

INDIVIDUAL CONSULTANT PROCUREMENT NOTICE

RFQ140714-02



Empowered lives.
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Date: 1 July 2014

Country: Barbados and the OECS

Description of the assignments: Energy Systems and Licencing Expert

Project name: Promoting Solar Photovoltaic Systems in Public Buildings for Clean Energy Access, Increased Climate Resilience and Disaster Management

Period of assignment/services (if applicable): 30 -35 days over 3 months

Proposal should be submitted by email to procurement.bb@undp.org no later than **05 September 2014 at 4:00pm Eastern Caribbean Time (GMT-4)**.

Any request for clarification must be sent by standard electronic communication to the email address indicated above by 29 August 2014. The UNDP Barbados and the OECS Procurement Unit will respond by posting written copies of the responses to the notice on the UNDP Procurement website (reference no. RFQ140714-02), including an explanation of the query without identifying the source of inquiry.

1. BACKGROUND

The purpose of the Project Preparation Grant (PPG) is to develop a medium-sized project (MSP) proposal based on the Project Information Form (PIF) that will engage stakeholders and will support specific studies and analyses which will result in the full preparation of the project "Promoting Solar Photovoltaic Systems in Public Buildings for Clean Energy Access, Increased Climate Resilience and Disaster Management". This preparatory phase aims at finalising the studies and arrangements for the submission of this MSP to the GEF.

2. SCOPE OF WORK, RESPONSIBILITIES AND DESCRIPTION OF THE PROPOSED ANALYTICAL WORK

The Consultant will be responsible for carrying out the tasks related to IP Component A. Please refer to Annexes I-A and I-B

3. REQUIREMENTS FOR EXPERIENCE AND QUALIFICATIONS

I. Academic qualifications:

- MSc in renewable energy systems, (preferred)
- Post Graduate qualifications in , physics, electrical engineering or related discipline (with adequate short term training in renewable energy)

II. Years of relevant experience:

- 5 years' direct experience working in developing and issuing renewable energy licencing for grid connection (using feed in tariffs, renewable energy portfolios, net metering etc).
- 8 years' experience in energy resource management and policy, electric utility regulation or related field would be an asset
- 6 years' experience working within the Caribbean in renewable energy, electrical utilities, energy sector regulation, or related field will be an asset
- 6 years' experience in working with small isolate grids under 1,000 MW would be an asset
- At least 3 years' experience working in Barbados would be an asset
- Previous experience with UNDP and/or GEF would be an asset

III. Competencies:

- Strong technical report writing, data acquisition and analysis skills
- Ability to work in dynamic multi-disciplinary team

- Excellent interpersonal and communication skills
- Excellent command of written and oral English

4. DOCUMENTS TO BE INCLUDED WHEN SUBMITTING THE PROPOSALS.

Interested individual consultants must submit the following documents/information to demonstrate their qualifications:

- Cover letter of no more than 3 pages, including a description of main achievements and how the candidate meets/exceeds the profile requirements
- Completed letter as per Annex II
- A current and complete CV or UNDP P11 form (preferred) in English, with e-mail and phone contact
- A proposed methodology for conducting the evaluation of no more than 3 pages
- Contact details of 3 referees
- A price proposal quoted in United States dollars, as per Annex III

5. FINANCIAL PROPOSAL

The financial proposal shall specify a total lump sum amount, and payment terms around specific and measurable (qualitative and quantitative) deliverables. Payments are based upon output, i.e. upon delivery of the services specified in the TOR. In order to assist the requesting unit in the comparison of financial proposals, the financial proposal will include a breakdown of this lump sum amount (including travel, per diem, and number of anticipated working days).

Travel

All envisaged travel costs must be included in the financial proposal. This includes all travel to join duty station/repatriation travel. In general, UNDP should 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 case of unforeseeable travel, payment of travel costs including tickets, lodging and terminal expenses should be agreed upon, between UNDP and Individual Consultant, prior to travel and will be reimbursed.

6. EVALUATION

Applicants will be evaluated based on cumulative analysis of the offers being determined as:

- a) responsive/compliant/acceptable, and
- b) having received the highest score out of a pre-determined set of weighted technical and financial criteria specific to the solicitation.

Criteria	Weight	Max. Points
Technical	70%	70
• Academic qualifications	20%	20
• Years of relevant experience	30%	30
• Competencies	20%	20
Financial	30%	30

Only candidates obtaining a minimum of 49 of 70 points (70%) in the technical evaluation will be considered for the financial evaluation.

ANNEXES

ANNEX I: TERMS OF REFERENCE (TOR)

ANNEX II: OFFEROR'S SUBMISSION LETTER TEMPLATE

ANNEX III: FINANCIAL PROPOSAL TEMPLATE

ANNEX IV: INDIVIDUAL CONSULTANT GENERAL TERMS AND CONDITIONS

ANNEX I

TERMS OF REFERENCE

Job title	Energy Systems and Licencing Expert
Contract type	Individual Contract (IC)
Duty Station	Barbados and the OECS
Period of contract	July to October 2014
Duration of assignment	30 - 35 days
Contracting Authority	United Nations Development Programme
Beneficiary country	Barbados

The present Terms of Reference are related to the contracting of a Consultant to support the preparation of final Project Documents for the “Promoting Solar Photovoltaic Systems in Public Buildings for Clean Energy Access, Increased Climate Resilience and Disaster Management” project under the Global Environment Facility’s System for Transparent Allocation of Resources 5 (GEF STAR-5) for Barbados, as outlined in the Initiation Plan (IP). The Consultant will work in close collaboration with UNDP’s Energy, Environment and Climate Change Programme Manager and the relevant government Ministries and departments.

1. BACKGROUND

The purpose of the Project Preparation Grant (PPG) is to develop a medium-sized project (MSP) proposal based on the Project Information Form (PIF) that will engage stakeholders and will support specific studies and analyses which will result in the full preparation of the project “Promoting Solar Photovoltaic Systems in Public Buildings for Clean Energy Access, Increased Climate Resilience and Disaster Management”. This preparatory phase aims at finalising the studies and arrangements for the submission of this MSP to the GEF.

The PPG will also enable the stakeholders’ consultations and data collection for the establishment of baseline and complementary activities that will be validated by involved stakeholders. The path of the PPG process has been outlined in the Initiation Plan (IP), which was developed on the basis of the PIF, approved by the GEF Secretariat on 11 December 2013.

2. DESCRIPTION OF THE ASSIGNMENT

2.1. Specific objectives

Through at least one mission to Barbados, the Consultant will be responsible for carrying out the tasks related to IP Component A. Please refer to Annexes I-A and I-B.

Activity	Date
CEO Endorsement of PIF	December 11, 2013
Public Launch of Solar Project	July 2014
Selection of Prodoc Specialist	July 2014
Selection of Grid Stability and Licensing Expert	July 2014
<i>Pre Initiation Workshop meeting with Stakeholders</i>	<i>TBD (July-Aug 2014)</i>
Development of Full MSP UNDP-GEF project documentation (including CEO Endorsement Request, Project Document, CCM Tracking Tools, Co-Financing Letters, ESS Screening, TORs/Budget)	July-September 2014 (including in-country mission consultations)
<i>Logical Framework Analysis & Stakeholder Revision Workshop</i>	<i>Sep. 30-Oct. 3, 2014</i>
<i>Submission of Full MSP project documentation for UNDP RSC revision</i>	<i>October 3-10, 2014</i>
Completion of Full MSP project documentation for UNDP HQ clearing	October 10-17, 2014
Official Submission of Full MSP UNDP-GEF project documentation	October 17-31, 2014
<i>Initial GEFSec Review of Full MSP UNDP-GEF project documentation</i>	<i>November 14, 2014</i>

<i>Final Submission of Full MSP UNDP-GEF project documentation</i>	<i>November 28, 2014</i>
Final GEFSec Approval of Full MSP documentation	December 12, 2014
Full MSP Fund Disbursement and Project Inception/Start-Up	January 2015

2.2. Nature of services

Tasks relating to licensing issues will be carried out in close collaboration with the Energy and Telecommunications Division (ETDs) of the Office of the Prime Minister, which has oversight for energy policy implementation; and through observance at the ETDs existing consultative framework with stakeholders such as the Barbados Light & Power Co Ltd (BL&P), the electric utility company., Fair Trading Commission (FTC),

Tasks related to energy systems development will be carried out in close collaboration with the ETDs and through attendance at its consultative meetings with the Ministry of Finance and the Department of Emergency Management (DEM), Ministries responsible for Health and Community Development.

Through these activities, the consultant will be pivotal in the identification of co-financing for the project and in raising awareness among key stakeholders on the project, its objectives and strategy.

The licencing and project development components of the project have different sets of stakeholders and stakeholder processes.

An inception workshop in Barbados will constitute the introductory mission of the PPG team at the start of the contract, allowing initiation of dialogues with national stakeholders and field visits.

2.3. Outputs expected

- Baseline (brief) review and update of policy, legal/regulatory, and institutional frameworks and barriers to expansion of the renewable energy technology (RET) market in Barbados, with specific reference to:
 - Sustainable Energy Framework for Barbados (2010)
 - Renewable Energy Rider (2010), its revision (2013) and comments to such
 - Electric Light and Power Act (2013)
 - Requirements of the Government Electrical Engineering Department (GEED)
 - Draft Sustainable Energy Policy
- Summary of existing renewable energy resource assessments, baseline investments and ongoing projects, particularly for solar photovoltaics
- Report of key lessons from regional and international experiences in RET licencing in a SIDS/developing country context with recommendations for adaptive learning {What do you mean by 'Adaptive learning'}
- Analysis of the renewable energy electricity licencing regime in Barbados and provide recommendations for improvements within the existing legislative framework. (Barbados has a law in place as such major changes to the law are not immediately required. We need to understand how we can operate most effectively based on existing laws). Provide and demonstrate methodology for analysing licence applications (We will have a process of evaluation which may be in place under the new law. We would be keen to understand if there are any improvements that can be made).
- Recommendations for related project activities based on findings from the above
- Joint capacity assessment report and development strategy for critical stakeholders for effective integration and sustainable operation of RETs (with Energy Systems and Grid Stability Expert)
- Recommendations for software tools/computer database (customised or off the shelf that can aid in the licencing processes).
- Recommendation for hardware (grid monitoring tools) or access to the electric utility grid monitoring capacity)

3. EXPERT PROFILE

The Consultant must fulfil the following minimum criteria:

- MSc in energy systems, environmental management, physics, electrical engineering or related discipline
- 8 years' experience in energy resource management and policy, electric utility regulation or related field
- 6 years' experience working within the Caribbean in renewable energy, electrical utilities, energy sector regulation, or related field
- At least 3 years' experience working in Barbados would be an asset
- Previous experience with UNDP and/or GEF would be an asset
- Strong technical report writing, data acquisition and analysis skills
- Ability to work in dynamic multi-disciplinary team
- Excellent interpersonal and communication skills
- Excellent command of written and oral English

4. LOCATION AND DURATION

The Consultant will be based in Barbados for the duration of the contract. (This specific consultant is required to have daily interaction with the ETD during the process).

The assignment is expected to be a total of 35 working days over an approximately 3-month period. Indicative timeframes are outlined in section 5.1.

5. REMUNERATION

5.1. Payment

Payment will be remitted subject to the approval of final deliverables and based on the Consultant's price proposal. Expected time allocated to tasks and deadlines are as follows:

Deliverable	LOE	Indicative Submission date
Baseline assessment of policy, legal/regulatory, and institutional frameworks and barriers to expansion of the renewable energy technology (RET) market	2	15 August 2014
Summary of existing renewable energy resource assessments, baseline investments and ongoing projects with respect to the renewable energy sector	2	25 August 2014
Report of key lessons from regional and international experiences in RE licencing a SIDS/developing country context with recommendations for adaptive learning	4	30 August 2014
<ul style="list-style-type: none"> • Analysis of the renewable energy electricity licencing regime in Barbados and provide recommendations for improvements within the existing legislative framework.. • Provide and demonstrate methodology for analysing licence applications { We will have a process of evaluation which may be in place under the new law. We would be keen to understand if there are any improvements that can be made}. 	17	15 September 2014
Joint capacity assessment report and development strategy for Barbados Government ETD and its relationship with key stakeholders.	3	25 September 2014
Recommendations for project activities	4	25 September 14

5.2. Provision for travel and daily allowances

The Consultant's price proposal will include all expected costs of the assignment, including travel and allowances, as shown in Annex III. It is anticipated that there will be a 1-week inception mission during which most data collection and initial stakeholder discussions will occur. The necessity for additional missions will be determined by discussion between UNDP and the consultant team.

6. INSTRUCTIONS TO APPLICANTS

Applications must include:

- Cover letter of no more than 3 pages, including a description of main achievements and how the candidate meets/exceeds all the profile requirements
- Completed letter as per the template in Annex II
- A detailed curriculum vitae or completed P11 form (preferred)
- Contact details of three referees, including at least one reference letter
- A price proposal quoted in United States dollars (US\$) as per the template in Annex III

Candidates must fulfil the profile minimum requirements and comply with the application instructions to be evaluated. Interviews will be conducted, if necessary, by UNDP with short-listed candidates.

ANNEX I-A EXTRACT OF INITIATION PLAN

Project Title: Promoting Solar Photovoltaic Systems in Public Buildings for Clean Energy Access, Increased Climate Resilience and Disaster Management

Country: Barbados

Initiation Plan Start Date: 11 December, 2013

Initiation Plan End Date: 10 December, 2014

Brief Description of Initiation Plan:

During the Initiation Plan period, a number of baseline studies and stakeholder consultations will be undertaken. The purpose of the PPG is to support the development of the “Promoting Solar Photovoltaic Systems in Public Buildings for Clean Energy Access, Increased Climate Resilience and Disaster Management” MSP (Medium-sized Project). This preparatory phase aims at finalizing the formulation of project arrangements, enabling stakeholder consultations and supporting the collection of data for the establishment of baseline and complementary activities, to be validated against UNDP-GEF requirements. The final output of the initiation plan will be a [UNDP-GEF project document](#) and [GEF CEO endorsement template](#) with all required supporting documentation, including but not limited to Co-financing Commitment letters, an Environmental and Social Screening and the relevant GEF Tracking Tools for the above mentioned project ready for submission to UNDP and the GEF within the agreed upon timeframe.

Project Preparation Activities:

The IP is expected to be completed in a maximum period of 12 months from the PPG approval. The proposed preparation activities are detailed below:

A. Component A: Technical Review:

i. Baseline Studies

- *Analysis of policy, legal, institutional and financial frameworks for integrating renewable energy technologies (RETs) into the energy mix:* This activity will establish a foundation for the strategic framework and implementation strategy for Components 1, 2 and 3 of the PIF. Information regarding the existing policy, legal, institutional and financial structures relevant to the system of electricity generation, transmission and distribution has already in large part been compiled and assessed under the Sustainable Energy Framework for Barbados (2010). This plus additional information will be used in order to identify areas for strengthening and modification in order to ensure the strategic use of project resources. Special attention will be given to issues of licencing regimes for integration of RETs and independent power producers (IPPs). The baseline information will be a point of reference for measuring incremental benefits arising from the project both at midterm and at the end.
- *Project site profiling and detailed baseline information analysis:* This activity will help to establish a baseline for the site-level interventions in Component 3 of the PIF. Information at the targeted project sites regarding the existing status of the resources; current activities and uses; existing socio-economic conditions; and pre-feasibility studies of project demonstration activities needs to be updated, compiled and assessed in order to ensure the strategic use of project resources and that site activities fully involve and benefit local stakeholders and leverage the capacities and potential of these communities in the implementation of the full project. Special attention will be given to investigating issues of grid stability. The baseline information will be a point of reference for measuring incremental benefits arising from the project both at midterm and at the end.

- ##### **ii. Studies to address any opportunities/risks identified during an environmental and social screening of the project proposal:** *see Annex 3 for the ESS Pre-screening.* The gender assessment will be aligned with the UNDP’s Gender Equality Strategy (2008-2013), as the 2014-2017 Strategy is still under development. In this regard, UNDP is committed to ensure that gender equality is fully integrated into its entire programme from the design to implementation and reports annually on its performance across the portfolio.

- iii. Integration with development plans, policies, budgets and complementary projects: The project will contribute to the achievement of Barbados and the OECS UNDAF's Outcome 1 *"Improved governance and regulation of environmental and energy issues for more resilient economies by 2016"* through the support to the development and implementation of national policies and strategies on energy, climate change and disaster risk reduction, including consultation.
- iv. Completion of GEF focal area tracking tool: A complete GEF climate change mitigation tracking tool will be delivered as part of the technical review component.
- v. Stakeholder consultations during technical review: This activity will mobilize and engage stakeholders during the project design phase to provide for the design of appropriate communication strategies for targeted audiences in the MSP and confirm potential partnerships with on-going projects to build synergies. Consultations and partnerships achieved during this phase will be properly documented.

B. Component B: Institutional arrangements, monitoring and evaluation

The outputs of Component A will be used as technical input to Component B for the formulation of the UNDP-GEF project document.

- i. Finalisation of project results framework: Further define the results framework with appropriate objective-level and outcome-level quantitative and qualitative SMART¹ indicators, and end-of-project targets. Special attention will be made to include socio-economic and sex disaggregated indicators.
- ii. Definition of the monitoring and evaluation (M&E) plan: A detailed M&E work plan will be developed, including clear identification of responsibilities and accountabilities, as well as an appropriate M&E budget. The plan will be based on the standard template provided in the UNDP-GEF project document template that reflects the mandatory requirements of the GEF M&E Policy
- iii. Definition of the sustainability plan: The sustainability plan will outline the principles and guidelines for ensuring the long-term sustainability of project achievements. It will also outline an exit strategy, seeking the continuation of key activities/achievements without the need of long-term international financing.
- iv. Definition of management and implementation arrangements: The organisational structure governing the project will be decided. This will include identification of the project board, institutional arrangements to support project implementation and delineation of responsibilities and coordination mechanisms; costs of the project management unit; and inputs required for implementation (consultants and their terms of reference, equipment, travel, etc.).
- v. Stakeholder consultations during Component B: This will involve key agencies in the development of the project strategy to ensure a strong national ownership. In close collaboration with key government representatives and other stakeholders, the consultations will ensure full participation in the development of the project results framework and ensure agreement on the project objectives and outcomes. Consultations will secure agreement(s) on project implementation arrangements, including roles, responsibilities, and accountabilities of lead and partner agencies. Results of stakeholder consultations will be thoroughly documented.

¹ SMART: specific, measurable, achievable, realistic, time-bound

C. Component C: Financial planning and co-financing investments

- i. Development of the multi-year budget: The budget will be prepared following the standard project document template provided in the UNDP-GEF reflecting the mandatory requirements of the GEF M&E Policy.
- ii. Multilateral and bilateral co-financing opportunities: This will include a series of consultations with partners to ensure a coherent and sustainable financing package for the project including post-GEF grant phase. Activities will include:
 - a. *Detailed incremental-cost analysis as per GEF guidance:* precise definition of baseline projects, activities, budgets, goals and co-financing links to GEF outcomes (including analysis of baseline investments relating to RETs by government, donors, and the non-governmental and private sectors); definition of GEF incremental value per outcome and output; presentation of results of the incremental cost-analysis in matrices.
 - b. Costing of the Project Outcomes and Outputs, and proposal for allocation of GEF and co-financing funds to cover those costs, in required GEF and UNDP budget formats; identification of co-financing sources and secured letters of co-financing commitment.
- iii. Completion of required official endorsement letters: An official endorsement letter will be prepared by the GEF Operational Focal Point of the Government. A co-financing guarantee will be collected from participating government institutions, bilateral development partners, multilateral development partners and NGOs who wish to provide cash or in kind contributions to the project.

D. Validation workshop

A validation workshop will gather representatives from all relevant stakeholders to present, discuss and validate the final draft project document.

ANNEX I-B
SUMMARY OF CONSULTANTS FINANCED BY THE INITIATION PLAN

Summary Tasks to be Performed
Local Consultants (Barbados and the OECS)
<p>The consultants will be responsible for carrying out the tasks related to IP Activities from Component A.</p> <p>Tasks will be carried out in close collaboration with the Energy and Telecommunications Division of the Office of the Prime Minister, which has oversight for energy policy implementation; and Barbados Light & Power Co Ltd (BL&P), the electric utility company. Other key stakeholders to be consulted include the Ministry of the Environment and Drainage, Fair Trading Commission (FTC), the Ministry of Finance and the Department of Emergency Management (DEM).</p> <p>Through these activities, the consultants will be pivotal in the identification of co-financing for the project and in raising awareness among key stakeholders on the project, its objectives and strategy.</p> <p><u>Key products will include:</u></p> <ul style="list-style-type: none"> • Baseline assessment of policy, legal/regulatory, and institutional frameworks and barriers to expansion of the RET market in Barbados and recommendations for related project activities • Summary analysis of baseline investments with respect to the renewable energy sector • Pre-feasibility study for improvement to the grid for VRE and transition to smart grid technology • Analysis of the licencing regime for independent power producers (IPPs) • Report of key lessons from regional and international experiences in a SIDS/developing country context with recommendations for adaptive learning
International consultant
<p>Tasks will be carried out in close collaboration with the Energy and Telecommunications Division of the Office of the Prime Minister, which has oversight for energy policy implementation; and Barbados Light & Power Co Ltd (BL&P), the electric utility company. Other key stakeholders to be consulted include the Ministry of the Environment and Drainage, which oversees environmental policy implementation.</p> <p>Through these activities, the consultant will be pivotal in the mobilisation of co-financing for the project and in raising awareness among key stakeholders on the project, its objectives and strategy.</p> <p>Through at least one mission to Barbados, the consultant will closely coordinate with the national specialists to perform the following tasks.</p>

Summary Tasks to be Performed

Tasks for General Support and Coordination of National PPG Team

- Provide overall orientation to PPG team in relation to GEF requirements and international best practices for project planning and monitoring
- Support coordination of national stakeholder consultations
- Provide the national PPG team and key project stakeholders (in particular the project executing agencies, the Energy Unit) with guidance on methodologies for baseline data collection and collation
- Review, provide feedback, and validate the results of the studies undertaken and recommendations made by the PPG team members, as well as information provided by national stakeholders, checking for the technical feasibility, cost-effectiveness and incrementally of proposed MSP activities
- Provide guidance and orientation on indicators and quantified targets to track project progress and effectiveness
- Participate in relevant consultation processes when in country

Tasks by IP Component

Component A: Analysis of policy, legal, institutional and financial frameworks for integrating RETs

- Provide advice on preparing baseline assessments on policy, legal/regulatory, and institutional frameworks, as well as on analysing current and projected financing
- Provide inputs in summarising key lessons from international experiences in energy sector diversification via implementation of RETs

Component A: Project site profiling and detailed baseline information analysis

- Provide inputs on the capacity development strategy for government and the utility, and any other critical stakeholders

Components B, C and D

Submit a IP completion report

Take lead responsibility (with significant inputs from national specialists and stakeholders) for creation of the detailed project strategy, including:

- Alternatives to project strategy; cost-effectiveness of project strategy
- Logical framework analysis, including project indicators and a risk assessment and mitigation strategy for proposed MSP activities
- Detailed description of project outcomes, outputs and activities, and description of replication strategy
- Monitoring and evaluation plan (including M&E budget)
- Assessment of social, economic and financial sustainability of proposed project activities, including gender aspects
- Incremental cost analysis
- Detailed budgets (in required formats)
- Terms of reference for key project staff and contractors

Submit required documentation (UNDP Project Document and GEF CEO Endorsement Request) and lead the process to revise and finalise documents in response to comments from UNDP and GEFSEC/STAP.

