TERMS OF REFERENCE


Location: Wewak, East Sepik Province, Papua New Guinea.
Type of Contract: Individual Contract (IC)
Languages Required: English
Starting Date: 1st July 2020
Duration of Initial Contract: Approximately 180 days from 1st July 2020 – 1st June 2021

Background

The Government of Papua New Guinea (GoPNG) aims to achieve 70% nationwide electrification in the country by 2030 and 100% by 2050 as outlined in the Development Strategic Plan (2010-2030). However, approximately only 13% of the country’s population currently have access to the national power grid. As such, the Government has developed the National Electricity Roll-Out Plan (NEROP) to achieve the national target. To achieve this plan, improved investment in energy development including renewable energy (RE) sources and energy efficiency (EE) technologies is required. This will assist to reduce reliance on fossil fuels as these contribute to greenhouse gas emissions, which ultimately affect the global climate.

In this context, United Nations Development Programme (UNDP), in partnership with Government of Papua New Guinea (GoPNG), has engaged in implementing two projects.

Firstly, the Government’s Climate Change and Development Authority (CCDA), supported by the UNDP, is implementing the Global Environment Facility-funded project titled “Facilitating Renewable Energy and Energy Efficiency Application for Greenhouse Gas Emission Reduction (FREAGER)”. The project is in line with the national vision to be carbon neutral through the reduction of greenhouse gas (GHG) emissions in the non-forestry and other land use change sector by 2050 and to achieve 70% nationwide electrification in the country by 2030, and 100% by 2050. The specific objectives of the project are to enable the application of feasible renewable energy and energy efficiency technologies to achieve greenhouse gas emission reduction in PNG.

Secondly, the GoPNG, represented by the Department of National Planning and Monitoring, the United Nations Development Programme and Food and Agriculture Organization of the United Nations (FAO) is providing technical assistance for improved access to renewable energy for rural communities. The project will be delivered under the European Union funded “Support to Rural Entrepreneurship, Investment and Trade in Papua New Guinea” (STREIT) Action. STREIT’s overall objective is to increase sustainable and inclusive economic development of rural areas. The project will support investments in climate resilience and improved value chains by facilitating access to renewable energy technologies. It
will deliver a range of activities under output 2.3 – Increased production of and access to, renewable energy systems.

**Key objectives**
The Technical Advisor, under the direct supervision of the Head of the Environment Portfolio or delegate, will support the day-to-day management of the energy projects of FREAGER and STREIT through the provision of technical advice, including coordination across agencies and with other programs. To the extent possible, extend implementation of UN-supported projects on protected areas, climate change and disaster risk management.

**Duties and Responsibilities**
The Technical Advisor will report to the Head of the Environment Portfolio. S/he will be responsible for the planning and coordination of UNDP’s support towards environment sustainability efforts in his/her geographic area of operation. S/he will be working closely with provincial counterparts, civil society, private sector (and an eventual successor programs/projects) in planning and coordinating the interventions of the key actors involved in the implementation of FREAGER and STREIT Projects. This entails:

1. Providing close and regular technical backstopping to National Project Managers and project management units (PMUs) to ensure the successful implementation of the projects to achieve their intended objectives and outcomes.
2. Reviewing of relevant policies and developing policy frameworks as well as the institutional arrangements for Renewable Energy and Energy Efficiency in PNG.
3. Organizing substantive contributions to a high-level policy dialogue on Renewable Energy and Energy Efficiency development in PNG.
4. Supporting National Project Managers and PMUs in coordinating and supervising activities of national and international experts /consultants to secure timely production of planned outputs and the review of these outputs.
5. Guiding Government and National Project Managers to coordinate and liaise with stakeholders – including line ministries, development partners, civil society, indigenous peoples and the private sector.
6. Ensuring coordination with other FREAGER and STREIT related initiatives.
7. Providing advice to Government counterparts and facilitate knowledge building activities among stakeholders.
8. Providing support and technical advice to developing policy options and strategies for the design and implementation of the FREAGER project to GoPNG and other development actors including support
on the development of technical guidelines for renewable energy and energy efficiency and other elements of national renewable energy and energy efficiency.

9. Sharing knowledge on renewable energy and energy efficiency by documenting lessons learnt and best practices from the FREAGER and STREIT projects and contributing to the development of knowledge-based tools (including policies, strategies, guidelines, etc.).

10. Providing timely quality information and technical advice to the GoPNG, UN Country Team, implementing partners, line ministries and other partners to ensure effective development and delivery of the projects.

11. Coordinating institutional capacity assessments of relevant national, provincial and local entities along the renewable energy and energy efficiency supply chain.

12. Assisting in the identification of technical expertise and lead on the preparation of TORs, identification and evaluation of experts, and reviewing reports produced.

13. Completing any other tasks requested by the supervisor that contributes to the overall objectives of the projects and the UNDP in PNG.

**Deliverables**

Payment upon submission and written acceptance of a monthly progress report that as a minimum advises on project progress and the delivery of the tasks against project work plans.

**Reporting and payment terms**

The Consultant will work under the direct supervision of the Head of Environment Portfolio or delegate and in close coordination with National Project Managers of FREAGER and STREIT Projects.

Submission of specific deliverables will be completed in accordance with the above schedule unless revised timelines are mutually agreed by UNDP and the Consultant. Acceptance of deliverables will be determined by UNDP Deputy Resident Representative or delegate.

Milestone payments will be made upon submission and acceptance of specific deliverables.

**Resources Provided**

The Consultant shall provide his/her own working equipment (hardware and software) and baseline connectivity except in situations where specialised equipment is required in-country (e.g. satellite phone, office printing) where upon the Country Office shall avail as required.
Education and experience

- Master’s degree in Energy, Engineering, Environment, Climate Change or other relevant discipline.
- At least 7 years of working experience on energy sector specifically on renewable energy and energy efficiency in developing countries is preferable.
- Experience working in the sector for Renewable Energy and Energy Efficiency developments at international, national and local levels.
- Working experience with development of community mini-grids using renewable energy sources is a strength.
- Strong facilitation and coordination skill.
- Experience of working in multinational teams to implement programs involving different funding and implementing agencies.
- Experience of implementing programs across the UN agencies and across Government are definite advantages.
- Experience working in Papua New Guinea or similar contracts.

Competencies

- Demonstrates integrity by modelling the UN values and ethical standards.
- Displays cultural, gender, religion, race, nationality and age sensitivity and adaptability.
- Treats all people fairly without fear or favour.
- High level of computer literacy is essential (in particular, word processing and presentation software). Knowledge of GIS is an asset.
- Excellent speaking and writing skills in English are necessary.
- High level planning, organizational and time management skills, including flexibility, attention to detail and the ability to work under pressure to meet challenging deadlines.
- Analytical and problem-solving skills of a high order, including the ability to formulate recommendations and advice senior management on tackling difficult scenarios.
- Leadership qualities, including the ability to make sound judgment, meet challenges constructively and creatively.
- Excellent interpersonal skills, including ability to establish strong cooperative relationships with senior government officials, civil society and donors.
- Ability to quickly adapt to change, and to remain calm under pressure.
- Proven cross-cultural communication and the ability to function effectively in an international, multicultural environment.

Evaluation

Cumulative analysis

The proposals will be evaluated using the cumulative analysis method with a split 70% technical and 30% financial scoring. The proposal with the highest cumulative scoring will be awarded the contract.
Applications will be evaluated technically, and points are attributed based on how well the proposal meets the requirements of the Terms of Reference using the guidelines detailed in the table below:

When using this weighted scoring method, the award of the contract may be made to the individual consultant whose offer has been evaluated and determined as:

a) Responsive/compliant/acceptable, and
b) Having received the highest score out of a pre-determined set of weighted technical and financial criteria specific to the solicitation.

* Technical Criteria weighting. 70%
* Financial Criteria weighting. 30%

Only candidates obtaining a minimum of 49 points in the Technical Evaluation would be considered for the Financial Evaluation. Interviews may be conducted as part of technical assessment for shortlisted proposals.

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<tr>
<th>Criteria</th>
<th>Points</th>
<th>Percentage</th>
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<tr>
<td><strong>Qualification</strong></td>
<td></td>
<td>15%</td>
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<tr>
<td>• Masters degree in Energy, Engineering, Environment, Climate Change or other relevant discipline, or similar.</td>
<td>15</td>
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<tr>
<td><strong>Experience</strong></td>
<td></td>
<td>44%</td>
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| • At least 7 years of working experience on energy sector specifically on renewable energy and energy efficiency in developing countries is preferable.  
  • Experience working in the sector for Renewable Energy and Energy Efficiency developments at international, national and local levels.  
  • Working experience with development of community mini-grids using renewable energy sources is a strength.  
  • Strong facilitation and coordination skill.  
  • Experience of working in multinational teams to implement programs involving different funding and implementing agencies.  
  • Experience of implementing programs across the UN agencies and across Government are definite advantages.  
  • Experience working in Papua New Guinea or similar contracts. | 20     |
| **Competencies** |        | 11%        |
| • Demonstrates integrity by modelling the UN values and ethical standards.  
  • Displays cultural, gender, religion, race, nationality and age sensitivity and adaptability. and | 1      |
• Treats all people fairly without fear or favour.
• High level of computer literacy is essential (in particular word processing and presentation software). Knowledge of GIS is an asset.
• Excellent speaking and writing skills in English are necessary.
• High level planning, organizational and time management skills, including flexibility, attention to detail and the ability to work under pressure to meet challenging deadlines.
• Analytical and problem-solving skills of a high order, including the ability to formulate recommendations and advice senior management on tackling difficult scenarios.
• Leadership qualities, including the ability to make sound judgment, meet challenges constructively and creatively.
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<th>Technical Criteria</th>
<th>70%</th>
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<td><strong>If necessary, interviews shall also be conducted as part of the technical evaluation to ascertain best value for money.</strong></td>
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<tr>
<td>Financial Criteria – Lowest Price</td>
<td>30%</td>
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<td>Total</td>
<td>100%</td>
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Documents to be included when submitting Consultancy Proposals

The following documents may be requested:

a) Current curriculum vitae outlining relevant experience.

b) Three-page statement of how the consultant will deliver the services highlighting methodology and approach.

c) Price Proposal.

d) Duly executed **Letter of Confirmation of Interest and Availability** using the template provided by UNDP, which can be accessed from this [UNDP PNG Procurement page](#). Financial Proposal that indicates the all-inclusive fixed total contract price, supported by a breakdown of costs, as per template provided. If an Offeror is employed by an organization/company/institution, and he/she expects his/her employer to charge a management fee in the process of releasing him/her to UNDP under Reimbursable Loan Agreement (RLA), the Offeror must stipulate that arrangement at this point, and ensure that all such costs are duly incorporated in the financial proposal submitted to UNDP.
Lump-sum contracts

The financial proposal shall specify a total lump-sum amount, and payment terms around specific and measurable (qualitative and quantitative) deliverables (i.e. whether payments fall in instalments or upon completion of the entire contract). Payments are based upon output, i.e. upon delivery of the services specified in the TOR. In order to assist the requesting unit in the comparison of financial proposals, the financial proposal will include a breakdown of this lump-sum amount (including travel, living expenses, and number of anticipated working days).

Travel

All envisaged travel costs must be included in the financial proposal. This includes all travel to join duty station/repatriation travel. In general, UNDP should not accept travel costs exceeding those of an economy class ticket. Should the IC wish to travel on a higher class he/she should do so using their own resources.

In the case of unforeseeable travel, payment of travel costs including tickets, lodging and terminal expenses should be agreed upon, between the respective business unit and Individual Consultant, prior to travel and will be reimburse

Submission Instructions

Completed proposals should be submitted to procurement.png@undp.org, no later than 11th June 2020. For any clarification regarding this assignment please write to procurement.pg@undp.org

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

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

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

Approved by: Edward Vrkic
Name: Edward Vrkic
Title: Deputy Resident Representative a.i
Date: 28 May, 2020