



REQUEST FOR PROPOSAL (RFP)

NAME & ADDRESS OF FIRM	DATE: October 14, 2020
	REFERENCE: RFP/UNDP/MTRE3/116665/029/2020

Dear Sir / Madam:

The United Nations Development Programme (UNDP) hereby invites you to submit a Proposal to this Request for Proposal with reference **Development of Renewable Energy/Energy Efficiency (RE/EE) Investment Guideline and Recommendation in Indonesia.**

A **bidder's conference** will be held on:

Date/Time : 21 October 2020

Place : Zoom Meeting

Meeting ID : 813 8709 6396

<https://undp.zoom.us/join/81387096396>

Detailed Terms of Reference (TOR) as well as other requirements are listed in the RFP available on UNDP ATLAS e-Tendering system (<https://etendering.partneragencies.org>) **Event ID: 0000007490**

Your offer, comprising of a Technical and Financial Proposal, should be submitted in accordance with the RFP requirements, through the UNDP ATLAS e-Tendering system and by the deadline indicated in <https://etendering.partneragencies.org>.

NOTE! The Technical Proposal and Financial Proposal files MUST BE COMPLETELY SEPARATE and uploaded separately in the system and clearly named as either "TECHNICAL PROPOSAL" or "FINANCIAL PROPOSAL", as appropriate. Each document shall include the Proposer's name and address.

The file with the "FINANCIAL PROPOSAL" must be encrypted with a password so that it cannot be opened nor viewed until the Technical Proposal has been found to be pass the technical evaluation stage. Once a Technical Proposal has been found to be responsive by passing the technical evaluation stage, UNDP shall request the Proposer to submit the password to open the Financial Proposal.

The Proposer shall assume the responsibility for not encrypting the Financial Proposal. **NOTE: DO NOT ENTER BID AMOUNT IN THE SYSTEM, INSTEAD ENTER THE NUMBER 1.**

In the course of preparing and submitting your Proposal, it shall remain your responsibility to ensure that it is submitted into the system by the deadline. The system will automatically block and not accept any bid after the deadline. In case of any discrepancies, the deadline indicated in the system shall prevail.

Kindly ensure that supporting documents required are signed and stamped and in the .pdf format, and free from any virus or corrupted files and the **FINANCIAL PROPOSAL IS PASSWORD PROTECTED**.

NOTE: The file name should contain only Latin characters (No Cyrillic or other alphabets.).

You are kindly requested to indicate whether your company intends to submit a Proposal by clicking **“Accept Invitation”** but not later than **21 October 2020**. If this is not the case, UNDP would appreciate indicating your reason, for our records.

If you have not registered in the system before, you can register by logging in using:

Username: event.guest

Password: why2change

The step by step instructions for registration of bidders and quotation submission through the UNDP ATLAS e-Tendering system is available in the attached “Instructions Manual for the Bidders”. Should you require any training on the UNDP ATLAS e-Tendering system or face any difficulties when registering your company or submitting your quotation, please send an email to Sestyo.wicaksono@undp.org and Yusef.millah@undp.org

Please note that ATLAS has following minimum requirements for password:

1. Minimum length of 8 characters;
2. At least one capital letter; and
3. At least one number.

New proposer registering for the first time, the system will not accept any password that does not meet the above requirement, and thus registration cannot be completed.

For existing vendor whose current password does not meet the abovementioned password requirements, the system will prompt you to change your password upon signing in. Please change your password in accordance with the abovementioned password requirements to be able to login to the system.

The user guide and video are available to you in the UNDP public website in this link: <http://www.undp.org/content/undp/en/home/operations/procurement/business/procurement:notices/resources/>. You can also access the instruction from youtube with link: <https://www.youtube.com/watch?v=Trv1FX6reu8&feature=youtu.be>.

You are advised to use Internet Explorer (Version 10 or above) to avoid any incompatibility issues with the re-tendering system.

No hard copy or email submissions will be accepted by UNDP.

UNDP looks forward to receiving your Proposal and appreciate your interest to participate in UNDP procurement opportunities.

Sincerely yours,



Martin Stephanus Kurnia
Head of Procurement Unit
10/14/2020

Description of Requirements

Context of the Requirement	Development of Renewable Energy/Energy Efficiency (RE/EE) Investment Guideline and Recommendation in Indonesia
Implementing Partner of UNDP	The Ministry of Energy and Mineral Resources (MEMR), Directorate General for New and Renewable Energy and Energy Conservation (DJEBTKE)
Brief Description of the Required Services ¹	The objective of this assignment is to develop RE/EE investment guideline and recommendation that can be used as reference in the RE project developments
List and Description of Expected Outputs to be Delivered	The key expected output to be delivered under this assignment is RE/EE investment guideline report
Person to Supervise the Work/Performance of the Service Provider	Technical Working Group Component #2 of MTRE3 Project - UNDP
Frequency of Reporting	<i>Please refer to the attached ToR (annex 3)</i>
Progress Reporting Requirements	<i>Please refer to the attached ToR (annex 3)</i>
Location of work	<input type="checkbox"/> Exact Address/es <input checked="" type="checkbox"/> At Contractor's Location, if required, for technical works specifically indicated in the proposal
Expected duration of work	90 (seventy) working days within 5 (five) months
Target start date	November 2020
Latest completion date	February 2021
Travels Expected	Shall be agreed upon starting, UNDP shall be responsible of any travel out of the agreed duty station – N/A
Special Security Requirements	<input type="checkbox"/> Security Clearance from UN prior to travelling <input type="checkbox"/> Completion of UN's Basic and Advanced Security Training <input checked="" type="checkbox"/> Comprehensive Travel Insurance <input type="checkbox"/> Others <i>[pls. specify]</i>
Facilities to be Provided by UNDP (i.e., must be	<input type="checkbox"/> Office space and facilities <input type="checkbox"/> Land Transportation <input checked="" type="checkbox"/> Liaise with the relevant stakeholders

¹ A detailed TOR may be attached if the information listed in this Annex is not sufficient to fully describe the nature of the work and other details of the requirements.

excluded from Price Proposal)	
Implementation Schedule indicating breakdown and timing of activities/sub-activities	<input checked="" type="checkbox"/> Required
Names and curriculum vitae of individuals who will be involved in completing the services	<input checked="" type="checkbox"/> Required
Currency of Proposal	<input checked="" type="checkbox"/> United States Dollars <input checked="" type="checkbox"/> Local Currency for Local Bidders
Value Added Tax on Price Proposal ²	<input checked="" type="checkbox"/> must be exclusive of VAT and other applicable indirect taxes
Validity Period of Proposals (Counting for the last day of submission of quotes)	<input checked="" type="checkbox"/> 90 days In exceptional circumstances, UNDP may request the Proposer to extend the validity of the Proposal beyond what has been initially indicated in this RFP. The Proposal shall then confirm the extension in writing, without any modification whatsoever on the Proposal.
Partial Quotes	<input checked="" type="checkbox"/> Not permitted
Payment Terms ³	<i>Please refer to the attached ToR (annex 3)</i>
Person(s) to review/inspect/ approve outputs/complete d services and authorize the disbursement of payment	Technical Working Group Component #2 of MTRE3 Project - UNDP
	<input checked="" type="checkbox"/> professional service contract

² VAT exemption status varies from one country to another. Pls. check whatever is applicable to the UNDP CO/BU requiring the service.

³ UNDP preference is not to pay any amount in advance upon signing of contract. If the Service Provider strictly requires payment in advance, it will be limited only up to 20% of the total price quoted. For any higher percentage, or any amount advanced exceeding \$30,000, UNDP shall require the Service Provider to submit a bank guarantee or bank cheque payable to UNDP, in the same amount as the payment advanced by UNDP to the Service Provider.

Type of Contract to be Signed	
Criteria for Contract Award	<input type="checkbox"/> Lowest Price Quote among technically responsive offers <input checked="" type="checkbox"/> Highest Combined Score (based on the 70% technical offer and 30% price weight distribution) <input checked="" type="checkbox"/> Full acceptance of the UNDP Contract General Terms and Conditions (GTC). This is a mandatory criterion and cannot be deleted regardless of the nature of services required. Non-acceptance of the GTC may be grounds for the rejection of the Proposal.
Criteria for the Assessment of Proposal	<p><u>Technical Proposal (70%)</u></p> <input checked="" type="checkbox"/> Expertise of the Firm 30% <input checked="" type="checkbox"/> Methodology, Its Appropriateness to the Condition and Timeliness of the Implementation Plan 40% <input checked="" type="checkbox"/> Management Structure and Qualification of Key Personnel 30% <p><i>NOTE: only bidder(s) who received minimum of 70 points where the financial proposal will be opened</i></p> <p><u>Financial Proposal (30%)</u></p> <p>To be computed as a ratio of the Proposal's offer to the lowest price among the proposals received by UNDP.</p>
UNDP will award the contract to:	<input checked="" type="checkbox"/> One and only one Service Provider <input type="checkbox"/> One or more Service Providers, depending on the following factors: <i>[Clarify fully how and why will this be achieved. Please do not choose this option without indicating the parameters for awarding to multiple Service Providers]</i>
Contract General Terms and Conditions ⁴	<input type="checkbox"/> General Terms and Conditions for contracts (goods and/or services) <input checked="" type="checkbox"/> General Terms and Conditions for de minimis contracts (services only, less than \$50,000) <p>Applicable Terms and Conditions are available at: http://www.undp.org/content/undp/en/home/procurement/business/how-we-buy.html </p>
Annexes to this RFP ⁵	<input checked="" type="checkbox"/> Form for Submission of Proposal (Annex 2) <input checked="" type="checkbox"/> Detailed TOR (Annex 3) <input type="checkbox"/> Others ⁶ <i>[pls. specify]</i>

⁴ Service Providers are alerted that non-acceptance of the terms of the General Terms and Conditions (GTC) may be grounds for disqualification from this procurement process.

⁵ Where the information is available in the web, a URL for the information may simply be provided.

⁶ A more detailed Terms of Reference in addition to the contents of this RFP may be attached hereto.

<p>Contact Person for Inquiries (Written inquiries only)⁷</p>	<p>Sestyo Ndaru Wicaksono / Yusef Saiful M. Procurement Unit Sestyo.wicaksono@undp.org/yusef.millah@undp.org</p> <p>Mandatory subject of email:</p> <p>RFP/UNDP/MTRE3/116665/029/2020 - Development of Renewable Energy/Energy Efficiency (RE/EE) Investment Guideline and Recommendation in Indonesia</p> <p>Any delay in UNDP's response shall be not used as a reason for extending the deadline for submission, unless UNDP determines that such an extension is necessary and communicates a new deadline to the Proposers.</p>
<p>Other Information <i>[pls. specify]</i></p>	<ul style="list-style-type: none"> ▪ Format: PDF files only ▪ File names must be maximum 60 characters long and must not contain any letter or special character other than from Latin alphabet/keyboard. ▪ All files must be free of viruses and not corrupted. ▪ Max. File Size per transmission: N/A

⁷ This contact person and address is officially designated by UNDP. If inquiries are sent to other person/s or address/es, even if they are UNDP staff, UNDP shall have no obligation to respond nor can UNDP confirm that the query was received.

FORM FOR SUBMITTING SERVICE PROVIDER'S PROPOSAL⁸

(This Form must be submitted only using the Service Provider's Official Letterhead/Stationery⁹)

[insert: Location].

[insert: Date]

To: [insert: Name and Address of UNDP focal point]

Dear Sir/Madam:

We, the undersigned, hereby offer to render the following services to UNDP in conformity with the requirements defined in the RFP dated [specify date], and all of its attachments, as well as the provisions of the UNDP General Contract Terms and Conditions :

A. Qualifications of the Service Provider

The Service Provider must describe and explain how and why they are the best entity that can deliver the requirements of UNDP by indicating the following :

- a) *Profile – describing the nature of business, field of expertise, licenses, certifications, accreditations;*
- b) *Business Licenses – Registration Papers, Tax Payment Certification, etc.*
- c) *Latest Audited Financial Statement – income statement and balance sheet to indicate its financial stability, liquidity, credit standing, and market reputation, etc. ;*
- d) *Track Record – list of clients for similar services as those required by UNDP, indicating description of contract scope, contract duration, contract value, contract references;*
- e) *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.*

B. Proposed Methodology for the Completion of Services

The Service Provider must describe how it will address/deliver the demands of the RFP; providing a detailed description of the essential performance characteristics, reporting conditions and quality assurance mechanisms that will be put in place, while demonstrating that the proposed methodology will be appropriate to the local conditions and context of the work.

C. Qualifications of Key Personnel

If required by the RFP, the Service Provider must provide :

- a) *Names and qualifications of the key personnel that will perform the services indicating who is Team Leader, who are supporting, etc.;*

⁸ This serves as a guide to the Service Provider in preparing the Proposal.

⁹ Official Letterhead/Stationery must indicate contact details – addresses, email, phone and fax numbers – for verification purposes

- b) CVs demonstrating qualifications must be submitted if required by the RFP; and
c) Written confirmation from each personnel that they are available for the entire duration of the contract.

D. Cost Breakdown per Deliverable*

	Deliverables <i>[list them as referred to in the RFP]</i>	Percentage of Total Price <i>(Weight for payment)</i>	Price <i>(Lump Sum, All Inclusive)</i>
1	1 st Payment : upon signing of contract and submission of detail workplan	20%	
2	2nd Payment shall be made upon submission and acceptance of draft RE Investment Guideline Report and recommendations	50%	
3	3rd Payment shall be made upon submission and acceptance of final RE Investment Guideline Report and recommendations	30%	
	Total	100%	

**This shall be the basis of the payment tranches*

E. Cost Breakdown by Cost Component [This is only an Example]:

Description of Activity	Remuneration per Unit of Time	Total Period of Engagement	No. of Personnel	Total Rate
I. Personnel Services				
1. Team Leader			1	
2. RE Technology Specialist – Bioenergy (biomass and biogas)			1	
3. RE Technology Specialist – various energy (hydro, solar, wind)			1	
4. RE Technology Specialist – geothermal			1	
5. EE Technology Specialist			1	
6. Permitting and Investment Specialist			1	
7. RE/EE Financing Specialist			1	
8. Admin and Finance			1	
II. Travel Expenses to : (If any, please provide the breakdown cost)				
1. Travel Costs				
2. Daily Allowance				
3. Communications				
4. Reproduction				
5. Equipment Lease				
6. Others				
III. Other Related Costs (If any, please specify)				

*[Name and Signature of the Service Provider's
Authorized Person]*

[Designation]

[Date]

Term of Reference (TOR)
Development of Renewable Energy Investment Guideline and Recommendation in Indonesia

A. General Information

Title : Consultant for the Development of Renewable Energy (RE) Investment Guideline in Indonesia

Report to : Market Transformation through Design and Implementation of Appropriate Mitigation Actions in Energy Sector (MTRE3) Project

Location : UNDP Indonesia Country Office, Menara Thamrin 8-9th Floor. Jl. MH Thamrin Kav.3 Jakarta 10250, Indonesia

Expected place of travel : N/A

Duration of contract : The expected duration of the contract is 4 (four) months calculated based on the contract starting date

Provision of support services:

Location : Yes ☐ No ☒

Equipment (laptop etc.) : Yes ☐ No ☒

Secretarial Services : Yes ☐ No ☒

B. Background Information

Through the Government Regulation No. 79 of 2014 on the National Energy Policy, Indonesia is targeting the Renewable Energy (RE) portion of 23% by 2025 and 31% by 2050 in the national primary energy mix and also targeting 17% of energy saving by 2025. Among the triggers of the set target is the country's commitment to reduce the carbon emissions and the need to shift to a more green and clean energy which in line with the Sustainable Development Goals (SDGs) No. 7 *Affordable and Clean Energy*. Therefore, UNDP supports the Ministry of Energy and Mineral Resources (MEMR) in the development of RE sector in the country.

It will be a great burden of government expenses if the RE power generation development and energy efficiency (EE) initiatives are let alone to rely on the state budget. Thus, participation from the private sectors is required in order to boost the RE development and achieving such goals. However, some challenges and barriers hindered the mobilization of private investment in this sector. One of them is the limited available information on the RE potential, and the investment and permitting process.

Developing RE projects involves various aspects, especially for the on-grid system, such as RE potential mapping, technical feasibility, financial and bankability aspect, social and environmental, negotiation with off-taker, permitting process and many more, The relatively complex and long

process in developing a RE projects, may sometime discouraged potential investor in investing in the sector.

In order to support the Directorate General of New, Renewable Energy and Energy Conservation (DJEBTKE) in boosting the RE development, UNDP Indonesia implement the Market Transformation for Renewable Energy and Energy Efficiency through Design and Implementation of Appropriate Mitigation Actions in Energy Sector (MTRE3) Project which funded by the Global Environment Facility (GEF). One of the activities is to develop an Integrated Market Service Center (IMSC) for RE/EE development, especially in the 4 (four) pilot provinces namely Riau, Jambi, West Sulawesi and East Nusa Tenggara.

The activity will be started by identification of the existing RE/EE investment process and developing an investment guideline and recommendation. This will inform the next step in developing an integrated RE investment information system which expected to provide complete information and requirements for RE investment.

C. Objectives of Assignment

With the above context, the objective of this assignment is to develop RE/EE investment guideline report and recommendation that can be used as reference in the RE/EE project developments.

D. Scope of Services and Expected Outputs

The consultant is expected to deliver the RE/EE investment guideline through a detail mapping on the stakeholders and existing process/procedures, as well as provide recommendation for the enhancement of the RE/EE investment information system. The output will be used as input for the RE/EE investment information system that will be developed as part of the RE/EE integrated market service centre.

Scope of activities includes:

Under the supervision of UNDP and DJEBTKE, the scope of work shall include but not necessarily be limited to following tasks:

- a) Development of work approach and timeline showing how the contractor will undertake the scope of works
- b) Undertake a thorough review and assessment from A to Z (“upstream to downstream”) on the existing RE/EE investment and permitting process and procedure, including identification of the key-actors and relevant stakeholders, related policies and regulations, and the overall process flow. The assessment should cover all types of RE resources, at the minimum to cover solar, hydro, wind, bioenergy (biomass and biogas) and geothermal. Any related documents that can be used as references or need to be reviewed will be provided to the selected contractor.
- c) Identify of the key actors involves, including the role and responsibilities in RE/EE investment process (from RE/EE projects potential identification to operation phase)
- d) Act as facilitator/resource person in meeting and discussion with related stakeholders in order to collect comprehensive information and data, including consultation with local government, PLN, IPPs, BKPM, banks/financiers etc
- e) Identification of potential financiers for RE/EE projects, including the requirements and process

- f) Based on the review and assessment, recommendations should be proposed as workable inputs for the planned RE/EE investment information system with more added value in order to have an effective and efficient investment process.
- g) Identify and review the existing process of RE/EE investment and permitting procedure in the four pilot provinces of MTRE3, and proposed recommendation on the additional function that focus on the enablement of RE/EE projects investment that need to be added in the investment and permitting agency at the provincial level
- h) Develop a comprehensive report which include the step-by-step guideline in the RE/EE projects investment and through recommendation for the enhancement of RE/EE investment information system.

Under this assignment, the consultant is expected to conduct the following activities and deliver outputs:

No	Expected Outputs	Key Activities	Remarks
1	Detail Workplan (including timeline)	Detail workplan, kick-off meeting and discussion with related stakeholders	UNDP-MTRE3 and DJEBTKE can facilitate the required meeting and discussion
2	Draft Report of RE/EE Investment Guideline and recommendation	<ul style="list-style-type: none"> Meeting and discussion with relevant key-actors and relevant stakeholders Picturing and mapping the existing process Proposed recommendation for more added value of RE/EE Investment Information system with more effective and efficient process 	Draft report should be submitted in Indonesian
3	Final Report of RE/EE Investment Guideline and recommendation	<ul style="list-style-type: none"> Presentation on the final report Finalization and submission of the RE/EE Investment Guideline report 	Both report and presentation material should be submitted in English and Indonesian versions

All reports must be presented first to UNDP-MTRE3, DJEBTKE and any related stakeholders for inputs and comments. These comments must be incorporated to the report prior approval. The final reports must have an executive summary, and Power Point presentation, delivered both in Bahasa and English. The consultant shall submit the final report in English version and Indonesian version both soft copy of editable version and hard copy. All presentation, photos and video, calculation/simulation model, and all related data obtained during the implementation of the project shall be submitted to UNDP/Project as the property of UNDP/MTRE3.

E. Risk Management

Undertaking data collection in the facilities level presents several challenges including rejection or resistance from the host, data is not sufficient or not valid, data is considered as confidential matter, and longer administration process which may delay the project. UNDP Indonesia and MTRE3 Project do not encourage any business travel during Covid-19 situation, thus virtual meeting is preferable for any data collection approach. Virtual meeting/discussion/coordination will be facilitated by MTRE3 Project.

One of the other risks that may happen is slow process of coordination between government agencies and the relevant partners which require additional acceleration support. It is expected that the consultant should consider the successful factor of project implementation, i.e. relevant government agencies sharing data in timely manner.

Reorganization in the relevant government agencies may occur in the project period which may also affect the commitment of the organizations/facilities. The consultant is recommended to identify the risks prior to the project implementation and develop strategies of countermeasures.

F. Institutional Arrangement

The selected company will work closely and under supervision of the Technical Working Group Coordinator under Component #2, MTRE3 Project-UNDP and DJEBTKE.

UNDP – MTRE3 and DJEBTKE will facilitate any requires communication/correspondences, discussion and meeting with the relevant key-stakeholders.

DJEBTKE will provide guidance and participate in the review of the submitted reports.

G. Duration of work

The assignment will cover for approximately 90 (ninety) working days from November 2020 to March 2021. Detail estimate timetable as follow:

No	Expected Outputs	Expected Submission Time
1.	Detail Workplan (including timeline)	November 2020
2.	Draft Report of RE/EE Investment Guideline	December 2020
3.	Final Report of RE/EE Investment Guideline	March 2021

The above timetable has considered lead time needed by UNDP and DJEBTKE to review outputs, provide feedback and certify on the outputs/works completed. Delay on the completion of the work might affect total budget approved unless it is due to reasons beyond the selected organization's control thus close coordination with the supervisor from UNDP and written notification should always be used to anticipate any delay.

H. Location of Work

The selected company will not be required to visit any sites during the assignment. All works (including meeting, discussion and consultation) are encouraged to be done through virtual. However, if any unforeseen travel is required during the assignment, a health protocol standard that comply with UNDP rules and regulation related to the covid-19 situation should be applied.

Note: the travel expenses, cost of accommodation and venue for those activities mentioned above will be covered by UNDP based on the applied policies and standard.

I. Company Qualification Requirements

Institutional Qualification:

- At least 2 relevant projects within the last 5 years in conducting data analysis and research, preferably in business permits and investment. Having experiences in RE/EE sector will be an advantage.
- At least 3 years of working experiences in Indonesia, providing service to International Organization and government is an advantage
- Registered company with valid license to operate the business in Indonesia

Personal Qualification

1. **Team Leader** : master degree in business/administration/law/social science, with 6 years of relevant working experience in conducting data analysis/market research/business permits/business consultant/public policy, and also experience in RE/EE sector will be prioritized. The team leader should able to show experience in team managerial as team leader and have experiences in complex data analysis and synthesis, planning skills and reporting.
2. **RE Technology Specialist** – Bioenergy (biomass and biogas): master degree in engineering or renewable energy with 2 years of experience or bachelor degree in engineering with 6 years of experience in RE projects development. Having experience as technical engineer in biomass and or bioenergy projects and understanding the project development and operation phase.
3. **RE Technology Specialist** – Various energy (hydro, solar, wind): master degree in engineering or renewable energy with 2 years of experience or bachelor degree in engineering with 6 years of experience in hydro and or solar and or wind projects development. Having experience as technical engineer in the RE projects and understanding the project development and operation phase.
4. **RE Technology Specialist** – geothermal: master degree in engineering or renewable energy with 2 years of experience or bachelor degree in engineering with 6 years of experience in geothermal projects development. Having experience as technical engineer in geothermal projects and understanding the project development and operation phase.
5. **EE Technology Specialist**: master degree in engineering (preferably electrical engineering) with 2 years of experience or bachelor degree in engineering (electrical engineering) with 6 years of experience. Understand and experience in energy efficiency projects. Having background as auditor energy or experience in energy management projects will an advantage.
6. **Permitting and Investment Specialist** : master degree in law/management/business administration with 2 years of experience or bachelor degree in law/management with 6 years of experience in permitting process. Preferably having experiences in RE/EE projects and understanding the RE/EE investment process.
7. **RE/EE Financing Specialist** : master degree in finance/management/business administration with 2 years of experience or bachelor degree finance/management/

economic with 6 years of experience. Having experiences in RE/EE projects financing is an advantage

8. **Admin and Finance:** bachelor degree with 3 years of experience or diploma with 5 years of relevant experiences in data collecting and compiling, meeting and consultation arrangement

Competencies and skill requirements

Each personnel of the team should have the following competencies and skill requirements:

- Strong analytical, writing and communication skills and fluency in English
- Strong motivation and ability to work and deliver under short deadlines
- Focuses on impact and result for the client and responds positively to critical feedback
- Able to work independently with little or no supervision
- Familiarity with government system is preferable

J. Payment schedule

No	Deliverables/Outputs	Payment Schedule	Payment Amount
1.	Detail Work Plan	November 2020	20%
2.	Draft Report of RE/EE Investment Guideline and Recommendations	December 2020	50%
3.	Final Report of RE/EE Investment Guideline and Recommendations	February 2021	30%