improvement
- Design and develop improved financing models and schemes for a long-term sustainable financing plan for RE/EE users to expand the LC development and CO₂ emission reduction potential in the coming years.

Outcome 4.2:

- *Output 4.2.1: Established and operational low carbon technology (RE/EE) application support program*

This Output will involve the design and development of the framework and action plan for the establishment of the overall financial support program for the National Energy Plan as authorized by the Energy Bill/Act under Component 2. While the whole process of adoption and establishment of the overall national-level financial support program might not be workable within the remaining period of FASNETT implementation, a post-project sustainability strategy and plan shall be recommended to the GoT/MTET and, if acceptable, will be committed by the GoT for eventual establishment and implementation.

- *Output 4.2.2: Developed and recommended financing schemes for implementation and capitalization by the GoT and/or private sector financial institutions.*

This Output will elaborate on the detailed financial schemes of the overall financial support program. If the GoT will accept, these schemes can be included the post-project sustainability plan to be turned over to the GoT.

- *Output 4.2.3: Completed RE and EE technologies application projects financed either through the established financing scheme or by private sector investments.*

This Output will involve the listing of possible RE-based power generation projects in line with the ten-year power supply and demand projection developed in Component 2. The listing will include

²The Consultant is advised to refer to the UNDP Operational Guide on Low Value Grants, also known as micro-capital grants.

generation capacities, timetable and estimated costs that could be integrated to become the financial requirements and investment planning for TEC and non-TEC power installations that can guide the financial resource mobilization by the GoT from government budgets, multilateral funding agencies (e.g. ADB, World Bank, etc.), bilateral donors, grants and private sector financial institutions. The outputs herein can be included in the integrated National Energy Plan. Since the development and adoption of this plan could go beyond the FASNETT timeframe, it can be included in the post-project sustainability plan to be turned over to the GoT.

- *Output 4.2. 4: Completed evaluation and continuing enhancement of suggested financing policies and schemes for supporting initiatives on low carbon development.*

This Output will involve the development and adoption of a framework and action plan for the evaluation and continuing enhancement of the financial policies and schemes developed in Outputs 4.2.2 and 4.2.3. Similarly, this process could go beyond the FASNETT timeframe, the evaluation framework and action plan can be included in the post-project sustainability plan to be turned over to the GoT.

Common to Outcomes 4.1 and 4.2

- *Output 4.1.2: Completed capacity building to increase confidence of the existing banks (including the Development Bank of Tuvalu) and private sector on technical and financial viability of residential/ commercial climate-resilient EE and RE projects*

This Output will involve the combined capacity building for RE/EE users and financial requirements of the National Energy Plan. It will involve the development and conduct workshops to disseminate info on the RE/EE users financing experience and to train and build capacity of the DBT, DOE, pertinent government agencies, local leaders and private sector regarding the identified and adopted financing plan for the National Energy Plan for technically and financially viable climate-resilient RE/EE applications. This shall foster higher level of confidence and provide information on and access to the established financing schemes in the context of the Tuvalu situation and market.

Deliverables

The Activities under the above-mentioned Outputs, shall be implemented according to a proposed Activity Work Plan in order to optimize the time involved so that all outputs will be delivered within the duration of the Project as indicated in the approved timetable:

Deliverable #1: Inception Report

- Overall approach and Activity Work Plan

Deliverable #2: Outputs 4.1.1 and 4.2.1

- Evaluation report of the related outputs and outcomes of the activities regarding the FASNETT-assisted financial window in DBT.
- Report on the survey of clients' feedback on the existing DBT scheme vis-à-vis the project objectives including analysis from the client's point of view and recommend means of improvement

- Design and implementation plan for the improved financing models and schemes for a long-term sustainable financing plan for RE/EE users
- Report on the framework and action plan for the establishment of the overall financial support program for the National Energy Plan

Deliverable # 3: Outputs 4.2.2, 4.2.3 and 4.2.4

- Detailed financial schemes of the overall financial support program
- Report on listing of possible RE-based power generation projects in line with the ten-year power supply and demand projection developed in Component 2
- Report on development and adoption of a framework and action plan for the evaluation and continuing enhancement of the financial policies and schemes developed in Outputs 4.2.2 and 4.2.3

Deliverable #4: Output 4.1.2 (Common to Outcomes 4.1 and 4.2) and Summary report on the financial post-project sustainability plan

- Report on combined capacity building for RE/EE users and financial requirements of the National Energy Plan and on training/workshops conducted
- Summary report on the overall financial post-project sustainability plan as developed in the related Outputs as discussed above

Institutional Arrangement

The principal responsibility of the IC is to implement the remaining Activities under Outcome 4 together with the support of a National Consultant, and in coordination the FASNETT Chief Technical Advisor (CTA). The IC and NC will work also with Project Implementation Support Officer in day-to-day matters.

The IC will work closely with the NC and provide guidance to the NC in the needs for data and analysis, information, coordination with the PMU, DOE and TEC and in coming up with the committed deliverables through the performance of the above-listed duties.

- The work of the IC and the NCs will be monitored, overseen and supervised by the FASNETT Project Manager as assisted by the CTA, and in close cooperation with the DOE/MTET, TEC and UNDP through the weekly project oversight and coordination meetings.
- The IC is expected to submit reports upon successful completion of activities in the approved Time Schedule/Activity Work Plan in Deliverable #1.
- The IC is expected to use his/her own computer in the conduct of this consultancy assignment.

Duration of the Work

- The consultancy duration is for five (4) months and is expected to commence from 1 September 2022;
- The Consultants shall be engaged to undertake the consultancy according to an approved Time Schedule/Activity Work Plan and is expected to complete the work by 31 December 2022.

Duty Station

Because of the prevailing pandemic travel restriction and protocols, the IC will work as home-based assignment in providing the leadership, direction and overall responsibility in the accomplishment of the

tasks and the expected deliverables, while the NCs, based in Funafuti, Tuvalu, will provide the data/info gathering, direct support, material inputs, on-site implementation and local facilitation. If possible and allowed by national protocols the IC may possibly be permitted to travel to Tuvalu within the duration of the Contract. Ideally, the IC should be able to travel to Tuvalu that would necessitate and possibly obtain government permit because of the nature of the tasks involving comprehensive workshops and hands-on training for the participants. PMU will endeavor to secure the necessary government permits and travel clearance when allowable. If the travel happens, the travel cost will be reimbursed by the project on actual economy basis.

COMPETENCIES

- Proficiency in computer packages; good working knowledge of word processing and spreadsheet programs, particularly MS Word, MS Power Point and MS Excel and on-line communication/conference and training platforms such as Zoom, Google meet, WhatsApp, etc..
- Maturity and confidence in dealing with senior members of national institutions.
- Displays cultural, gender, religion, race, nationality and age sensitivity and adaptability.
- Excellent written communication skills, with analytic capacity and ability to synthesize relevant collected data and findings for the preparation of quality analysis for the project proposal.
- Excellent coordination skills and result oriented collaboration with colleagues – especially for this case with the other international and national level consultants.

REQUIRED SKILLS AND EXPERIENCE

Educational Qualifications:

- Post graduate degree in the fields of Electrical Engineering, Environmental Management, International Development, Sustainable Development, Environmental communication or relevant related fields.

Experience

- At least 5 years of relevant professional experience in similar assignment at national or international level
- Strong expertise in financial strategies, schemes and evaluation as applied to suitable RE/EE technology application covered by FASNETT in the context Tuvalu's energy supply and demand and familiarity in relevant experiences and practices in similarly situated countries in south Pacific islands.
- Familiarity with the UNDP project management requirements and procedures.
- Experience in coordinating projects with government counterparts.
- Ability to pick up new terminology and concepts easily.
- Familiarity with UNDP policies, templates and requirements.
- Experience of providing technology development support to government and private sector counterparts;
- Previous experience in working with international organizations and ideally on the development project/program
- Excellent analytical skills; very good inter-personal skills and ability to work with a multitude of

stakeholders environment;

Language requirements

- Fluency of English language is required.

Price Proposal and Schedule of Payments

The Consultant must send a financial proposal based on **Lump Sum Amount**. The total amount quoted shall be all-inclusive and include all costs components required to perform the deliverables identified in the TOR, including professional fee, travel costs, living allowance (if any work is to be done outside the IC's duty station) and any other applicable cost to be incurred by the IC in completing the assignment. The contract price will fix output-based price regardless of extension of the herein specified duration. Payments will be done upon completion of the deliverables/outputs as listed above with the following percentages:

- Deliverable #1: Submission of the inception report and Activity Work Plan - 10% of total contract amount
- Deliverable #2: Outputs 4.1.1 and 4.2.1 – 30% of total contract amount
- Deliverable #3: Outputs 4.2.2, 4.2.3 and 4.2.4 – 30% of total contract amount
- Deliverable #4: Output 4.1.2 and Summary report on the overall post-project financial sustainability plan - 30% of total contract amount.

In general, UNDP shall not accept travel costs exceeding those of an economy class ticket. Should the IC wish to travel on a higher class he/she should do so using their own resources

In the event of unforeseeable travel not anticipated in this TOR, payment of travel costs including tickets, lodging and terminal expenses should be agreed upon, between the respective business unit and the Individual Consultant, prior to travel and will be reimbursed.

Evaluation Method and Criteria

Individual consultants will be evaluated based on the following **Cumulative analysis** methodology. The award of the contract shall be made to the individual consultant whose offer has been evaluated and determined as a) responsive/compliant/acceptable; and b) having received the highest score out of set of weighted technical criteria (70%). and financial criteria (30%). Financial score shall be computed as a ratio of the proposal being evaluated and the lowest priced proposal received by UNDP for the assignment.

Technical Criteria for Evaluation (Maximum 70 points)

- **Criteria 1:** Post graduate degree in the fields of Electrical Engineering, Environmental Management, International Development, Sustainable Development, Environmental communication or relevant related fields – Max 10 points
- **Criteria 2:** At least 5 years of relevant professional experience in similar assignment at national or international level - Max 10 Points
- **Criteria 3:** Strong expertise in RE/EE technology designs, application and performance assessment:

Max 10 points

- Criteria 4: Familiarity with the UNDP project management requirements and procedures.: Max 10 points
- **Criteria 5:** Experience in coordinating projects with government counterparts and ability to pick up new terminology and concepts easily. Max 10 points
- **Criteria 6:** Excellent analytical skills; very good inter-personal skills and ability to work with a multitude of stakeholders' environment. Max 10 points
- **Criteria 7:** Assessment of approach/methodology described in technical proposal to conduct the assignment– Max 10 Points

Only candidates obtaining a minimum of 49 points (70% of the total technical points) would be considered for the Financial Evaluation.

Shortlisted candidates shall be called for an interview which will be used to confirm and/or adjust the technical scores awarded based on documentation submitted.

Documentation required

Interested individual consultants must submit the following documents/information to demonstrate their qualifications. Please group them into **one (1) single PDF document** as the application only allows to upload maximum one document:

- **Letter of Confirmation of Interest and Availability** using the template provided in Annex II.
- **Personal CV**, 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.
- **Technical proposal**, including a) a brief description of why the individual considers him/herself as the most suitable for the assignment; and b) a methodology, on how they will approach and complete the assignment.
- **Financial proposal**, as per template provided in Annex II. Note: National consultants must quote prices in United States Dollars (USD).

Note: Successful individual will be required to provide proof of medical insurance coverage before commencement of contract for the duration of the assignment.

Incomplete and joint proposals may not be considered. Consultants with whom there is further interest will be contacted. The successful consultant shall opt to sign an Individual Contract or a Reimbursable Loan Agreement (RLA) through its company/employer with UNDP.

Annexes

- Annex I - [Individual IC General Terms and Conditions](#)
- Annex II – [Offeror's Letter to UNDP Confirming Interest and Availability for the Individual IC, including Financial Proposal Template](#)

For any clarification regarding this assignment please write to pts.fj@undp.org

