

United Nations Development Programme (UNDP)
Global Environment Facility (GEF)
Government of Lesotho
Consultancy

Terms of Reference for Country Action Agenda & Investment Prospectus for Lesotho

Country	Lesotho
Project Title:	Development of Cornerstone Public Policies and Institutional Capacities to accelerate Sustainable Energy for All (SE4All) Progress.
Type of Contract	Individual Contract – International
Start Date: (date when the selected candidate is expected to start)	March 2018
Duration of project	2016 - 2021
Duration of Contract	4 months contract (16 weeks employment duration)
Reporting to:	Project Manager
Duty Station:	Maseru, Lesotho + Home Office

A. Introduction

The Sustainable Energy for All (SE4All) Initiative is a multi-stakeholder partnership between governments, the private sector, and civil society. It was launched in 2011 by the UN General Secretary, and it has three interlinked objectives to be achieved by 2030: 1) ensure universal access to modern energy services, 2) double the global rate of improvement in energy efficiency, 3) double the share of renewable energy in the global energy mix. Once a country joins the initiative, the first substantial step for partner countries is to engage in a **Rapid Assessment and Gap Analysis (RAGA)**, followed by the development of the **Country Action Agenda (CAA)** which is a strategy-driven and holistic document acting as an umbrella framework for energy sector development at the national level. The **Investment Prospectus (IP)** provides an approach to operationalize the Country Action Agenda, by identifying and developing a set of implementable programs and projects, including their investment requirements that can be presented to potential private and public investors. This will then be followed by implementation and monitoring of the CCA.

Key principles underlying all SE4All Country Action Agenda development include: (i) Building on existing plans/programmes/strategies; (ii) Political commitment and leadership; (iii) A balanced and integrated approach; (iv) An inter-ministerial and cross-sector approach; (v) Adherence to sustainable development principles; (vi) Participation and meaningful involvement of all stakeholders; (vii) Gender equality and inclusiveness of vulnerable and marginalized groups; and (viii) Transparency and accountability. While recognizing that the nature of the IPs require less standardization than the CAA, the SE4All Africa Hub developed a guidance note to ensure some degree of comparability to help the mobilization of financing.

Lesotho already developed in mid-2012, a “Rapid Assessment and Gap Analysis” (RAGA) study that identified the issues and gaps that need to be addressed towards meeting the 3

objectives of the SE4All Initiative in the country with regard to energy access, energy efficiency and renewable energy. According to the RAGA study, the important features that characterise the energy sector in Lesotho are: high dependence on imported fossil fuels for energy requirements in the transportation and industrial sectors; the dominance of traditional biomass sources in the country's energy mix; low access to modern energy services; and very limited investment in renewable energy and energy efficiency. It is the opportune time for Lesotho to develop the SE4ALL CAA & IP.

B. Project Background

The Government of Lesotho and UNDP Country Office are implementing a five-year (2016 – 2021) UNDP/GEF-financed project “**Development of Cornerstone Public Policies and Institutional Capacities to accelerate Sustainable Energy for All (SE4All) Progress**”. With the total budget of \$3,900,000, the project is implemented by the Department of Energy (DOE) of the Ministry Energy and Meteorology (MEM) while the UNDP Country Office may provide support services for assistance with reporting requirements and direct payment. The objective of the project is to catalyse investments in renewable energy-based mini-grids and Energy Centres to reduce greenhouse gas (GHG) emissions and contribute to the achievement of Lesotho's Vision 2020 and SE4All goals. The project is expected to implement 10 mini-grids and 10 Energy Centres providing modern energy services to 1,000 rural households in the 5 districts of Maseru's Hoek, Mokhotlong, Thaba-Tseka, Quthing and Quthing. Project outcomes are as follows:

1. Development of cornerstone SE4All Policies and Strategies to facilitate investment in renewable energy-based mini-grids.
2. Improved capacity of energy stakeholders and government officials for decentralized clean energy planning and decision-making on the basis of quality energy data.
3. Successful establishment of a village-based energy service delivery model for replication nationally (10 mini and 10 energy centres)
4. Outreach programme and dissemination of project experience/best practices/lessons learned for replication nationally and throughout the region.

C. Objective and Scope of Work

The SE4All Project requires the services of an International Consultant to produce Lesotho's Country Action Agenda and Investment Prospectus. The International Consultant (IC) is tasked to facilitate comprehensive and nation-wide consultations for the development of SE4All Country Action Agenda and Investment Prospectus, at both local and national levels. The IC will work closely with the DOE involving the national stakeholders to undertake CAA and IP process taking into consideration the global and regional best practices. The IC will produce a detailed report of the outcomes of the consultations to inform the Lesotho CAA/IP Document. *The formulation of the CAA and IP should be regarded as separate but interrelated tasks, with the IC producing separate reports for firstly, the CAA and then second, the IP with the CAA leading logically to the IP.*

The formulation of the CAA will need to be in line with the “Guidelines for Developing National SE4All Action Agendas in Africa” (mandated by the November 2012 African Union Conference of Energy Ministers) and follow the “SE4All Country Action Agenda Template”. In addition, the CAA and IP will need to be fully integrated with the implementation framework of the National Energy Policy and draft Climate Change Policy, as well as the National Sustainable Energy Strategy and Scaling-up Renewable Energy Program (SREP) Investment Plan for Lesotho.

Specific Objectives

1. Technical support to the Ministry of Energy and Meteorology to develop a SE4All Country Action Agenda, through a wide participatory process and guided by the template and guidelines developed by the SE4All Africa Hub; mapping out linkages with the Sustainable Energy Strategy and SREP Investment Prospectus for Lesotho.
2. Technical support to the Ministry of Energy and Meteorology to develop SE4All Investment Prospectus(es), including identification and mapping out potential opportunities for support from bilateral, multilateral or private financiers.
3. Support the Government stakeholders with the analytical underpinnings of the Action Agenda and Investment Prospectus.

Specific Tasks

Country Action Agenda (CAA)

- Inception Report with a clear methodology for the consultation and outlining the tools to be employed to identify the opportunities, priorities and challenges from the local and national consultations. The methodology adopted must ensure a clear articulation of priority areas across the 3 SE4All objectives. These should be based on stakeholder consultations across the relevant sectors including government, NGOs and the private sector. The Report will detail inputs, outputs, processes and milestones for the development of CAA (presented during stakeholders' workshop).
- Develop a strong and inclusive collaboration with the Energy Development Partners, prior to the kickoff meeting of the assignment, and assure the maximum inclusiveness and alignment of the agendas and continuous coordination.
- Facilitate national and sub-national multi- and bi-lateral consultations with identified key stakeholders including private sector, national and local governments (including those dealing with energy, environment, gender, youth, natural resources, agriculture, water and other cross-cutting portfolios), regulatory and standards authorities, CSOs and other representatives of beneficiaries, technology providers and development partners to identify contributions to and validate contents of the CAA.
- Priority areas identified should be aligned closely with the Government of Lesotho's Energy Policy, Sustainable Energy Strategy and SREP Investment Prospectus for Lesotho.
- A Draft Report of the national consultations' outcomes for incorporation into the national CAA, along the three SE4All objectives and the SE4All Action Agenda template developed by the Africa Hub;
- Consolidated and illustrated Final Report of the national consultations' outcomes, with a set of strategic and operational recommendations for consideration in the national CAA, in line with the three SE4ALL objectives;
- The Final Report should follow the same format as indicated in the SE4All CAA template www.nepad.org/resource/se4all-country-action-agenda-template-0
- Prepare a comprehensive presentation for Cabinet.

Investment Prospectus (IP)

- Facilitate the development of country led and country owned Investment Prospectus taking advantage of previously developed national investment plans, particularly the SREP Investment Prospectus for Lesotho.
- Inception Report with a clear methodology covering the approach to be undertaken for the IP. This will include an indicative list of stakeholders to engage, how such forums will elicit relevant programmatic proposals, the process of ensuring such investment proposals align with government policy, how the IP process follows on from the CAA, the proposed structure of the IP report, etc.
- Description of the investment thesis should include a country overview incorporating, amongst others, investment appeal of the energy sector, investment laws and regulation, ease of doing business in the country and the overall business and investment framework.
- Based on stakeholder consultations, programme investment opportunities should be outlined in each of the 3 SE4All objectives; universal access, renewable energy and energy efficiency. These investment opportunities should be proposed by relevant public, NGO and private sector entities within the broader energy and energy governance sectors.
- The investments opportunities should be categorized according to the three SE4All objectives and then prioritized according to government policy priorities. These should include risk and risk mitigation strategies.
- Assure that the SE4All Country Action Agenda and the Investment Prospectus are coherent and consistent with national development plans and targets.
- Facilitate the involvement of other thematic SE4All Hubs and High-Impact Opportunities in the IP process as appropriate.
- Build capacity within the country to monitor, evaluate, and report on SE4All progress based on Global Tracking Framework methodology.
- Contribute to an improved enabling environment for climate and sustainable energy technology transfer and receptivity.
- Contribute to high-level engagements to achieve political commitment to SE4All goals and processes with policy makers and the country national executive.
- Identify and map potential opportunities for support from established bilateral or multilateral funds and private investors, notably the Bank's Sustainable Energy Fund for Africa (SEFA).

G. Qualifications and Experience

International Consultant

The International Consultant will lead the Country Action Agenda and Investment Prospectus missions. She/he will be a Renewable Energy Expert, with the following qualifications:

- At least Master's Degree in Electrical/Mechanical/Electronics Engineering or Economics

- Minimum of 10 years of professional/academic experience, 5 of which is in the energy sector.
- Experience in energy policy, country level energy assessments, development of action plans and investment prospectus.
- Familiar with both grid and off-grid opportunities as well as the overall SE4All programme and its associated objectives.
- Familiar with stakeholder engagement methodologies.
- Familiarity with UNDP and GEF rules, regulations and administrative procedures.
- Fluency in English
- Excellent communication and reporting skills
- Ability to coordinate and lead a multi-disciplinary team of experts, and to engage in a multi-cultural setting

H. Scope of Bid Price and Payment Schedule

- The proposed price must be a lump-sum which is an “all-inclusive package” including duty travels and daily subsistence allowances
- The contract price is fixed regardless of changes in the cost components, any changes will go through a variation negotiation.
- The Renewable Energy Expert will be required to submit timesheet which shall form the basis for payment including expected deliverables
- Schedule of payment will be as Table 2 below:

I. Recommended Presentation of Offer

- P11 indicating all experience from similar projects, as well as the contact details (e-mail and telephone number) of at least three (3) professional references using the template provided by UNDP (Annex I)
- Letter of Confirmation of Interest and Availability using the template provided by UNDP (Annex II)
- **Methodology** – Brief description of why the individual considers him/herself as the most suitable for the assignment and a detailed methodology on how they will approach and complete the assignment.
- Financial Proposal that indicates the all-inclusive fixed total contract price, supported by a breakdown of costs using template provided by UNDP (Annex III)

Table 2. Payment Schedule

Deliverable/outputs	Estimated Duration to completion	Estimated submission timelines	% of lump sum to be paid
Inception Report for CAA	13 – 19 March 2018 (1 week)	19 March 2018	10%
Post-stakeholder consultations summary report for CAA.	20 March – 04 May 2018 (7 weeks)	04 May 2018	20%
Draft CAA Report for Lesotho Final CAA document for Lesotho	07 May – 01 June 2018 (4 weeks)	01 June 2018	20%

Inception Report for IP	04 - 08 June 2018 (1 week)	08 June 2018	10%
Post-stakeholder consultations summary report for IP Training report for reporting on SE4All progress	18 June – 29 June 2018 (2 weeks)	20 July 2018	20%
Draft IP Report for Lesotho Final IP Report for Lesotho	09 – 13 July 2018 (1 week)	27 July 2018	20%
TOTAL	16 weeks		100%

J. Criteria for Selection of the Best Offer

Highest Combined Scoring method will be applied to assess both the technical and financial proposals. The weight of the technical criteria is 70%; the weight of the financial proposal is 30%. Only candidates with a minimum of 70% in the technical evaluation will be considered for the financial evaluation.

Table 3. Evaluation Criteria for International Consultant

Criteria	Weight
<i>Technical</i>	70%
Qualifications:	
At least Master's Degree in Electrical/Mechanical/Electronics Engineering/ Economics	10%
Methodology:	15%
Experience:	
10 years of professional/academic experience with 5 years in the renewable energy sector.	10%
Experience in energy policy, country level energy assessments, development of action plans and investment prospectus.	10%
Familiarity with both grid and off-grid opportunities as well as the overall SE4All programme and its associated objectives.	10%
Familiarity with stakeholder engagement methodologies	5%
Familiarity with UNDP and GEF rules, regulations and administrative procedures.	5%
Fluency in English Excellent communication and reporting skills Ability to coordinate and lead a multi-disciplinary team of experts, and to engage in a multi-cultural setting	5%
<i>Financial</i>	30%

Total = technical + financial (70% + 30%)	100%
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Annexes to the TORs:

- Annex I – P11 form
- Annex II – Letter of Confirmation of Interest and Availability
- Annex III – Financial proposal template

Offers with the requirements listed above may be submitted to:

United Nations Development Programme

The Resident Representative,

REF: IC, Country Action Agenda & Investment Prospectus for Lesotho, SE4All

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Date: 09/02/2018