

Terms of reference



Empowered lives.
Resilient nations.

GENERAL INFORMATION

Title: Energy Policy and Institutional Specialist

Project Name : Advancing Indonesia's Lighting Market to High Efficient Technologies (ADLIGHT)

Reports to: Programme manager for Climate Change, UNDP.

Duty Station: Home-based

Expected Places of Travel (if applicable): Aceh, West Sulawesi, NTT and NTB

Duration of Assignment: 120 days within February 2017 – July 2017

REQUIRED DOCUMENT FROM HIRING UNIT

<input checked="" type="checkbox"/>	TERMS OF REFERENCE
<input checked="" type="checkbox"/>	(4) CONFIRMATION OF CATEGORY OF LOCAL CONSULTANT , please select :
	(1) Junior Consultant
	(2) Support Consultant
	(3) Support Specialist
	(4) Senior Specialist
	(5) Expert/ Advisor
<input checked="" type="checkbox"/>	APPROVED e-requisition

REQUIRED DOCUMENTATION FROM CONSULTANT

<input checked="" type="checkbox"/>	CV
<input checked="" type="checkbox"/>	Copy of education certificate
<input checked="" type="checkbox"/>	Completed financial proposal
<input checked="" type="checkbox"/>	Completed technical proposal

Need for presence of IC consultant in office:

☒ partial (for discussion and consultation)

☐ Intermittent (explain)

☐ Full time/office based (needs justification from the Requesting Unit)

Provision of Support Services:

Office space: ☐ Yes ☒ No

Equipment (laptop etc): ☐ Yes ☒ No

Secretarial Services ☐ Yes ☒ No

If yes has been checked, indicate here who will be responsible for providing the support services: < Enter name >

Signature of the Budget Owner: Lu'lu Muhammad

I. BACKGROUND

Government Regulation of the Republic of Indonesia No. 70/2009 on Energy Conservation sets the legal basis for introduction of energy efficiency standards and labelling for electronic appliances. The Ministerial Regulation of the Minister of Energy No.18/2014 came into force in June 2014 and mandates that all compact fluorescent lamps (CFLs) must meet energy efficiency performance standards and must be labelled. The key energy efficiency programme of the Ministry includes issuance of energy efficiency regulations, awareness building, energy audits and energy manager programme, energy efficiency standards and labelling for appliances and implementation of smart street lighting in cities. Indonesia is also active in ASEAN Standard and Labeling Initiative on harmonization of energy performance and testing method for air conditioners (ASEAN SHINE), which is in near future will cover high efficient lighting. The Ministry has set an EE target to achieve 1% reduction of energy intensity annually and reduction of GHGs emission of 14.71 million tCO₂ annually by 2019.

In the context of the above, the project initiates to support Indonesia to advance its market to energy efficient lighting technologies. A proven integrated approach that has been successfully developed and introduced during the implementation of the GEF-financed UNEP implemented *En.Lighten* project. It is proposed that this Indonesia project will use a similar approach to ensure that the country successfully transitions to a more EE lighting market. For this purposes, The project initiation plan (PIP) is prepared to design and develop the GEF-approved concept, i.e., Project Information Form for the proposed UNDP-GEF project Advancing Indonesia's Lighting Market to High Efficient Technologies (ADLIGHT). The PIP describes the project preparatory activities such as: (1) Conduct of research studies and surveys to gather information/data that are required to verify and confirm the earlier identified baseline projects on, and barriers to, the local manufacturing and application of high efficiency lighting technologies in Indonesia, and to the transformation of the national lighting market; (2) Conduct of a logical framework analysis (LFA) mainly to verify and firm up the project planning matrix (PPM) or results framework (log frame) in the GEF-approved project concept (i.e., PIF); (3) Identification, assessment and selection of the various pilots on the application EE lighting devices in street lighting; (4) Detailed design of the project components and activities (includes evaluation and analyses of the results of, and data/information derived from, the studies and surveys conducted for use in the design of specific project activities; basic design of the pilots that will be implemented, estimation of potential energy savings and CO₂ emission reduction, project activities budgeting, addressing the comments/recommendations raised by the GEF Secretariat, STAP and GEF Council on the PIF, etc.); (5) Conduct of stakeholder and project partner coordination meetings (e.g., demonstration hosts and co-financers), and establishment of the appropriate project implementation and management arrangements, including the coordination of the design and implementation of project activities that will be implemented by UNEP and by UNDP; (6) Preparation of the UNDP-GEF Project Document (ProDoc) including co-financers commitment letters, GEF CEO Endorsement Request (CER) Document based on the GEF-approved PIF and GEF CC Mitigation Tracking Tool; and, (7) Finalization of the ProDoc and CER Document. The final output of this PIP is the approved UNDP-GEF Project Document and GEF CEO Endorsement Request Document.

During the PPG period, a number of studies and stakeholder consultations will be undertaken with the view to further develop the approved project concept into a fully formulated project document through appropriate situation analysis with extensive and broad stakeholder consultations. A main objective of the PPG is to establish clear, accurate baseline information, clarify GEF incremental reasoning, and design and plan activities that will deliver on the outputs, outcomes and objectives of the project.

There are four main components that will be covered in this preparation phase, including:

Component A: Technical review, field surveys and preliminary studies

Component B: Institutional arrangements, monitoring and evaluation

Component C: Financial planning and co-financing investments:

Component D: Validation workshops

Based on the data gathering, analysis and stakeholder consultation process, the objective of this assignment is to deliver:

- (1) Project Document (ProDoc) that meets GEF quality standard;
- (2) GEF-CEO Endorsement Request (CER) following GEF template; and
- (3) UNDP Environmental and Social Screening (ESS) Checklist of the project implementation plan.

For that purpose, a team of 5 **(five) national consultants** (NTC-National Technical Consultants) will be recruited to form a **Project Development Team**. The team will consist of:

- (1) Renewable Energy Project Document Specialist (as Team Leader)
- (2) Energy Efficiency Project Development Specialist
- (3) Energy Policy and Institutional Specialist
- (4) Energy Projects Financing Specialist
- (5) Administrative Associate

Under coordination of the Team Leader, the team will work closely and report to the UNDP and Director of Energy Conservation of the Ministry of Energy as Implementing Partner. Expected by **end of June 2017** the Project Document of ADLIGHT project, CER and ESS are completed and ready for technical review by UNEP-UNDP for submission to GEF Secretariat.

II. SCOPE OF WORK, ACTIVITIES AND DELIVERABLES

Under the supervision of the UNEP and UNDP-GEF Regional Technical Advisor and the Environment Team Leaders, UNDP Indonesia, and in consultation with the other consultant members.

The scope of work of the Project Development Team will prepare a fully formulated Project Documents in an appropriate format through appropriate situation analysis with extensive and broad stakeholder consultations as well as the National Policy profiles of Indonesia as a basis of information from which to complete the Project Document. The consultant will be responsible in:

1. The formulation of concept, inputs, and advise on Energy Policy and Institutional issues to support the implementation of the design, development and preparation activities (i.e., PPG Exercise) for the ADLIGHT Project;
2. Facilitation of the LFA workshop, and preparation of the LFA workshop proceedings report related to Energy Policy and Institutional strategy concept;
3. Carry out detailed analysis of Energy Policy and Institutional in the context of cost-effectiveness of the project, and contribute to the preparation of the ADLIGHT project budget;
4. Consolidation of verified estimated energy savings and associated GHG emission reductions (direct by EOP, lifetime direct and indirect) from the various experts, including Energy Policy and Institutional Specialist, into the prescribed GEF-6 CCM Tracking Tool.
5. To contribute Energy Policy and Institutional aspects to the preparation of the draft and finalized versions of the Project Document and the CEO Endorsement Request (CER) Document;
6. Finalization of the Environmental and Social Safeguard Screening and preparation of the finalized versions of the Project Document, CER Document, and Tracking tool, with overall formulation Team

The above-mentioned assignments will be achieved through contribution of the following National Technical Consultants (NTCs) under coordination of the Team Leader and guidance from UNDP and the Director for Energy Conservation. The NTC is responsible for the following tasks:

Component Activities A: Conduct Technical Review in national level and in four indicated provinces (Aceh, West Sulawesi, NTT and NTB)

- Conduct assessment on baseline condition, including to validate and expand the barrier description outlined in the PIF; to collect baseline data for indicators of all outputs, including assessment of sectoral and sub-national reference baselines on EE lighting manufacturing and applications in the residential, commercial and public sectors in Indonesia
- Undertake the environmental and social impacts studies to address any opportunities/ risk that may be result from the implementation of the new policies and legislation and potential EE lighting project investments. Based on the information, update the Environmental and Social Screening of the project and recommendations for addressing the risks.
- Carry out a detailed gender analysis to identify gender roles, responsibilities and access related to EE lighting product manufacturing and applications.
- Describe potential integration with development plans, policies, budgets and complementary projects for program synergy, co-financing potential and project Exit strategy.
- Conduct stakeholder consultations during technical review: Mobilize and engage stakeholders during project design. Negotiate partnerships with on-going projects to align their activities and the project to build synergies. Document these consultations.

Component Activities B: Development of Institutional arrangements, monitoring and evaluation based on inputs from results of Component A.

- Draft of the results framework with appropriate objective-level and outcome-level quantitative and qualitative SMART indicators, and end-of-project targets. Special attention will be made to include socio-economic and sex disaggregated indicators.
- Draft detail M&E work plan 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.
- Draft sustainability plan with 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.
- Draft management arrangements: The organisational structure governing the project will be decided. This will include identification of the project board.
- Conduct stakeholder consultations in close collaboration with key government representatives and other stakeholders to ensure full participation in the development of the project results framework and ensure agreement on the project objectives and outcomes. Undertake consultations to secure agreement(s) on project implementation arrangements; including roles, responsibilities, and accountabilities of lead and partner agencies. Document these consultations.

Component Activities C: Financial, planning and co-financing

- Prepare a draft of detailed multi-year budget following the standard template provided in the UNDP-GEF project document template that reflects the mandatory requirements of the GEF M&E Policy.
- Explore national, multilateral and bilateral co-financing opportunities: Undertake series of consultations with partners to ensure a coherent and sustainable financing package for the project including post- GEF grant phase.
- Ensure completion of required official endorsement letters for co-financing. 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.
- Stakeholder consultations to discuss the detailed multi-year budget with the relevant stakeholders individually. The co-financing figures should be discussed with the stakeholders and commitment to co-financing formally conveyed through written form.

Component Activities D: Validation workshop

- Conduct a validation workshop by representatives from all relevant stakeholders to present, discuss and validate the final draft project document.

RE Project Document Development and Management Specialist

In close coordination with other Project Development Team members and under guidance of the Team leader, the consultant is expected to conduct the following scope of work, but not limited to:

1. Based on the stakeholder consultation, provide inputs related to Renewable Energy in developing logical framework or project planning matrix for defining the project goal, objective, outcomes and outputs, with the relevant indicators (with baseline & target values), means of verification and critical assumptions.
2. Conducting assessment for the most appropriate mitigation actions for feasible implementation (including identification and documentation of the status of existing installations and performance of RE-based power generation and Energy efficiency and analyse areas of opportunity and limitations to guide the formulation of the provincial RE/EE program).
3. Provision of expert advice of Policy and Institutional on RE/EE that may be required by Team Leader.

Expected Deliverables	Indicative due date and Payment	Reviewed and Required Approval
1. Energy Policy and Institutional concept and strategy included on: <ul style="list-style-type: none"> • Work plan for development of project document • Logical framework of the project and selected provinces based on stakeholder consultations. 	20 March 2017 30%	Programme Manager (Climate Change)
2. Energy Policy and Institutional concept and strategy included on: <ul style="list-style-type: none"> • Draft of Project Document including co-financing letters. • Draft GEF-CEO Endorsement Request 	20 May 2017 50%	Programme Manager (Climate Change)

<ul style="list-style-type: none"> • Final Environmental and Social Safeguard form. • Final Climate Change Tracking Tool 		
3. Submission and acceptance by UNDP Final Project Document and GEF-CEO Endorsement Request including response to the feedback from the GEF reviewers (with specific inputs on Energy Policy and Institutional aspects).	20 July 2017 20%	Programme Manager (Climate C hange)

III. WORKING ARRANGEMENTS

Institutional Arrangement

Under the supervision of the UNEP and UNDP-GEF Regional Technical Advisor and the Environment Team Leaders, UNDP Indonesia, and in consultation with the other consultant members, the Project Development Team must ensure the completion of Project Document and the GEF CEO Endorsement Form (please see the following link:

The UNDP project document template will be provided. The GEF CEO Endorsement Form is in this link: http://www.thegef.org/gef/guidelines_templates. Applicable tracking tools are in these links: http://www.thegef.org/gef/BD_tracking_tool and http://www.thegef.org/gef/iw_monitoring)

and all required annexes and, as required, provide guidance to the consultant team.

The Consultant Team is expected to interact with the Ministry of Energy and Mineral Resources, National Planning Agency, and other relevant institutions, (e.g., other agencies, project co-implementers, donors, communities, local government units, etc.)

The assignment will be delivered within 6 (six) months with approximately no later than 120 working days. The payment will be made to the consultant at each payment schedule, upon technical clearance from Head of Environment Unit UNDP-CO Indonesia and approval of the satisfactory submission of results from UNDP-GEF Regional Technical Advisor. Travel costs will be arranged by UNDP or can be reimbursed upon advance approval of Environment Unit UNDP-CO Indonesia

Duty Station

The duty station/location for the consultant is home base, with possible mission to Jakarta and other related location locations for pilot activities.

Travel Plan

Below is an indicative travel plan for the duration of the assignment. The Consultant will be required to travel to the below indicated destinations and include the relevant costs into the proposal. There may be also unforeseen travel that will come up during the execution of the contract which will be agreed on ad-hoc basis.

No	Destination	Frequency	Duration/days
1	Jakarta (this will not be applicable if the selected consultant having address in Jabodetabek)	10 times	40 overnight stays in total
2	Aceh, West Sulawesi, NTT and NTB	One time visit for each destination during the whole assignment	12 overnight stays in total

IV. REQUIREMENTS FOR EXPERIENCE AND QUALIFICATIONS

Academic Qualifications

- Bachelor degree in engineering, management, business or environmental science.

Years of experience

- A minimum of 6 (six) years experiences in any type of sustainable energy projects.
- Experience in development of project concept in renewable energy or energy efficiency
- Wide working experience in the field of Renewable Energy/Energy Efficiency. Substantive experience in developing proposal and/or project document for major donors' funded project;
- experience in analysing the available policies on renewable energy and energy efficiency in Indonesia.
- Good knowledge on capacity needs assessment methodology;

- Experience in team-based, multidisciplinary, international research, and project management is a must;
- Proven track record of experience in community development investment study and stakeholders consultation process.

Competencies and skill requirements

- Experience in successfully preparing project documents in any international organization ;
- Work experience in sustainable energy project development is essential;
- Work experience in any other South East Asia country preferred; and
- Computer literacy (word processing, spread-sheets, PowerPoint) is expected with statistical and or spatial analysis skills a plus;
- Proficient in English language, both spoken and written, understanding Bahasa would be an advantage. Ability to write project reports particularly for international funded project, make presentation.

V. EVALUATION METHOD AND CRITERIA

Individual consultants will be evaluated based on the following methodologies:

Cumulative analysis

When using this weighted scoring method, the award of the contract should 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 a pre-determined set of weighted technical and financial criteria specific to the solicitation.

** Technical Criteria weight; 70%*

** Financial Criteria weight; 30%*

Only candidates obtaining a minimum of 70 point would be considered for the Financial Evaluation

Criteria	Weight	Maximum Point
Technical (70%)	100%	100
Criteria A: <ul style="list-style-type: none"> • Bachelor degree in engineering, management, business or environmental science. • A minimum of 6 (six) years experiences in any type of sustainable energy projects. • Experience in development of project concept in renewable energy or energy efficiency • Wide working experience in the field of Renewable Energy/Energy Efficiency. Substantive experience in developing proposal and/or project document for major donors' funded project; • Experience in analysing the available policies on renewable energy and energy efficiency in Indonesia. • Good knowledge on capacity needs assessment methodology; • Experience in team-based, multidisciplinary, international research, and project management is a must; • Proven track record of experience in community development investment study and stakeholders consultation process. 	70%	10 10 15 10 10 5 10
Criteria B: Brief Description of Approach to Assignment <ul style="list-style-type: none"> • <i>Understands the task and applies a methodology appropriate for the task?</i> • <i>Important aspects of the task addressed clearly and in sufficient detail?</i> • <i>Is planning logical, realistic for efficient project implementation?</i> 	30%	10 10 10