

# TERMS OF REFERENCE (ToR)

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## *PROJECT TITLE:*

*LOW CARBON DEVELOPMENT PATH (LCDP): PROMOTING ENERGY EFFICIENT APPLICATIONS AND SOLAR PHOTOVOLTAIC TECHNOLOGIES IN STREETS, OUTDOOR AREAS AND PUBLIC BUILDINGS IN ISLAND COMMUNITIES NATIONWIDE*

<b>Job Description/Output:</b>	Provisions of Enabling Action Services for Low Carbon Development Path Project
<b>Location:</b>	Roseau, Dominica
<b>Category:</b>	Environment and Energy
<b>Additional Category:</b>	Resilience and Climate Change
<b>Application Deadline:</b>	
<b>Expected duration of assignment:</b>	6months

## Background

The Commonwealth of Dominica has some of the world's highest electricity costs due to its dependence on imported fossil fuels for power generation.

Under the country's Low Carbon Climate Resilience Strategy (LCCRS) of 2012, the Draft National Sustainable Energy Plan (NSEP), the National Resilience Development Strategy (NRDS) and the recent Sustainable and Renewable Energy Policy (S-REP), the Government of Dominica has outlined some of its plans to assure a more sustainable Energy Sector.

The Low Carbon Development Project (LCDP) complements these ongoing efforts, with the main objective being the removal of the policy, technical and financial barriers to energy-efficient applications and solar photovoltaic technologies in Dominica's streets, outdoor areas and public buildings nationwide for further scale up.

The LCDP hopes to achieve this object through three (3) Main Components:

- Component 1: Institutional and technical knowledge, awareness and capacity for EE applications and renewable energy technologies (RETs)
- Component 2: Policy measures and enforcement of EE applications and RETs
- Component 3: Financing options and mechanisms for EE applications and RET diffusion

In this regard, the project seeks to engage a firm to perform Enabling Activities related to policy mechanisms and standards, that will enhance the uptake of Renewable Energy and Energy Efficiency. These details are listed more clearly in the "Duties and Responsibilities" section of this document.

This firm will report directly to the National Project Coordinator (NPC), and may consult with the UNDP Deputy Resident Representative in Barbados, and/or National Project Director, in case of conflict or delicate issues. The firm is expected to work closely with the Chief Technical Adviser (CTA), and relevant government agencies as needed.

## Scope of Work

This work is intended to address the barriers associated with technical knowledge and capacity plan, design, implement, operate and maintain RE/EE projects. Related to this component, the firm will:

1. Following an initial meeting with key stakeholder and a desk review of relevant documents, develop an **inception report** and **work plan** to complete assigned tasks within the allotted time frame
2. **Provide recommendations for policy measures for EE applications and RETs**, to address gaps in existing policies and standards.
  - Conduct a review of existing energy and renewable energy (RE) and RE-related policies, regulations, strategies, plans and other related documents (*This review should include the Caricom Regional Energy Efficiency Building Code, and how it can incorporate national standards and policies, for adoption at the national level*)
  - Submit report of the review, which clearly identifies gaps and synergies, and outline policy recommendations for addressing gaps, with recommendations for their enforcement
3. **Develop Minimum Energy Performance Standards (MEPS) for EE and RE products.** This action is being conducted to strengthen GoCDs ability to regulate import of RE and EE equipment to international quality and energy generation performance standards, and to regulate the installation of RE and EE equipment to ensure adherence to best practices for their installation.
  - Develop a national system for standards and labels (S&L) for RE and EE products (such solar PV modules, inverters, charge controllers, batteries, other related components for solar PV installation, wind turbines, energy efficient lighting, energy efficient air conditioning systems, etc.)
  - The S&L should include the following:
    - Minimum efficiency standards for PV modules, inverters etc.
    - Minimum Warranty on all RE and EE products
    - International electrical codes such as CE marking
  - Develop draft Code of Best Practices for roof-mounted, ground-mounted, grid-connected, hybrid and off-grid solar PV installations.
  - Work collaboratively with LCO and CTA, to develop and conduct vocational training of technicians in solar PV installation best practices. This will include compiling information for a training manual and instructional video in best solar PV practices.
  - The vocational training is not limited to but should include the following:
    - What are solar PV systems?
    - The types of solar PV installations
    - Overview of the type of PV equipment and Equipment used during PV installations
    - Health and Safety in solar PV installation
    - Learn how to size of PV system and draw a simple line diagram of a solar PV installation (Domestic and Commercial)
    - Best practise of use of tools and equipment in solar PV installations
    - Working at heights - Proper use of climbing techniques and how to walk on roof
    - An overview of Personal Protective Equipment and its use

4. **Prepare auditing and energy certification protocols** for various RE and EE systems (namely solar PV systems and EE lighting)
  - **Templates for pre-assessment guide for auditing buildings for RE and EE retrofits**
  - Templates for monitoring and evaluation for auditing buildings for RE and EE
  - Development of energy building rating certificate
5. **Conduct seminar/workshop with policymakers, energy professionals and other relevant stakeholders** to disseminate information on MEPS and S&L system
6. **Conduct seminar/workshop with relevant stakeholders, including architects and contractors** in Green Building Codes/ Energy Efficiency Building Codes.

## Deliverables

Deliverables Description	Delivery Dates	Payment
1. Submission of inception report and work plan	1 week after signature of contract	10%
2. Submission of report of the policy review, which clearly identifies gaps and synergies, and outline policy recommendations	6 weeks after contract signature	15%
3. Submission of rules and standards for installation of RE and EE equipment	6 weeks after contract signature	15%
4. Submission of MEPS, S&L, Green Building Codes (with integration plan)	10 weeks after contract signature	10%
5. Submission of report on auditing and energy certification protocol developed	14 weeks after contract signature	20%
6. Submission of reports on workshops conducted with policymakers, energy professionals and other relevant stakeholders	18 weeks after contract signature	15%
7. Submission of report vocational workshop conducted with technicians in Code of Practice	21 weeks after contract signature	15%

## Institutional Arrangements

- The work of the entity will be conducted under direct supervision of the Project Coordinator, Project Director and the Chief Technical Advisor, in coordination with relevant government authorities.
- The entity will engage with the Project Coordinator to agree on work plans and stakeholder engagement processes to implement the activities and coordinate training sessions
- The entity will be responsible to keep and maintain an organized log and file of meetings, minutes and reports pertaining to the engagements and implementation of the project.

- The entity will set up its own office space and its own equipment for the project. UNDP will support as liaison contact with national and local authorities.
- Periodic meetings to report on progress, including challenges, risks and mitigating measures shall be organized at least fortnightly

## Duration of Work

Overall Time Frame: 6months from date of signature of the contract/ PO

## Qualifications and Experience

- The firm or entity (or principle members of the team) should have at least 5 years' experience in conducting policy reviews and desk studies;
- The firm or entity (or principle members of the team) should have at least 5 years' experience in developing Energy Auditing, Standards and Labelling, Energy Policy development
- Experience in Small Island Developing States, particularly within the Caribbean Region, and Dominica, specifically, would be an asset.
- The firm or entity must provide a pool of experts in the following areas (noting the first two elements could be combined):
  - A Team leader, with at least 5 years' experience in energy policy review and development, development of standards in energy performance
  - The Team leader or member of the team should have at least 2 years of experience as a trainer/facilitator, in order to develop and implement training sessions
  - A legal adviser with at least 5 years of experience in policy review and development with regards to energy policy
  - A technical expert with least 5 years' experience in developing Energy Auditing, Standards and Labelling, Energy Policy development

The team must:

- Have good organizational skills, proven experience in coordinating with national stakeholders and expert teams, organizing multi-stakeholder consultation processes, gathering documentation of results
- Have good analytical and organizational skills of baseline documentation gathering, organization and communication to support experts
- Have good understanding of national policy and institutional structures, and ability to advice on institutional capacities and relations
- Ability to work on own initiative as well as part of a team
- Fully proficient in the following software applications: Word, Excel, Visio or similar, PowerPoint.
- Excellent verbal and writing communication skills in English.

Additionally, the Consultant/Firm should meet the following secondary requirements

IMPARTIALITY: No conflict of interest with any of the parties involved in the evaluation of the project.

COMMUNICATION and INTERPERSONAL SKILLS: Able to communicate the results in a manner that is easily understood by all parties. Able to interact with all parties in a sensitive and effective way.

And should:

- Be available for full participation and intensive work within required timeframes;
- Have working knowledge of best methods to engage policymakers
- Bring fresh perspectives, insights, experiences and recent state-of-the-art knowledge;
- Be aware of constraints on feasibility of recommendations;

LANGUAGE: Proficiency in English Language is required.

CORPORATE COMPETENCIES: The expert should demonstrate integrity by modelling the UN's values and ethical standards; and Display cultural, gender, religion, race, nationality and age sensitivity and adaptability

Knowledge of UNDP, its programmes, operations and evaluation procedures, as well as the protocols and procedures used by the GoCD would be an asset.

## Technical Evaluation Criteria for Consultancy for MEPS and Policy

Summary of Technical Proposal Evaluation Forms		Points Obtainable
1.	Bidder's qualification, capacity and experience	200
2.	Proposed Methodology, Approach and Implementation Plan	300
3.	Management Structure and Key Personnel	200
<b>Total</b>		<b>700</b>

Section 1. Bidder's qualification, capacity and experience		Points obtainable												
1.1	<p>Reputation of Organization and Staff Credibility / Reliability / Industry Standing</p> <ol style="list-style-type: none"> <li>Profile – describing the nature of business, field of expertise, licenses, certifications, accreditations, organizational structure;</li> <li>Business Licenses – Registration Papers, Tax Payment Certification, etc.</li> <li>Latest Audited Financial Statement – income statement and balance sheet to indicate Its financial stability, liquidity, credit standing, and market reputation, etc.;</li> <li>Track Record – list of clients for similar services as those required by UNDP, indicating description of contract scope, contract duration, contract value, contact references;</li> <li>Certificates and Accreditation – including Quality Certificates, Patent Registrations, Environmental Sustainability Certificates, etc.</li> <li>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</li> </ol>	60												
	<table border="1"> <thead> <tr> <th>No submission</th> <th>Very Poor (1-3 items in a to f submitted )</th> <th>Poor (4-5 items in a to f submitted )</th> <th>Satisfactory (all 6 items in a to f submitted )</th> <th>Good (all 6 items in a to f submitted ; and Qualifies for at least item (i)</th> <th>Very Good (all 6 items in a to f submitted ; and Qualifies for items (i) and (ii)</th> </tr> </thead> <tbody> <tr> <td></td> <td></td> <td></td> <td></td> <td></td> <td></td> </tr> </tbody> </table>	No submission	Very Poor (1-3 items in a to f submitted )	Poor (4-5 items in a to f submitted )	Satisfactory (all 6 items in a to f submitted )	Good (all 6 items in a to f submitted ; and Qualifies for at least item (i)	Very Good (all 6 items in a to f submitted ; and Qualifies for items (i) and (ii)							
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				below	below	
	0 points	6 points	24 points	42 points	54 points	60 points
	(i) Bidder has at least 5 years' experience in reviewing and developing energy standards and policy review and recommendations (ii) Bidder has provided support in a similar capacity on at least 3 projects within the past 5 years					
1.2	General Organizational Capability which is likely to affect implementation: management structure, financial stability, project management controls, extent to which any work would be subcontracted					40
1.3	Relevance of specialized knowledge and experience on similar engagements - The firm or entity (or principle members of the team) should have at least 5 years' experience in conducting energy policy reviews and desk studies - 20 - The firm or entity (or principle members of the team) should have at least 5 years' experience in developing Energy Auditing, Standards and Labelling, Energy Policy development - 20 - Experience in Small Island Developing States -10 - Experience particularly within the Caribbean Region, and Dominica, specifically, would be an asset - 5 - Experience with working with UNDP or other development agencies - 5					60
1.4	Quality assurance procedures and risk mitigation measures					40
<b>Total Section 1</b>					<b>200</b>	

<b>Section 2. Proposed Methodology, Approach and Implementation Plan</b>		<b>Points obtainable</b>
2.1	Understanding of the requirement: Have the important aspects of the task been addressed in sufficient detail? Are the different components of the consultancy adequately weighted relative to one another, in accordance with the deliverables as listed in the TOR?	70
2.2	Description of the Bidder's approach and methodology for meeting or exceeding the requirements of the Terms of Reference	100
2.3	Details on how the different service elements, including delivery of vocational workshops, shall be organized, controlled and delivered	45
2.4	Description of available performance monitoring and evaluation mechanisms and tools; how they shall be adopted and used for each specific requirement	45
2.5	Assessment of the implementation plan proposed including whether the activities are properly sequenced and if these are logical and realistic	40
<b>Total Section 2</b>		<b>300</b>

<b>Section 3. Management Structure and Key Personnel</b>			<b>Points obtainable</b>						
3.1	Composition and structure of the team proposed. Are the proposed roles of the management and the team of key personnel suitable for the provision of the necessary services?		30						
3.2	Qualifications of key personnel proposed								
3.2 a	Team Leader		70						
	- Specific Experience relevant to the assignment (at least 5 years' experience in energy policy review and development, development of standards in energy performance)	50							
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	- SIDS/ regional experience in this field - 6 - Experience working in Dominica - 4	10							
	- Language Qualifications (Excellent verbal and writing communication skills in English)	10							
3.2 b	Legal Adviser		50						
	- Specific Experience relevant to the assignment (at least 5 years of experience in policy review and development with regards to energy policy)	30							
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	- SIDS/ regional experience in this field - 6 - Experience working in Dominica - 4	10							
	- Language Qualifications (Excellent verbal and writing communication skills in English)	10							
3.2 c	Technical Expert		50						
	- Specific Experience relevant to the assignment (at least 5 years' experience in developing energy auditing, standards and labelling, energy policy development)	30							
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	- SIDS/ regional experience in this field - 6 - Experience working in Dominica - 4	10							
	- Language Qualifications (Excellent verbal and writing communication skills in English)	10							



<b>Total Section 3</b>			<b>200</b>