

TERMS OF REFERENCE FOR THE SAMOA IMPRESS PROJECT CHIEF TECHNICAL ADVISOR – NATIONAL CONSULTANT

A. PROJECT TITLE:

Improving the Performance and Reliability of RE Power Systems in Samoa (IMPRESS)

B. PROJECT DESCRIPTION OR CONTEXT AND BACKGROUND:

Samoa is a small island developing state in the Pacific that is highly vulnerable to the impacts of climate change, and it is only responsible for an insignificant amount of global greenhouse gas emissions. However, Samoa is committed to combating and addressing issues associated with climate change including adaptation and mitigation measures to demonstrate to the world that all nations can take responsibility for a low-carbon future. Samoa submitted its Samoa's Second National Communication to the United Nations Framework Convention on Climate Change (UNFCCC) in 2007 and submitted Intended Nationally Determined Contribution (INDC) and information to facilitate the clarity, transparency and understanding of the contribution in September 2015.

It is clearly highlighted in the INDC report that the Energy Sector with a focus on the Electricity sub sector is the main target sector for GHG emission reduction, and Samoa aims to achieve 100% electricity generation from RE by 2025. Assistance required to reach this target include human, technological and financial resources. Further economy-wide emissions reductions are conditional on Samoa receiving external financial assistance from the international community.

This project does not only directly respond to the requirements highlighted in the INDC report, but also complement the SDS, the Samoa Energy Sector Plan and the Energy Bill being planned and implemented by GOS. MNRE is the designated implementing agency for this GEF-funded project, and the key agency for RE development and implementation in Samoa with key partners being SOEs such as STEC and EPC.

The objective of the IMPRESS project therefore is the improved sustainable and cost-effective utilization of indigenous renewable energy resources for energy production in Samoa. This will be realized through development of RE and DSM/EE policies and regulatory frameworks, adoption of RE- based technologies in electricity generation and financing RE, and DSM/EE investments in Samoa. The project comprises the five (5) components:

1. Component 1: Enhancement of Renewable Energy Policy Formulation and Implementation;
2. Component 2: RE-based Energy System Improvements;
3. Component 3: Financing of Initiatives for Electricity Saving, Productive and Social Uses of RE Electricity, and Electricity System Performance Improvement;
4. Component 4: Productive & Social Uses of RE;
5. Component 5: Enhancement of Awareness on the Applications and Benefits of RE/EE.

This project will be implemented over a 60 months period and is expected to achieve GHG emission reductions through the displacement of diesel electricity generation. Direct GHG emission reduction over the lifetime of the project is estimated to be 25,267 tCO₂e.

The project is implemented over the course of 5 years and has started in 2017. UNDP is the GEF Implementing Agency and the Ministry of Natural Resources and Environment (MNRE), is the project's lead Implementing Partner and STEC and EPC being responsible parties.

The project is being nationally executed as per UNDP National Implementation Modality (NIM) procedures. According to UNDP guidelines on National Implementation Modality (2011), the Government is responsible for the management and delivery of programme activities to achieve project outcomes/outputs. Government regulations, rules and procedures therefore apply to project implementation to the extent that they do not contravene the principles of the Financial Regulations and Rules of UNDP.

Project monitoring and evaluation will be conducted in accordance with established UNDP and GEF procedures and will be provided by the project team and the UNDP Multi-Country Office (UNDP-MCO) in Apia with support from the UNDP Regional Bureau for Asia-Pacific (RBAP) region in Bangkok.

On behalf of the Government of Samoa, UNDP is recruiting the Chief Technical Adviser for the Samoa IMPRESS project to provide technical and operational support to the Project Management Unit (PMU) and the government of Samoa in the implementation of the project. On a timely basis when required.

C. SCOPE OF WORKS:

The Chief Technical Advisor (CTA) will be responsible for providing strategic direction and overall technical backstopping to the project and to support the PMU in the implementation of

activities as defined in the project document and in the inception report. He/She will render technical support to the Project Manager (PM) under MNRE, and to the Project Technical Advisory Group (TAG). He/She will work under the guidance of the TAG and report to MNRE and UNDP to provide technical inputs and advice to the PMU and when necessary also to other consultants hired within the project. He/She shall evaluate and provide comments to, and endorse the acceptance of, the results and deliverables of the pertinent project activities, particularly on the achievement/realization of the committed targets of the project.

The CTA will coordinate the provision of the required technical inputs, including assisting in executing the implementation strategy, recruiting through the development of ToRs and supervising experts and technical advisors' inputs, and ensuring coordination and leveraging resources from other pertinent initiatives. The CTA will provide guidance and support on both strategic project matters, quality control of technical expertise and aspects of day-to-day management as required in all the five components of the project.

This section of the document defines the responsibilities and tasks that the CTA is expected to assume over the time period required i.e. a total of 12 months over the next 3 years starting January 2020. In addition, the CTA shall submit a work plan at the beginning of each month specifying the deliverables and the required workdays to deliver. At the end of each month, a brief report presenting the actual deliverables produced and workdays used, shall be prepared and submitted to the IMPRESS PCU. These documents (work plan and monthly report) will be discussed at the end of each month and will be used as the basic supporting document for the monthly remuneration payment.

The scope of work for the CTA includes, but not necessarily be limited to, the following key activities:

1. Definition of Project Implementation Plan and provision of technical advice and support during implementation

- Provide technical expertise and strategic guidance to all project components, ensuring quality control of interventions, and support the Project Manager in the execution of the implementation plan and in the coordination for planned activities under the project as stipulated in the project document, inception report and annual work plan;
- Provide technical inputs into the work of the multi-stakeholder coordination mechanism at all levels and other relevant ongoing initiatives;
- Give input and guide development of technical training packages for all target groups and provide a peer review function; in certain cases, carry out selected training events;
- Advise on the technical aspects of key policy and legal issues pertaining to the project and project implementation;
- Develop Terms of Reference for consultants and sub-contractors that will be necessary for the implementation specific activities/tasks of the project, and assist in the selection and

recruitment process; recommend best candidates, and best approaches for evaluating proposals/bids, provide technical peer function to sub-contractors;

- Provide technical advice to the work carried out by the other technical assistance consultants hired by the project including assisting the PMU in coordinating the work of consultants and sub-contractors, helping to ensure the timely delivery of expected outputs, and effective synergy among the various sub-contracted activities;
- Provide guidance to Project Management Unit to ensure that technical contracts meet the highest standards;
- Provide training and backstopping to Project Coordination Unit and Project Stakeholders where necessary;
- Assist the Project Manager to mobilize staff and consultants for the mid-term review, and in undertaking revisions in the implementation plan and strategy based on MTR recommendations; and,
- Prepare technical reports on specific outputs of the project that are note promoting (e.g., best practices), including lessons learned from the project for purposes of project promotion and information sharing.

2. *Project management and monitoring*

- Provide guidance and assistance in the monitoring and evaluation of project results (from GEF-funded and co-financed activities), and in the tracking and verification of the levels of achievement of the annual targets for each indicator in the project's results framework or log frame;
- In consultation with the UNDP-GEF Senior Technical Adviser, prepare the project GEF Core Indicators annex in the IMPRESS Project Document, as replacement to the GEF Tracking Tool;
- Assist the PCU in the preparation and revision of the Multi Year Work Plan; the Annual Work Plans (AWPs), Quarterly Workplans, and Activities Inventory.
- Assist the PCU in the review and update of Monitoring and Evaluation Framework and monitoring tools for the project and monitoring the technical quality of project M&E systems (including AWP, indicators and targets), and in updating the GEF Core Indicators;
- Assist the PCU in the review and revision (if necessary) of the Project Results Framework (log frame) considering feedback from the MTR, and endorsement of the Project Board Committee/TAG and the UNDP GEF Regional Technical Adviser;
- Assist the PCU with writing of technical reports to be presented to TAG and requested by Donors.
- Provide guidance to the PM in the preparation of other reports requested by donors and Government Ministries, as required;
- Provide technical support to the PM, project staff and other government counterparts in the areas of project management and planning, management of site activities, monitoring, and impact assessment;

- Assist the PCU in relation to preparation of the Project Implementation Review/Annual Programme Report (PIR/APR), quarterly progress and financial reports for submission to UNDP, the GEF, other donors and Government Ministries, as required; and
- Provide guidance to PMU in updating of the GEF Core Indicators for this project, particularly the magnitudes of GHG emission reduction and energy saving realized by the project prior to MTR and TE evaluations and missions.

3. Relationship building

- The CTA will participate in Project Board /TAG meetings in a technical advisory capacity. She/He, as an expert advisor, will liaise with project partners, donor organizations, NGOs and other stakeholder groups to ensure effective coordination of project activities, particularly the co-financed activities, and potential leverage of additional resources; and,
- Engage on and contribute to policy dialogues within MNRE and other relevant agencies.

4. Communication

- Assist in the development of a knowledge management, communications and awareness raising strategy and action plan;
- Provide guidance on knowledge management, communications and awareness raising; documenting lessons from programme implementation; and making recommendations to the TAG for more effective implementation and coordination of programme activities, including the provision of sound science to inform strategic and technical decisions;
- In the event of other potential tasks emerging, these will be discussed between the Project Manager, UNDP Programme Officer for Environment & Climate Change and the Chief Technical Adviser to review workloads and if necessary, re-assign priorities.

D. EXPECTED OUTCOMES AND DELIVERABLES AND PAYMENT SCHEDULE:

This section of the document defines the responsibilities and tasks that the CTA is expected to assume. In addition, the CTA shall submit a brief report indicating the deliverables provided and working days used (timesheets) on a monthly basis based only up to the duration of the consultancy unless specified.

This report will serve as the basic supporting document for the monthly remuneration payment.

Specific deliverables are Monthly Reports, to include the following.

1. Revised log frame/results matrix based on yearly findings or pre and post MTR findings
2. Review and Update Activities Inventory Report also supporting documentation to accompany any request for project extension (if necessary)
3. Finalized Exit Strategy

The CTA is expected to state in the financial proposal, a daily working fee only in WST (tala).

E. INSTITUTIONAL ARRANGEMENT:

- The CTA will work with the IMPRESS Project Coordinator . Reports and deliverables will be shared with the IMPRESS Project Coordinator and the UNDP MCO Programme Officer on a timely manner.
- The CTA is responsible for providing his or her own laptop computer and mobile phone for use during this assignment; the national consultant must have access to reliable Internet connection.
- The Project Manager and UNDP MCO will process remuneration payments on a monthly basis upon the approval of the submission of deliverables.
- The CTA will work at the MNRE-RED office for the duration of the his/her contract (if necessary).

F. DURATION OF THE WORK:

33 working days for an overall duration of 12 months from the beginning of contract (with possible extension).

G. DUTY STATION:

Home based and the Ministry of Natural Resources and Environment, Samoa.

H. COMPETENCIES:

Corporate Competencies:

- Demonstrates commitment to the Government of Samoa mission, vision and values.
- Displays cultural, gender, religion, race, nationality and age sensitivity and adaptability

Functional Competencies:

Knowledge Management and Learning

- Shares knowledge and experience
- Actively works towards continuing personal learning, acts on learning plan and applies newly acquired skills

Development and Operational Effectiveness

- Ability to perform/advise on (as appropriate) a variety of specialized tasks related to administrative support, including project data management support, reporting, and logistics for project implementation.

Leadership and Self-Management

- Focuses on result for the client and responds positively to feedback
- Consistently approaches work with energy and a positive, constructive attitude
- Remains calm, in control and good humored even under pressure
- Demonstrates openness to change and ability to manage complexities
- Good inter-personal and teamwork skills, networking aptitude, ability to work in multi-cultural environment

I. QUALIFICATIONS OF THE SUCCESSFUL CONTRACTOR:

- At least a Master's degree in the areas of Engineering, with focus on either Energy technologies, Renewable Energy technologies, and electric power systems;
- More than twenty (20) years of professional experience in Renewable Energy Systems, Energy Efficiency Applications, Grid Stability Management, with substantive work undertaken in the electricity and energy sector, as well as a good understanding of mainstreaming gender and other cross-cutting priorities such as climate change; Extensive experience with the Samoa Energy Sector (Electricity and Renewable Energy Sub-Sector would be an advantage);
- Sound understanding of the UNDP-GEF Project Cycle Management, with demonstrated experience in designing and facilitating processes to enhance project implementation and its adaptive management through the application of M&E tools, including results-based management logical frameworks;
- Experience in working with communities, including community-based management and co-management initiatives, NGOs and multiple sectors of government, using mechanisms to develop common visions among stakeholders and including consulting with senior executives and civil servants;
- Experience of working in Samoa and other Pacific Islands or comparable island nations is an advantage;
- Excellent computer skills (key MS applications) and ability to use information technology as a tool and resource; and
- Fluency in English (oral and written) is a requirement, with sound written and presentation skills using plain English.

J. EVALUATION CRITERIA:

Evaluation criteria: 70% Technical, 30% financial combined weight:

Technical Evaluation Criteria (based on the information provided in the CV and the relevant documents must be submitted as evidence to support possession of below required criteria:

- At least a Master's degree in the areas of Engineering, with focus on either Energy technologies, Renewable Energy technologies, and electric power systems. (15%)
- More than twenty (20) years of professional experience in Renewable Energy Systems, Energy Efficiency Applications, Grid Stability Management, with substantive work undertaken in the electricity and energy sector, as well as a good understanding of mainstreaming gender and other cross-cutting priorities such as climate change; Extensive experience with the Samoa Energy Sector (Electricity and Renewable Energy Sub-Sector would be an advantage). (30%)
- Sound understanding of Project Cycle Management, with demonstrated experience in designing and facilitating processes to enhance project implementation and its adaptive management through the application of M&E tools, including results-based management logical frameworks; (20%)
- Experience in working with communities, including community-based management and co-management initiatives, NGOs and multiple sectors of government, using mechanisms to develop common visions among stakeholders and including consulting with senior executives and civil servants; (20%)
- Experience of working in Samoa and other Pacific Islands or comparable island nations is an advantage; (5%)
- Excellent computer skills (key MS applications) and ability to use information technology as a tool and resource; and (5%)
- Fluency in English (oral and written) is a requirement, with sound written and presentation skills using plain English. (5%)

K. RECOMMENDED PRESENTATION OF PROPOSAL:

Interested individual Consultants must submit ALL the following documents/information to demonstrate their qualifications in PDF format:

1. Duly accomplished Letter of Confirmation of Interest and Availability using the template provided by UNDP (Annex I);
2. Personal CV and/or P11 (Annex II), indicating all experience from similar projects, as well as the contact details (email and telephone number) of the Candidate and at least three (3) professional references;
3. Financial proposal that indicates the national consultant's daily fee in WST only (Annex III); and

4. A brief methodology on how you will approach and conduct the work.

Individuals applying for this consultancy will be reviewed based on their own individual capacity. The successful individual will sign an IC with UNDP. Incomplete proposals submitted via medium other than the one indicated below will NOT be accepted.

Incomplete applications will not be considered, they will be disqualified automatically.

Queries about the position can be directed to procurement.ws@undp.org

Due Date for submission of proposals is Tuesday 31 March 2020 EDT per eTendering.

ALL PROPOSALS should be submitted through the UNDP eTendering portal. Email submission of proposals will not be accepted.

Go to <https://etendering.partneragencies.org> (to register first if you have not done so). Input and search for WSM10 (**EVENT ID#5620**) to show the list of open events for the Samoa office and select this consultancy.

DO NOT LEAVE THE SUBMISSION OF YOUR PROPOSAL TO THE LAST DAY – REGISTER AS SOON AS POSSIBLE IF NOT ALREADY DONE SO AND ENSURE THAT YOUR PROPOSAL IS UPLOADED AT LEAST 2 DAYS BEFORE THE DUE DATE to allow for any complications or clarifications before then.

To register on eTendering, note the username and password below to access initially to register first.

Username: event.guest

Password: why2change

L. ANNEXES TO THIS TERMS OF REFERENCE:

1. Annex I - Offeror's Letter to UNDP Confirming Interest and Availability for the Individual IC
2. Annex II – P11 Form
3. Annex III – Financial Template
4. Annex IV – UNDP General Terms and Conditions for Individual Contractors
5. Annex V – UNEG Code of Conduct for Evaluation in the UN System



M. APPROVAL OF THIS TERMS OF REFERENCE

This Terms of Reference is approved by:

Name/Title: **Yvette Kerslake, ARR Environment and Climate Change Unit**

Date: **4 February 2020**