



REQUEST FOR PROPOSAL (RFP) (For Low-Valued Services)

NAME & ADDRESS OF FIRM	November 7, 2019
	RFP/PNG/008-2019

Dear Sir / Madam:

We kindly request you to submit your Proposal for **provision of consultancy services to deliver Papua New Guinea Off-Grid Code and Associated Regulations.**

Please be guided by the form attached hereto as Attachment 1, 2 and 3, in preparing your Proposal. Proposals may be submitted on or before **26th November 2019**. Your Proposal must be expressed in English, and valid for a minimum period of 120 days.

Documents uploaded in the system as part of your quotation must be free from any form of virus or corrupted contents, or the quotations shall be rejected.

It shall remain your responsibility to ensure that your proposal is submitted on or before the deadline indicated by UNDP in the eTendering system. Bids/ proposals must be submitted in the online eTendering system in the following link: <https://etendering.partneragencies.org> using your username and password. If you have not registered in the system before, you can register now by logging in using

username: event.guest

password: why2change

and follow the registration steps as specified in the system user guide or access it through this link:

<http://www.undp.org/content/undp/en/home/operations/procurement/business/procurement-notices/resources/>

In the course of preparing your Proposal, it shall remain your responsibility to ensure that it is uploaded on the UNDP Atlas e-tendering system on or before the deadline. Proposals that are received by UNDP after the deadline, for whatever reason, shall not be considered for evaluation. Kindly ensure that all proposals are in the .pdf format, and free from any virus or corrupted files.

Services proposed shall be reviewed and evaluated based on completeness and compliance of the Proposal and responsiveness with the requirements of the RFP and all other annexes providing details of UNDP requirements.

The Proposal that complies with all of the requirements, meets all the evaluation criteria and offers the best value for money shall be selected and awarded the contract. Any offer that does not meet the requirements shall be rejected.

Any discrepancy between the unit price and the total price shall be re-computed by UNDP, and the unit price shall prevail and the total price shall be corrected. If the Service Provider does not accept the final price based on UNDP's re-computation and correction of errors, its Proposal will be rejected.

No price variation due to escalation, inflation, fluctuation in exchange rates, or any other market factors shall be accepted by UNDP after it has received the Proposal. At the time of Award of Contract or Purchase Order, UNDP reserves the right to vary (increase or decrease) the quantity of services and/or goods, by up to a maximum twenty-five per cent (25%) of the total offer, without any change in the unit price or other terms and conditions.

Any Contract or Purchase Order that will be issued as a result of this RFP shall be subject to the General Terms and Conditions indicated herein. The mere act of submission of a Proposal implies that the Service Provider accepts without question the General Terms and Conditions of UNDP in this link: <http://www.undp.org/content/undp/en/home/procurement/business/how-we-buy.html>

Please be advised that UNDP is not bound to accept any Proposal, nor award a contract or Purchase Order, nor be responsible for any costs associated with a Service Providers preparation and submission of a Proposal, regardless of the outcome or the manner of conducting the selection process.

UNDP's vendor protest procedure is intended to afford an opportunity to appeal for persons or firms not awarded a Purchase Order or Contract in a competitive procurement process. In the event that you believe you have not been fairly treated, you can find detailed information about vendor protest procedures in the following link: <http://www.undp.org/content/undp/en/home/operations/procurement/protestandsanctions/>

UNDP encourages every prospective Service Provider to prevent and avoid conflicts of interest, by disclosing to UNDP if you, or any of your affiliates or personnel, were involved in the preparation of the requirements, design, cost estimates, and other information used in this RFP.

UNDP implements a zero tolerance on fraud and other proscribed practices, and is committed to preventing, identifying and addressing all such acts and practices against UNDP, as well as third parties involved in UNDP activities. UNDP expects its Service Providers to adhere to the UN Supplier Code of Conduct found in this link : http://www.un.org/depts/ptd/pdf/conduct_english.pdf

Thank you and we look forward to receiving your Proposal.

Sincerely yours,
UNDP Papua New Guinea
Procurement

Attachment 1

Description of Requirements

Context of the Requirement	Provision of consultancy services to deliver Papua New Guinea Off-Grid Code and Associated Regulations
Implementing Partner of UNDP	Government of PNG
Brief Description of the Required Services	Provision of consultancy services to deliver Papua New Guinea Off-Grid Code and Associated Regulations. This assignment will strengthen the regulatory framework governing the use of off grid renewable energy systems in Papua New Guinea. It will address power generation, transmission, distribution and retail by off-grid networks.
List and Description of Expected Outputs to be Delivered	<ul style="list-style-type: none"> • Draft tariff guidelines for off-grid operators • Draft regulations governing tariff for off-grid, feed-in tariff and power purchase agreements. • Provide grid interconnection regulations and procedures • Establish quality-of-service regulations • Develop a complete off-grid (mini-grid) code • Provide Capacity Building for Key Officials
Person to Supervise the Work/Performance of the Service Provider	UNDP Head of Portfolio in collaboration with ICC
Frequency of Reporting	Refer to terms of reference for detailed information
Progress Reporting Requirements	Refer to terms of reference for detailed information
Location of work	Port Moresby, with Provincial site visits as required.
Expected duration of work	Refer to terms of reference for detailed information
Target start date	Refer to terms of reference for detailed information
Latest completion date	Refer to terms of reference for detailed information
Travels Expected	Refer to terms of reference for detailed information
Special Security Requirements	<input checked="" type="checkbox"/> Security Clearance from UN prior to travelling <input checked="" type="checkbox"/> Comprehensive travel and medical insurance
Facilities to be Provided by UNDP (i.e., must be excluded from Price Proposal)	Refer to terms of reference for detailed information

Implementation Schedule indicating breakdown and timing of activities/sub-activities	<input checked="" type="checkbox"/> Required
Names and curriculum vitae of individuals who will be involved in completing the services	<input checked="" type="checkbox"/> Required
Currency of Proposal	<input checked="" type="checkbox"/> USD and Papua New Guinea Kina Currency conversion would be based on UN Operational Rate of Exchange of the bid submission date, available at http://treasury.un.org/operationalrates/OperationalRates.aspx
Value Added Tax on Price Proposal	<input checked="" type="checkbox"/> must be exclusive of VAT and other applicable indirect taxes
Validity Period of Proposals (<i>Counting for the last day of submission of quotes</i>)	<input checked="" type="checkbox"/> 120 days In exceptional circumstances, UNDP may request the Proposer to extend the validity of the Proposal beyond what has been initially indicated in this RFP. The Proposal shall then confirm the extension in writing, without any modification whatsoever on the Proposal.
Partial Quotes	<input checked="" type="checkbox"/> Not permitted
Payment Terms ¹	Refer to TOR for detailed information
Person(s) to review/inspect/ approve outputs/completed services and authorize the disbursement of payment	UNDP Head of Portfolio in collaboration with ICCC
Criteria for Contract Award	<input checked="" type="checkbox"/> Highest Combined Score (based on the 70% technical offer and 30% price weight distribution) <input checked="" type="checkbox"/> Full acceptance of the UNDP Contract General Terms and Conditions (GTC). This is a mandatory criteria and cannot be deleted regardless of the nature of services required. Non acceptance of the GTC may be grounds for the rejection of the Proposal.
Criteria for the Assessment of Proposal	Technical Proposal (70%) of no more than 10 pages addressing: <input checked="" type="checkbox"/> Expertise of the Firm (28%)

¹ UNDP preference is not to pay any amount in advance upon signing of contract. If the Service Provider strictly requires payment in advance, it will be limited only up to 20% of the total price quoted. For any higher percentage, or any amount advanced exceeding \$30,000, UNDP shall require the Service Provider to submit a bank guarantee or bank cheque payable to UNDP, in the same amount as the payment advanced by UNDP to the Service Provider.

	<input checked="" type="checkbox"/> Methodology, Its Appropriateness to the Condition and Timeliness of the Implementation Plan (21%) <input checked="" type="checkbox"/> Management Structure and Qualification of Key Personnel (21%) <i>(To be technical competent bidder must score minimum 49% out of 70%)</i> <u>Financial Proposal (30%)</u> To be computed as a ratio of the Proposal's offer to the lowest price among the proposals received by UNDP.
UNDP will award the contract to:	<input checked="" type="checkbox"/> One and only one Service Provider
Type of Contract to be Signed	<input checked="" type="checkbox"/> Contract Face Sheet (Goods and-or Services) UNDP (Annex 6)
Contract General Terms and Conditions ²	<input checked="" type="checkbox"/> General Terms and Conditions for contracts (goods and/or services) Applicable Terms and Conditions are available at: http://www.undp.org/content/undp/en/home/procurement/business/how-we-buy.html
Annexes to this RFP	<input checked="" type="checkbox"/> Form for Submission of Technical Proposal (Attachment 2) <input checked="" type="checkbox"/> Password Protected Form for Submission of Financial Proposal (Attachment 3) <input checked="" type="checkbox"/> Detailed TOR (Attachment 5) <input checked="" type="checkbox"/> Bid Submission Form (Attachment 4)
Contact Person for Inquiries (Written inquiries only) ³	Ripana James Email: procurement.pg@undp.org Manner of Disseminating Supplemental Information to the RFP and responses/clarifications to queries will be posted directly to eTendering Any delay in UNDP's response shall be not used as a reason for extending the deadline for submission, unless UNDP determines that such an extension is necessary and communicates a new deadline to the Proposers.

² Service Providers are alerted that non-acceptance of the terms of the General Terms and Conditions (GTC) may be grounds for disqualification from this procurement process.

³ This contact person and address is officially designated by UNDP. If inquiries are sent to other person/s or address/es, even if they are UNDP staff, UNDP shall have no obligation to respond nor can UNDP confirm that the query was received.

<p>Required Documents that must be Submitted to Establish Qualification of Proposers</p>	<ul style="list-style-type: none"> <input checked="" type="checkbox"/> Company Profile, which should not exceed fifteen (15) pages, including printed brochures and product catalogues relevant to the goods/services being procured <input checked="" type="checkbox"/> Tax Registration/Payment Certificate issued by the Internal Revenue Authority evidencing that the Bidder is updated with its tax payment obligations, or Certificate of Tax exemption, if any such privilege is enjoyed by the Bidder <input checked="" type="checkbox"/> Certificate of Registration of the business, including Articles of Incorporation, or equivalent document if Bidder is not a corporation <input checked="" type="checkbox"/> Statement of Satisfactory Performance from the Top [3] Clients in terms of Contract Value the past [5 years] <input checked="" type="checkbox"/> CV's of all key personnel proposed for this tender <input checked="" type="checkbox"/> All information regarding any past and current litigation during the last five (5) years, in which the bidder is involved, indicating the parties concerned, the subject of the litigation, the amounts involved, and the final resolution if already concluded. <input checked="" type="checkbox"/> Signed Technical Proposal (Attachment 2) <input checked="" type="checkbox"/> Signed Financial Proposal (Attachment 3) <input checked="" type="checkbox"/> Signed Bid Submission Form (Attachment 4)
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Attachment 2

FORM FOR SUBMITTING SERVICE PROVIDER'S PROPOSAL⁴

(This Form must be submitted only using the Service Provider's Official Letterhead/Stationery⁵)

[insert: Location].

[insert: Date]

To: [insert: Name and Address of UNDP focal point]

Dear Sir/Madam:

We, the undersigned, hereby offer to render the following services to UNDP in conformity with the requirements defined in the RFP dated [specify date] and all of its attachments, as well as the provisions of the UNDP General Contract Terms and Conditions:

A. Qualifications of the Service Provider

The Service Provider must describe and explain how and why they are the best entity that can deliver the requirements of UNDP by indicating the following:

- a) Profile – describing the nature of business, field of expertise, licenses, certifications, accreditations;*
- b) Business Licenses – Registration Papers, Tax Payment Certification, etc.*
- c) Latest Audited Financial Statement – income statement and balance sheet to indicate its financial stability, liquidity, credit standing, and market reputation, etc. ;*
- d) Track Record – list of clients for similar services as those required by UNDP, indicating description of contract scope, contract duration, contract value, contact references;*
- e) Certificates and Accreditation – including Quality Certificates, Patent Registrations, Environmental Sustainability Certificates, etc.*
- f) Written Self-Declaration that the company is not in the UN Security Council 1267/1989 List, UN Procurement Division List or Other UN Ineligibility List.*

B. Proposed Methodology for the Completion of Services

The Service Provider must describe how it will address/deliver the demands of the RFP; providing a detailed description of the essential performance characteristics, reporting conditions and quality assurance mechanisms that will be put in place, while demonstrating that the proposed methodology will be appropriate to the local conditions and context of the work.

⁴ This serves as a guide to the Service Provider in preparing the Proposal.

⁵ Official Letterhead/Stationery must indicate contact details – addresses, email, phone and fax numbers – for verification purposes

C. **Qualifications of Key Personnel**

If required by the RFP, the Service Provider must provide:

- a) Names and qualifications of the key personnel that will perform the services indicating who is Team Leader, who are supporting, etc.;*
- b) CVs demonstrating qualifications must be submitted if required by the RFP; and*
- c) Written confirmation from each personnel that they are available for the entire duration of the contract.*

[Name and Signature of the Service Provider's Authorized Person]

[Designation]

[Date]

Attachment 3

A. Cost Breakdown per Deliverable*

Deliverables/Outputs	Indicative Due Dates	Fees Due by %	Certifying/ Authorizing officer
Payment upon submission and acceptance of inception report that presents, as a minimum, a program of works to support the delivery of the outputs required under this assignment. The report will also present a risk analysis and mitigation plan.	13 December 2019	10%	Head of Portfolio in collaboration with ICCC
Payment upon submission and acceptance of following deliverables: 1. Inception Workshop. Following the inception workshop the inception report will be updated and resubmitted.	Mid February 2020	10%	Head of Portfolio in collaboration with ICCC
Payment upon submission and acceptance of progress report and draft guidelines, regulation and code for off-grid electricity industry. Report to cover activities conducted against the planned work for the development of the draft guidelines, regulation and code for off grid electricity industry. Annexed to report should be the drafts of guidelines, regulations and code.	30 April 2020	10%	Head of Portfolio in collaboration with ICCC
Payment upon submission and acceptance of following deliverables: 1. Progress report and Draft 2 of guidelines, regulation and Off-Grid (Mini Grid) Code and Consultation Workshop. Report to cover activities conducted against the planned work for the development of the draft	31 May 2020	15%	Head of Portfolio in collaboration with ICCC

<p>guidelines, regulation and code for off grid electricity industry. Annex to report updated versions of draft guidelines, regulations and code.</p> <p>2. Circulate a draft off-grid code and related documents for comments 3 weeks prior to convening a consultation workshop to gain feedback on the draft code. Capture in progress report above how feedback was incorporated in updates done to draft Off-Grid (Mini-Grid) Code and related documents.</p>			
<p>Payment upon submission and acceptance of progress report and Draft 3 of guidelines, regulation and Off-grid code. Report to cover activities conducted against the planned work for the development of the draft guidelines, regulation and code for off grid electricity industry. Annexed to report should be updated versions of draft guidelines, regulations and code.</p>	31 July 2020	20%	Head of Portfolio in collaboration with ICC
<p>Payment upon submission and acceptance of a training report.</p> <p>Report to cover outcomes of training workshop for ICC staff on the new code, guidelines and regulations developed. Training workshop to be held 4 weeks prior to finalizing of off-grid code and associated regulations.</p>	31 August 2020	10%	Head of Portfolio in collaboration with ICC
<p>Payment upon submission and acceptance of progress report and final drafts of guidelines, regulation and code for off grid electricity.</p> <p>Report to cover activities conducted against the planned work for the development of the draft guidelines, regulation and code for off grid electricity industry. Annexed to report should be final drafts of guidelines, regulations and code.</p>	30 September 2020	20%	Head of Portfolio in collaboration with ICC

Payment upon submission and acceptance of final assignment report detailing lessons learnt and recommendations on future delivery and sustainability of outputs delivered under this assignment.	30 October 2020	5%	Head of Portfolio in collaboration with ICCC
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**This shall be the basis of the payment tranches*

B. Cost Breakdown by Cost Component [This is only an Example]:

Description of Activity	Remuneration per Unit of Time	Total Period of Engagement	No. of Personnel	Total Rate
I. Personnel Services				
1. Services from Home Office				
a. Team Leader				
b. Field Staff				
c. Other Experts (if applicable)				
Add other expert if required				
II. Out of Pocket Expenses				
1. Travel Costs				
2. Daily Allowance				
3. Communications				
4. Reproduction				
5. Equipment Lease				
6. Others				
III. Other Related Costs				

[Name and Signature of the Service Provider's Authorized Person]

[Designation]

[Date]

Attachment 4: Bid/Proposal Submission Form⁶

Date: ____

To: UNDP

Dear Sir/Madam:

We, the undersigned, hereby offer to provide professional services to [Insert tender title] in accordance with your Request for Proposal dated (insert the date) and our Proposal. We are hereby submitting our Proposal, which includes the Technical Proposal and Financial Proposal sealed under a separate envelope.

We hereby declare that:

- a) All the information and statements made in this Proposal are true and we accept that any misrepresentation contained in it may lead to our disqualification;
- b) We are currently not on the removed or suspended vendor list of the UN or other such lists of other UN agencies, nor are we associated with, any company or individual appearing on the 1267/1989 list of the UN Security Council;
- c) We have no outstanding bankruptcy or pending litigation or any legal action that could impair our operation as a going concern; and
- d) We do not employ, nor anticipate employing, any person who is or was recently employed by the UN or UNDP.

We confirm that we have read, understood and hereby accept the Terms of Reference describing the duties and responsibilities required of us in this RFP, and the General Terms and Conditions of UNDP's Contract for Professional Services.

We agree to abide by this Proposal for 120 days. We undertake, if our Proposal is accepted, to initiate the services not later than the date indicated in the Data Sheet.

We undertake, if our Proposal is accepted, to initiate the services not later than the date indicated in the Data Sheet.

We fully understand and recognize that UNDP is not bound to accept this proposal, that we shall bear all costs associated with its preparation and submission, and that UNDP will in no case be responsible or liable for those costs, regardless of the conduct or outcome of the evaluation.

We remain,

Yours sincerely,

Authorized Signature [*In full and initials*]: _____

Name and Title of Signatory: _____

Name of Firm: _____

⁶ No deletion or modification may be made in this form. Any such deletion or modification may lead to the rejection of the Proposal.

Contact Details: *[please mark this letter with your corporate seal, if available]*

Attachment 5

Terms of Reference for Provision of Consultancy Services to Deliver Papua New Guinea Off-Grid Code and Associated Regulations

Project: Facilitating Renewable Energy & Energy Efficiency Applications for Greenhouse Gas Emission Reduction (FREAGER)

Type of Contract: Contractual Services

Language Required: English

Duration: 30 working days from 6 December 2019 – 30 October 2020

Location: Port Moresby, with Provincial site visits as required.

Application Deadline: 26 November 2019

Please note that UNDP is not in a position to accept incomplete applications – please make sure that your application contains all details as specified below in this notice.

3. OVERVIEW

The United Nations Development Programme (UNDP) in partnership with the Climate Change and Development Authority, the Independent Consumer and Competition Commission and Papua New Guinea Power limited are implementing the Global Environmental Facility-Funded project, *Facilitating Renewable Energy and Energy Efficiency Applications for Greenhouse Gas Emission Reduction (FREAGER)*. The Project aims to enable the application of renewable energy and energy efficiency technologies to contribute to reductions in greenhouse gas emissions in Papua New Guinea.

One of the key outcomes of FREAGER focuses on rigorous implementation and enforcement of approved national and provincial energy policies, plans and standards to promote the application of renewable energy and energy efficiency technologies. This outcome will address limited capacity issues regarding the development of renewable energy standards and more particularly off-grid codes for renewable energy power generation. FREAGER is supporting the Independent Consumer and Competition Commission with the development of a Papua New Guinea off-grid electricity code. This aims to address policy and legal challenges as well as the commercial and market barriers associated with renewable energy off-grid power generation, transmission and distribution in Papua New Guinea.

UNDP is now inviting bids from interested firms/consultants to successfully develop a range of deliverables to support these outcomes under FREAGER.

4. BACKGROUND

Papua New Guinea's Greenhouse gas emission reduction efforts to date have focused on the forestry sector. Despite low per capita energy use at present, with only 15 percent of the population having access to electricity, the adoption of renewable energy and energy efficiency technologies in Papua New Guinea has strong potential both to reduce current greenhouse gas emissions and avoid future, growing emissions expected as rising per capita energy use and electrification support national development. Analysis shows that community grid and township

diesel centre-based energy efficiency programs present particularly compelling win-win propositions for Papua New Guinea. Over time, both will present cost savings over the business-as-usual case, in which diesel is used, while at the same time lowering present or avoiding future greenhouse gas emissions. FREAGER will demonstrate the relevant technologies for, and aim to achieve, widespread replication of micro/mini-hydro mini-grids, solar PV mini-grids and township energy efficiency programs. In addition, it work to remove barriers to these technologies in the areas of policy and planning, technical and commercial viability, availability of financing, and information and awareness.

FREAGER will facilitate the application of appropriate technological, institutional and policy-oriented options that would enable the widespread application of renewable energy and energy efficiency technologies for supporting the sustainable development of rural communities in Papua New Guinea. This includes the development of a nationally applicable off-grid electricity code for renewable energy applications in non-grid connected rural areas of Papua New Guinea.

Currently, the power sector of Papua New Guinea is dominated by the state-owned power utility company, Papua New Guinea Power Limited grid connected systems. The three main national grid systems managed by Papua New Guinea Power Limited are: the Port Moresby Grid; the Ramu Grid; and the Gazelle Grid. These three grid systems are supported by 14 smaller grid systems also managed by Papua New Guinea Power Limited. These are located in various parts of Papua New Guinea known as C-Centres. Most of these smaller grid systems are diesel operated and contribute heavily to Papua New Guinea's overall carbon footprint. With only 15 percent of Papua New Guinea's population having access to power through the established grid network, there is a huge discrepancy in economic development between grid connected and non-grid connected areas in Papua New Guinea. To attract and stimulate growth in non-grid connected areas, it is envisaged that the Papua New Guinea off-grid electricity code will promote commercially renewable energy applications in off-grid areas thereby addressing these development challenges and contributing towards achieving the Government's overall target of 70 percent household electrification by 2030.

Objective:

This assignment will strengthen the regulatory framework governing the use of off grid renewable energy systems in Papua New Guinea. It will address power generation, transmission, distribution and retail by off-grid networks.

Services Required:

The Consultant will be required to provide the following services as a minimum:

- Administrative and financial management of the assignment.
- Strategic analysis.
- Stakeholder management and negotiation.
- Drafting capabilities, particularly in respect of regulations and policy etc.
- Training and capacity building.
- Publishing and communication services.

Deliverables:

The Consultant will require expertise in a range of areas. As a minimum, these should include:

- Best practice regarding national energy policy.

- Current and emerging issues in the roll-out and generation of renewable energy from various sources.
- A strong understanding of the energy sector in developing countries and/or emerging economies.
- Appropriate institutional arrangements to ensure the successful roll out and management of regulatory regimes in the energy sector.

The Consultant will be required to produce the following deliverables:

Draft tariff guidelines for off-grid operators

The Consultant will undertake research and consultation (including with regional stakeholders) on various aspects of setting tariffs for off-grid or mini-grid electricity systems and recommending guidelines. This work will include required capacity thresholds of mini-grids and mechanisms that will meet affordability and sustainability (profits) of small scale mini/off-grid operations. The advice provided should also cover larger systems with a diverse customer base and address the use of cross-subsidization whereby rural communities pay a possible national uniform tariff, and the utility charging all of its customers a levy. The consultant will work closely with the Independent Consumer and Competition Commission and ensure its officers are provided with appropriate training.

Draft regulations governing tariff for off-grid, feed-in tariff and power purchase agreements.

The Consultant will draw on the work of the tariff guidelines and follow the rules for drafting of regulations in Papua New Guinea to provide for feed-in tariff and power purchasing agreements. This will also address matters relating to exemption from regulatory tariff approval (for small mini-grids), define capacity thresholds (small vs large mini-grids) and appropriate tariff mechanisms.

Provide grid interconnection regulations and procedures

The Consultant will conduct research and consultation (including with regional stakeholders) with a view to drafting regulations on necessary aspects of grid-interconnection. This should promote transparency and non-discriminatory connections and enable access to Renewable Energy Off-Grid or Mini-Grid Networks in off-grid rural communities.

Establish quality-of-service regulations

The Consultant will draft quality-of-service regulations for off-grid electricity networks. The regulations should provide for improvements in the reliability and safety of electricity networks in off-grid rural communities by setting standards, rules and procedures in connection, planning and operation of such off-grid (mini-grid) networks. This should also define the technical and performance standards and responsibilities of owners and users of off-grid renewable-energy-based off-grid (mini-grid network) systems apart from other matters relating to quality-of-service. This work should also deal with the technical aspects of transmission systems covering the voltage range of low voltage (LV), medium voltage (MV), high voltage (HV) and extra high voltage (EHV) levels such as 66 kV-132 kV, 220-230 kV, 400-500 kV or above. This would address the energy security in technical terms from the Generating Power Plants to the Load Centers (small towns or cluster of villages). This work should also inform day-to-day and long-term principles, standards, procedures and guidelines for Planning, Operation, Dispatch and Connection purposes for normal and abnormal transmission or distribution system conditions.

Develop a complete off-grid (mini-grid) code

This activity will draw on the research and consultation work from the activities listed above and develop a complete off-grid (mini-grid) code. The code should outline technical aspects and requirements of various renewable energy technologies in off-grid networks. Taking into account the different capacities of mini-grids and make provisions for prerequisites and exemptions to licensing (e.g. environmental, economic or social considerations including landownership). The code should advise on the management of project development risks, set criteria for provisional licensing and concession models. It is expected that a mix of technology including renewable energy power (variable renewable energy generators) from different sources will require a framework for different licensing provisions, cost recovery, tariff, risk mitigation of main grid arrival and access to finance etc. The code should also cover a dispute resolution process for disputes associated with implementing the off-grid code.

Provide Capacity Building for Key Officials

The Consultant will be required to build the capacity of Independent Consumer and Competition Commission officers. This should be achieved by transferring knowledge and skills in the research and development of regulatory codes for the energy sector in relation to renewable energy power generation. Staff of other key stakeholders including Papua New Guinea Power Limited may be included in training workshops.

Table 1 Deliverables and Payment Schedule

Deliverables/Outputs	Indicative Due Dates	Fees Due by %	Certifying/ Authorizing officer
Payment upon submission and acceptance of inception report that presents, as a minimum, a program of works to support the delivery of the outputs required under this engagement. The report will also present a risk analysis and mitigation plan.	13 December 2019	10%	Head of Portfolio in collaboration with ICC
Payment upon submission and acceptance of following deliverables: 2. Inception Workshop and Updated Inception Report 3. Facilitate for an inception workshop to introduce to key stakeholders the program of works and verify assumptions made in the inception report. Following the inception workshop the inception report will be updated.	Mid February 2020	10%	Head of Portfolio in collaboration with ICC

<p>Payment upon submission and acceptance of progress report and draft guidelines, regulation and code for off-grid electricity industry.</p> <p>Report to cover activities conducted against the planned work for the development of the draft guidelines, regulation and code for off grid electricity industry. Annexed to report should be the drafts of guidelines, regulations and code.</p>	30 April 2020	10%	Head of Portfolio in collaboration with ICC
<p>Payment upon submission and acceptance of following deliverables:</p> <p>5. Progress report and Draft 2 of guidelines, regulation and Off-Grid (Mini Grid) Code and Consultation Workshop. Report to cover activities conducted against the planned work for the development of the draft guidelines, regulation and code for off grid electricity industry. Annex to report updated versions of draft guidelines, regulations and code.</p> <p>6. Circulate a draft off-grid code and related documents for comments 3-4weeks prior to convening a consultation workshop to gain feedback on the draft code. Capture in progress report above how feedback was captured in updates done to draft Off-Grid (Mini-Grid) Code and related documents.</p>	31 May 2020	15%	Head of Portfolio in collaboration with ICC
<p>Payment upon submission and acceptance of progress report and Draft 3 of guidelines, regulation and Off-grid code. Report to cover activities conducted against the planned work for the development of the draft guidelines, regulation and code for off grid electricity industry. Annexed to report should be updated versions of draft guidelines, regulations and code.</p>	31 July 2020	20%	Head of Portfolio in collaboration with ICC

<p>Payment upon submission and acceptance of a training report.</p> <p>Report to cover outcomes of training workshop for ICCC staff on the new code, guidelines and regulations developed. Training workshop to be held 4 weeks prior to finalizing of off-grid code and associated regulations.</p>	31 August 2020	10%	Head of Portfolio in collaboration with ICCC
<p>Payment upon submission and acceptance of progress report and final drafts of guidelines, regulation and code for off grid electricity.</p> <p>Report to cover activities conducted against the planned work for the development of the draft guidelines, regulation and code for off grid electricity industry. Annexed to report should be final drafts of guidelines, regulations and code.</p>	30 September 2020	20%	Head of Portfolio in collaboration with ICCC
<p>Payment upon submission and acceptance of final assignment report detailing lessons learnt and recommendations on future delivery and sustainability of outputs delivered under this assignment.</p>	30 October 2020	5%	Head of Portfolio in collaboration with ICCC

5. GOVERNANCE ARRANGEMENTS

The Consultant will be engaged by UNDP. All deliverables will be submitted to UNDP in the first instance and the Consultant's contract will be managed by UNDP. The consultant will however be required to work closely with the Government of Papua New Guinea's Independent Consumer and Competition Commission, Climate Change and Development Authority and other stakeholders as required. The Consultant will remain responsible for individual deadlines and the timeliness and quality of all outputs as detailed in this Terms of Reference and associated contract.

6. RESOURCES PROVIDED

UNDP, under the FREAGER Project will provide space in its Port Moresby office including logistical arrangement support as will the Independent Consumer and Competition Commission.

Where the Consultant will (or may) be required to travel, transport arrangements, accommodation and security will be managed by the Consultant. The Consultant's flights to and from PNG will be managed by the Consultant.

The costs of workshops, stakeholder consultations etc. will be met by UNDP external to the fees and costs presented in the Consultant's price proposal to deliver this assignment.

7. DUTY STATION

This assignment will require the Consultant to work in Port Moresby and selected provinces in PNG. The Consultant may be able to provide some inputs towards this assignment from their home destination.

8. QUALIFICATIONS, TEAM COMPOSITION AND EXPERIENCE

The successful Consultant will be required to demonstrate the following as a minimum:

- At least 10 years' experience in developing or working in the energy sector with a particular focus on policy development, regulation and/or energy sector legislation.
- At least 10 years' experience working on similar issues in the energy sector in emerging economies. Experience of this in the Asia-Pacific is considered a desirable.
- Experience in managing a range of stakeholders, including but not limited to various levels of Government (e.g. National, provincial, local), civil society, the private sector, communities.
- Ability to successfully communicate complex concepts, proposals and plans clearly to a range of stakeholders.
- Drafting and steering the development of regulatory frameworks, codes, guidelines for the purpose promoting investments in electricity industries paying attention to both demand side and supply side issues.
- Demonstrate experience with Off-Grid/ Grid Code development and implementation on matters related to transmission planning, connections and performance.

9. SPECIFIED PERSONAL

The proposed team's composition to deliver this assignment will be made at the discretion of the Consultant. However, the Team Leader should, as a minimum:

- Hold a masters level qualification in energy related disciplines, engineering, development, economics, humanities, management or an associated field.
- Demonstrate at least 10 years' experience working on energy sector issues, particularly in relation to transmission and/or distribution system planning/operation and renewable energy issues.
- Successfully demonstrate delivering energy sector or energy related initiatives in developing countries and/or emerging economies.

Other members of the team supporting the team leader should compliment the qualifications of the team leader in ensuring a robust pool of experts to deliver a quality off-grid code and associated regulations.

1. Technical Evaluation Criteria

Summary of Technical Proposal Evaluation Forms	Points Obtainable
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1.	Expertise & reputation of Firm / Organization	400
2.	Proposed Methodology, Approach and Implementation Plan	300
3.	Management Structure and Key Personnel	300
	Total	1000

Expertise of the Firm/Organization			Points obtainable
1.1	Reliability and history of the Firm/Organization's competence, technical and financial and proof of sustainability/ Reputation of Organization and Staff / Credibility / Industry Standing		40
1.2	General Organizational Capability which is likely to affect implementation:	Sub-score	80
	- Number of personnel and available facilities/expertise to produce a report of this nature	40	
	- Similar types of undertaken activities	40	
1.3	Extent to which any work would be subcontracted (subcontracting carries additional risks which may affect project implementation, but properly done it offers a chance to access specialized skills)		20
1.4	Quality assurance procedures, warranty		30
1.5	Past experience:	Sub-score	200
	At least 10 year's experience in developing or working in the energy sector with a particular focus on policy development, regulation and/or energy sector legislation.	50	
	At least 10 years' experience working on similar issues in the energy sector in emerging economies. Experience of this in the Asia-Pacific is considered a desirable.	50	
	Experience in managing a range of stakeholders, including but not limited to various levels of Government (e.g. National, provincial, local), civil society, the private sector, communities.	30	
	Ability to successfully communicate complex concepts, proposals and plans clearly to a range of stakeholders.	20	
	Drafting and steering the development of regulatory frameworks, codes, guidelines for the purpose promoting investments in electricity industries paying attention to both demand side and supply side issues.	25	
	Demonstrate experience with Off-Grid/ Grid Code development and implementation on matters related to transmission planning, connections and performance.	25	
1.6	Organizational Commitment to Sustainability		30

	- Organization demonstrates significant commitment to sustainability	
Total Section 1		400

Section 2. Proposed Methodology, Approach and Implementation Plan		Points obtainable
2.1	To what degree does the Proposer understand the task? Have the important aspects of the task been addressed in sufficient detail? - Proposed methodology in carrying out the required tasks and delivering the required outputs – description of activities.	30
2.2	Does the proposal demonstrate an understanding of the project environment and has this been properly used in the preparation of the proposal?	40
2.3	To what degree does the Proposer's have the technical understanding of the requirements of this engagement?	30
2.4	To what degree does the Proposer's approach to technical assistance including training and mentoring that meet the requirements	30
2.5	Is the conceptual framework adopted appropriate for the task?	30
2.6	Are the different components of the project adequately weighted relative to one another?	70
2.7	Is the scope of the task well defined and does it correspond to the TOR?	40
2.8	Is the sequence of activities and the planning logical, realistic and promise efficient implementation of the project?	30
Total Section 2		300

Section 3. Management Structure and Key Personnel				Points obtainable
3.1	Team Leader and Team Members - Description of the project team and their qualifications (Refer TOR)			300
	Team Members:		Sub-Score	
	3.1.1. Team Leader		180	
	Hold a masters level qualification in energy related disciplines, engineering, development, economics, humanities, management or an associated filed	95		
	Demonstrate at least 10 year’s experience working on energy sector issues, particularly in relation to transmission and/or distribution system planning/operation and renewable energy issues.	85		
	Successfully demonstrate delivering energy sector or energy related initiatives in developing countries and/or emerging economies.			
	3.1.2 Other team members		Sub-Score	

		60	120	
		60		
Total Section 3				300

2. Submission Instructions

This process is managed through the UNDP online eTendering system. Proposals may be submitted on or before the deadline indicated by UNDP in the e-tendering system. Proposals must be submitted in the online e-tendering system in the following link: <https://etendering.partneragencies.org> using your username and password. If you have not registered in the system before, you can register now by logging in using:

Username: event.guest

Password: why2change

Follow the registration steps as specified in the e-tendering instruction manual.

Please be guided by the instructions provided in this document above while preparing your submission.

Note to Bidders:

Bidders should avoid attempting to register and upload just prior to the deadline as UNDP shall not be held responsible for congestion or delays in transmission. It is the Bidder's responsibility to ensure bids uploaded before the deadline.

Financial Proposal must be submitted separately from other documents and password protected. Password for this document (financial proposal) must not be provided to UNDP until requested by UNDP. The Proposer shall assume the responsibility for not encrypting the financial proposal. The Proposer shall assume the responsibility for not encrypting the financial proposal. DO NOT DISCLOSE YOUR PRICE IN THE LINE ITEMS. YOU MUST PUT PRICE AS 1 IN THE SYSTEM AND PROVIDE THE FINANCIAL PROPOSAL AS ENCRYPTED FILE AS EXPLAINED ABOVE.

Incomplete proposals and failure to comply with proposal submission instruction will not be considered or will result in disqualification of proposal.

For any clarification regarding this assignment please write to Ripana James on procurement.pg@undp.org

UNDP looks forward to receiving your Proposal and thank you in advance for your interest in UNDP procurement opportunities.

Attachment 6

Contract for Professional Services

THIS IS UNDP'S TEMPLATE FOR CONTRACT FOR THE PROPOSER'S REFERENCE. ADHERENCE TO ALL TERMS AND CONDITIONS IS MANDATORY.

UNDP and the United Nations are not responsible for the content of this document.

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Contract for Goods and/or Services

Between the United Nations Development Programme and [insert name of the Contractor]

1. Country Where Goods Will be Delivered and/or Services Will be Provided:

2. UNDP <input type="checkbox"/> Request for Quotation <input type="checkbox"/> Request for Proposal <input type="checkbox"/> Invitation to Bid <input type="checkbox"/> direct contracting Number and Date:	
3. Contract Reference (e.g. Contract Award Number):	
4. Long Term Agreement: <input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> <i>indicate as appropriate</i>	
5. Subject Matter of the Contract: <input type="checkbox"/> goods <input type="checkbox"/> services <input type="checkbox"/> goods <i>and</i> services	
6. Type of Services:	
7. Contract Starting Date:	8. Contract Ending Date:
9. Total Contract Amount: <i>[insert currency and amount in figures and words]</i>	
9a. Advance Payment: <i>[insert currency and amount in figures and words or indicate "not applicable"]</i>	
10. Total Value of Goods and/or Services: <input type="checkbox"/> below US\$50,000 (Services only) – UNDP General Terms and Conditions for Institutional (de minimis) Contracts apply <input type="checkbox"/> below US\$50,000 (Goods or Goods and Services) – UNDP General Terms and Conditions for Contracts apply <input type="checkbox"/> equal to or above US\$50,000 (Goods and/or Services) – UNDP General Terms and Conditions for Contracts apply	
11. Payment Method: <input type="checkbox"/> fixed price <input type="checkbox"/> cost reimbursement	
12. Contractor's Name: Address: Country of incorporation: Website:	
13. Contractor's Contact Person's Name: Title: Address: Telephone number: Fax: Email:	
14. UNDP Contact Person's Name: Title: Address: Telephone number: Fax: Email:	
15. Contractor's Bank Account to which payments will be transferred: Beneficiary: Account name: Account number: Bank name: Bank address: Bank SWIFT Code: Bank Code:	

Routing instructions for payments:

This Contract consists of the following documents, which in case of conflict shall take precedence over one another in the following order:

1. This face sheet ("Face Sheet").
2. UNDP Special Conditions [delete if not applicable].
3. [UNDP General Terms and Conditions for Contracts] [UNDP General Terms and Conditions for Institutional (de minimis) Contracts] [delete if not applicable and remove square brackets].
4. Terms of Reference (TORs) and Schedule of Payments, incorporating the description of services, deliverables and performance targets, time frames, schedule of payments, and total contract amount [delete if not applicable].
5. Technical Specifications for Goods [delete if not applicable].
6. The Contractor's Technical Proposal and Financial Proposal, dated [insert date], as clarified by the agreed minutes of the negotiations meeting, dated [insert date]; these documents not attached hereto but known to and in the possession of the Parties, and forming an integral part of this Contract.
7. Discount Prices [to be used in cases where the Contractor is engaged on the basis of an LTA; delete if not applicable].

All the above, hereby incorporated by reference, shall form the entire agreement between the Parties (the "Contract"), superseding the contents of any other negotiations and/or agreements, whether oral or in writing, pertaining to the subject of this Contract.

This Contract shall enter into force on the date of the last signature of the Face Sheet by the duly authorized representatives of the Parties, and terminate on the Contract Ending Date indicated on the Face Sheet. This Contract may be amended only by written agreement between the duly authorized representatives of the Parties.

IN WITNESS WHEREOF, the undersigned, being duly authorized thereto, have on behalf of the Parties hereto signed this Contract at the place and on the day set forth below.

For the Contractor		For UNDP	
Signature:		Signature:	
Name:		Name:	
Title:		Title:	
Date:		Date:	

