

TERMS OF REFERENCE

Consultancy: International Technical Advisor – Renewable Energy and Energy Efficiency

Location of Consultancy:	Wewak, East Sepik Province, Papua New Guinea.
Type of Contract:	Individual Contract (IC)
Project:	Facilitating Renewable Energy and Energy Efficiency Applications for Greenhouse Gas Emission Reduction
Languages Required:	English
Starting Date:	1 st October 2020
Duration of Initial Contract:	12 months (with possibility of extension subject to performance and availability of funds)

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

Payments will be made against the following reporting schedule and subject to submission of a time sheet.

Reporting period and key milestones	Report due	Payment Percentage	Review and Approvals
Payment upon submission and acceptances of progressive report for the month of October and work plan for remaining months of the contract.	31/10/2020	8%	UNDP Head of Environment portfolio
Payment upon submission and acceptances of progressive report for the month of November and updated work plan for remaining month of the contract.	30/11/2020	8%	UNDP Head of Environment portfolio

Payment upon submission and acceptances of progressive report for the month of December and updated work plan for remaining month of the contract.	31/12/2020	8%	UNDP Head of Environment portfolio
Payment upon submission and acceptances of progressive report for the month of January and updated work plan for remaining month of the contract.	31/01/2021	8%	UNDP Head of Environment portfolio
Payment upon submission and acceptances of progressive report for the month of February and updated work plan for remaining month of the contract.	28/02/2021	8%	UNDP Head of Environment portfolio
Payment upon submission and acceptances of progressive report for the month of March and updated work plan for remaining month of the contract.	31/03/2021	8%	UNDP Head of Environment portfolio
Payment upon submission and acceptances of progressive report for the month of April and updated work plan for remaining month of the contract.	30/04/2021	8%	UNDP Head of Environment portfolio
Payment upon submission and acceptances of progressive report for the month of May and updated work plan for remaining month of the contract.	31/05/2021	8%	UNDP Head of Environment portfolio
Payment upon submission and acceptances of progressive report for the month of June and updated work plan for remaining month of the contract.	30/06/2021	8%	UNDP Head of Environment portfolio
Payment upon submission and acceptances of progressive report for the month of July and updated work plan for remaining month of the contract.	31/07/2021	8%	UNDP Head of Environment portfolio
Payment upon submission and acceptances of progressive report for the month of August and updated work plan for remaining month of the contract.	31/08/2021	8%	UNDP Head of Environment portfolio

Payment upon submission and acceptances of progressive report for the month of September including the cumulative reports from the past 12 months.	30/09/2021	12%	UNDP Head of Environment portfolio
--	------------	-----	------------------------------------

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 duty station for this technical support is Wewak, East Sepik province in Papua New Guinea. The consultant is expected to be based on-site in the UNDP Wewak office full time for the duration of the contract period. Time working outside Papua New Guinea will not be reimbursed. The nature of the work in the province means that remote working is not permitted. Bidders should submit a financial proposal which clearly covers their monthly fees and the number of months in the duty station, flights to and from Wewak, monthly accommodation allowance and any additional expenses.

A UNDP project office is currently being established and a project vehicle will be available for official work purposes for the entire UNDP team. The Consultant shall provide his/her own working equipment (ie. Laptops and mobile phone). UNDP will be responsible for any domestic travel and expenses required for work purposes, upon approval from the UNDP Head of Environment Portfolio.

Education and experience

- At least a 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.
- At least 5 years of working experience with development of community mini-grids using renewable energy sources is a strength.
- At least 5 years of experience of working in multinational teams to implement programs involving different funding and implementing agencies.
- At least 5 years of experience of implementing programs across the UN agencies and across Government are definite advantages.
- Demonstratable experience working in Papua New Guinea preferably or otherwise within the Asia Pacific region.
- Strong facilitation and coordination skills.

Competencies

- Demonstrates integrity by modelling the UN values and ethical standards.
- Displays cultural, gender, religion, race, nationality and age sensitivity and adaptability. and
- 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.

Criteria	Points	Percentage
Qualification		10%
<ul style="list-style-type: none"> At least Master's degree in Energy, Engineering, Environment, Climate Change or other relevant discipline, or similar. 	10	
Experience		60%
<ul style="list-style-type: none"> At least 7 years of working experience on energy sector specifically on renewable energy and energy efficiency in developing countries is preferable. 	10	
<ul style="list-style-type: none"> At least 5 years of working experience with development of community mini grids using renewable energy sources is a strength. 	10	
<ul style="list-style-type: none"> At least 5 years of experience of working in multinational teams to implement programs involving different funding and implementing agencies. 	10	
<ul style="list-style-type: none"> At least 5 years of experience of implementing programs across the UN agencies and across Government are definite advantages. 	10	
<ul style="list-style-type: none"> Demonstratable experience working in Papua New Guinea preferably or otherwise within the Asia Pacific region. 	10	
<ul style="list-style-type: none"> Strong facilitation and coordination skills. 	10	
Technical Criteria		70%
**If necessary, interviews shall also be conducted as part of the technical evaluation to ascertain best value for money.		
Financial Criteria – Lowest Price		30%
Total		100%

Documents to be included when submitting Consultancy Proposals

The following documents may be requested:

- a) A current curriculum vitae outlining relevant experience and expertise. This should include additional details such as education, training, years of experience and other such information that may be of relevance.
- b) Three-page statement in support of their curriculum vitae on how they will deliver the services required. This statement should highlight their contextual knowledge of the Highlands and any relevant experience both in the Highlands and Papua New Guinea. The statement should complement the consultant's curriculum vitae.
- c) Duly executed **Letter of Confirmation of Interest and Availability** using the template provided by UNDP, which can be accessed from this [UNP PNG Procurement page](#). This includes a **Financial Proposal that indicates the all-inclusive fixed total contract price, mandatory travel and medical insurances, economy class return air fare, supported by a breakdown of costs, as per the 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 , with mandatory email subject: **Consultancy for International Technical Advisor – Renewable Energy and Energy Efficiency – IC/PNG/028-2020**, no later than **20th September 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.