

Terms of Reference

Derisking Renewable Energy Investment Lead Consultant

Location:	Home-based with possible travel mission
Type of Contract:	Individual Contract
Languages required:	English
Starting date:	Monday 16 March 2020
Estimated duration of assignment	Up to 80 days until 31 December 2020
Supervisor:	Principal Technical Advisor, Energy/Mitigation, New York

Background

UNDP is the knowledge frontier organization for sustainable development in the UN Development System and serves as the integrator for collective action to realize the Sustainable Development Goals (SDGs). UNDP's policy work carried out at HQ, Regional and Country Office levels forms a contiguous spectrum of deep local knowledge to cutting-edge global perspectives and advocacy. In this context, UNDP invests in the Global Policy Network (GPN), a network of field-based and global technical expertise across a wide range of knowledge domains and in support of the signature solutions and organizational capabilities envisioned in the Strategic Plan.

Within the GPN, the Bureau for Policy and Programme Support (BPPS) has the responsibility for developing all relevant policy and guidance to support the results of UNDP's Strategic Plan. BPPS staff provides technical advice to Country Offices; advocates for UNDP corporate messages; represents UNDP at multi-stakeholder fora, including public-private, government and civil society dialogues; and engages in UN inter-agency coordination in specific thematic areas.

BPPS works closely with UNDP's Crisis Bureau (CB) to support emergency and crisis response. BPPS ensures that issues of risk are fully integrated into UNDP's development programmes. BPPS assists UNDP and partners to achieve higher quality development results through an integrated approach that links results-based management and performance monitoring with more effective and new ways of working. BPPS supports UNDP and partners to be more innovative, knowledge and data driven including in its programme support efforts.

As a Global Environment Facility (GEF) Implementing Agency and the Green Climate Fund (GCF) Accredited Entity, UNDP also supports countries in addressing development, climate, and ecosystem sustainability in an integrated manner. UNDP-Global Environmental Finance (UNDP-GEF) Unit is based in BPPS and is responsible for providing leadership and technical support for, among other areas, delivery of the Environment and Sustainable Development pillar of UNDP's Strategic Plan. The principal areas of work are in environmental mainstreaming, environmental finance, adaptation to climate change, and local governance of resources, including energy.

Addressing climate change is one the key global challenges and priorities for UNDP. Working in over 170 countries and territories, UNDP is uniquely placed to work with all sectors of society to help mobilize the institutions and resources required to support countries implement their Nationally Determined Contributions (NDCs) in the context of the Paris Agreement.

Additionally, one of six signature solutions under UNDP's current Strategic Plan is to "Close the energy gap." Access to clean and affordable energy is a critical enabler for sustainable development whether it be for nutrition, transport, education or economic opportunity. UNDP's work in this area

focuses on increasing energy access, promoting renewable energy, and enhancing energy efficiency in a manner that is inclusive and responsive to the needs of different sectors of the population (urban/rural, women/men, household/businesses), in line with the aspirations of Sustainable Development Goal 7. UNDP's offer builds on UNDP's growing portfolio of innovative interventions and projects at the country, regional and global levels – funded both by the GEF and by other donors – for which UNDP provides oversight, quality assurance, and policy and technical advisory services. The UNDP energy and climate change mitigation team is based in BPPS.

UNDP has developed a clear, market transformation-based theory of change and offer on energy, with its Derisking Renewable Energy Investment (DREI) framework central to this offer. DREI is innovative, quantitative methodology for developing countries to cost-efficiently select public instruments scale up sustainable energy investment. With DREI, UNDP assists governments to systematically identify the barriers and risks which can hold back private sector investment, and then supports policymakers to put in place packages of targeted public interventions to address these risks. Detailed techno-economic modelling and analysis underlies this support. The DREI framework includes a suite of various financial models, conceptual tools and reports. For more information please visit www.undp.org/DREI

In the context of the above, UNDP is looking to engage a DREI consultant to provide support to UNDP's Principal Technical Advisor, Energy/Mitigation.

Tasks to be performed

Scope of assignment: The scope of work over the course of the period will vary depending on the specific assignment and region. It will involve close coordination with UNDP's energy team, country office levels. It will include one or more of the various deliverables below:

- Support the ongoing development and direction of the DREI framework, provide strategic insights and inputs, and supporting partner outreach, e.g., ETH Zurich;
- Support UNDP's in-country applications (apps) of the DREI framework, typically working with UNDP country offices, national partners and third-party consultants. This can include both direct applications, as well as developing a roster of third party DREI apps consultants;
- Maintain and keep up to date: (i) the DREI website, with support from UNDP's IT department, and (ii) the suite of DREI tools (e.g., financial models, derisking tables). If applicable, engage in further methodology development;
- Assist in awareness-reaching activities around the DREI framework, e.g., as applicable, contributing to webinars and blogs.

Outputs & Missions

Deliverable	Number of Days	Payment%
Develop a global roster and approach for qualified DREI apps consultants	10 days over period	10%

Support 8 in-country applications of the DREI framework, including providing technical inputs and coordination	30 days	40%
Directly perform 1 in-country applications of the DREI framework.	20 days	20%
Keep DREI's suite of tools and instruments up to date, including identifying new areas for DREI methodology development	10 days	20%
Provide inputs to maintain and upkeep DREI's website, with support from UNDP's IT services	10 days	10%
	Total: 80 days	100%

Expected missions

Missions	Number of Days
Two missions to Africa	2 x 5 days = 10 days (April and Sep 2020 – tentative)

Information on Working Arrangements

- The consultant will be home-based;
- The consultant will report to and be directly supervised by the Principal Technical Advisor, Energy/mitigation
- The Consultant will be given access to relevant information necessary for execution of the tasks under this assignment;
- The Consultant will be responsible for providing her/his own laptop
- Given the global consultations to be undertaken during this assignment, the consultant is expected to be reasonably flexible with his/her availability for such consultations taking into consideration different time zones; and
- Payments will be made upon submission of a detailed time sheet and certification of payment form, and acceptance and confirmation by the Supervisor on days worked (with a "day" calculated as 8 hours of work) and outputs delivered.

Travel

- Mission travel to Africa with an estimated duration of 10 days may be required.
- Any necessary missions must be approved in advance and in writing by the Supervisors;
- The Advanced and Basic Security in the Field II courses must be successfully completed prior to commencement of travel;
- Individual Consultants are responsible for ensuring they have vaccinations/inoculations when travelling to certain countries, as designated by the UN Medical Director;

- Consultants are responsible for obtaining any visas and security clearances needed in connection with travel with the necessary support from UNDP;
- The Consultant is required to comply with the UN security directives set forth under <https://dss.un.org/dssweb/>;
- The consultant will be responsible for making his/her own mission travel arrangements in line with [UNDP travel policies](#);
- All related travel expenses will be supported by UNDP funds and will be reimbursed as per UNDP rules and regulations for consultants. Costs for mission airfares, terminal expenses, insurance, and living allowances should not be included in financial proposal.

Competencies

Corporate

- Demonstrates integrity by modelling the UN's values and ethical standards;
- Promotes the vision, mission, and strategic goals of UNDP;
- Displays cultural, gender, religion, race, nationality and age sensitivity and adaptability;
- Treats all people fairly without favoritism;
- Fulfills all obligations to gender sensitivity and zero tolerance for sexual harassment.

Functional

- Demonstrated ability to work effectively as part of a collaborative team and process;
- Ability to work with multiple stakeholders across a wide range of disciplines;
- Ability to communicate effectively in writing to in a simple and concise manner;
- Able to work independently and remotely with minimal supervision;
- Ability to work under pressure and time constraints.

Technical

- Knowledge of techno-economic modelling for low-carbon energy
- Knowledge of low-carbon energy solutions, including key trends, and innovative business and finance models

Client Orientation, Professionalism, and Communications

- Ability to make new and useful ideas work;
- Ability to improve performance and satisfaction;
- Ability to listen, adapt, persuade, and transform;
- Capable of working in a high-pressure environment with sharp deadlines, managing many tasks simultaneously;
- Exercise the highest level of responsibility and be able to handle confidential and politically sensitive issues in a responsible and mature manner.

Required Qualification/Experience

Education

- Master's degree in energy, environmental sciences, business or other relevant field (10 points).

Experience

- At least 3 years of professional experience working in the area of low-carbon energy solutions and/or public policy (20 points);

- Experience in data driven studies/research and financial modeling for low-carbon energy. Candidates with experience with the DREI methodology will be at an advantage. (Max 35 points);
- Experience working with developing country contexts preferred (Max 5 points);
- Experience working with multilateral organizations and the UN system preferred (Max 5 points).

Languages

- Excellent oral and written communications and presentations skills in English; (Pass/Fail).
- Strong oral and written communication skills in French is an advantage. (maximum 5 points)

Evaluation Method:

- Only those applications which are responsive and compliant will be evaluated. Incomplete applications will not be considered;
- Offers will be evaluated according to the Combined Scoring method – where the technical criteria will be weighted at 70% and the financial offer will be weighted at 30%;
- The technical criteria (education, experience, language [max. 80 points] and interview [max. 40 points]) will be based on a maximum 120 points. Only the top 3 candidates that have achieved a minimum of 56 points from the review of education, experience and language will be considered for the interview;
- Candidates obtaining 28 points or higher in the interview will be deemed technically compliant and considered for financial evaluation;
- Financial score (max 100 points) shall be computed as a ratio of the proposal being evaluated and the lowest priced proposal of those technically qualified;
- The financial proposal shall specify an all-inclusive lump sum fee. In order to assist the requesting unit in the comparison of financial proposals, the financial proposal must additionally include a breakdown of this daily fee (including all foreseeable expenses to carry out the assignment);
- Applicant receiving the Highest Combined Score and has accepted UNDP's General Terms and Conditions will be awarded the contract.

Documentation to be submitted:

- Applicants must submit a duly completed and signed UNDP Personal History form (P11) and/or CV including Education/Qualification, Professional Certification, Employment Records /Experience;
- Applicants must reply to the mandatory questions asked by the system when submitting the application.
- Applicants must submit a duly completed and signed Annex II Offeror's letter to UNDP confirming interest and availability for the Individual Contractor (IC) assignment to be downloaded from the UNDP procurement site.

Kindly note you can upload only ONE document to this application (scan all documents in one single PDF file to attach).

UNDP Personal History form (P11) required of all applicants:

http://www.undp.org/content/dam/undp/library/corporate/Careers/P11_Personal_history_form.doc.

General Conditions of Contract for the ICs:

https://procurement-notices.undp.org/view_file.cfm?doc_id=201192

Annex II Offeror's letter to UNDP confirming interest and availability for the Individual Contractor (IC) assignment:

http://procurement-notices.undp.org/view_notice.cfm