

Terms of reference



Empowered lives.
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GENERAL INFORMATION

Title: Procurement Specialist

Project Name: Accelerating Clean Energy Access to Reduce Inequality (ACCESS)

Reports to: National Project Manager ACCESS

Duty Station: Home based

Expected Places of Travel (if applicable): N/A

Duration of Assignment: 60 working days within 4 months (Dec 2020 – March 2021)

REQUIRED DOCUMENT FROM HIRING UNIT

<input checked="" type="checkbox"/>	TERMS OF REFERENCE
<input checked="" type="checkbox"/>	CONFIRMATION OF CATEGORY OF LOCAL CONSULTANT, please select : (1) Junior Consultant (2) Support Consultant (3) Support Specialist (4) Senior Specialist (5) Expert/ Advisor
<input checked="" type="checkbox"/>	CATEGORY OF INTERNATIONAL CONSULTANT, please select : (6) Junior Specialist (7) Specialist (8) Senior Specialist
<input checked="" type="checkbox"/>	APPROVED e-requisition

REQUIRED DOCUMENTATION FROM CONSULTANT

<input checked="" type="checkbox"/>	P11 or CV with three referees
<input checked="" type="checkbox"/>	Copy of education certificate
<input checked="" type="checkbox"/>	Completed financial proposal
<input checked="" type="checkbox"/>	Completed technical proposal

Need for presence of IC consultant in office:

- ☐ partial (explain)
☐ intermittent (explain)
☐ full time/office based (needs justification from the Requesting Unit)

Provision of Support Services:

Office space: ☐ Yes ☒ No

Equipment (laptop etc): ☐ Yes ☒ No

Secretarial Services: ☐ Yes ☒ No

If yes has been checked, indicate here who will be responsible for providing the support services: < Enter name >

I. BACKGROUND

UNDP Indonesia is implementing a four-year (2020-2023) project titled Accelerating Clean Energy Access to Reduce Inequality (ACCESS) in Indonesia and Timor-Leste with funding support from the Korea International Cooperation Agency (KOICA) Indonesia. UNDP Indonesia acts as the coordinator for ACCESS project implementation in partnership with KOICA, Indonesia Ministry of Energy & Mineral Resources, Ministry of State Administration of Timor-Leste, and UNDP Timor-Leste.

The project will install off-grid solar photovoltaic (PV) power plants and distribution network in 23 remote villages in four provinces of Indonesia to provide sustainable access to electricity for communities. The regions are East Nusa Tenggara (NTT), West Sulawesi, South-East Sulawesi, and Central Kalimantan. With technical support from the Energy Conversion Technology Agency (B2TKE) of the Agency for the Assessment and Application of Technology (BPPT) a detailed-feasibility study in these target locations is on-going, Expectedly, the report will be submitted to UNDP in the first week of December 2020.

Following the result of the Detailed-Feasibility Study, UNDP will conduct an international open tendering process to invite qualified Engineering, Procurement and Construction (EPC) Companies to build the power plants. The development of the tender document and evaluation process will follow UNDP's standard of Invitation to Bid (ITB) or Request for Proposal (RFP). Reference to the UNDP procurement templates:

<https://drive.google.com/file/d/1ts6uJCVqtF0KHf4pFPTJjdxKxGO2N0Q/view?usp=sharing>

Project Management Unit (PMU) was established to ensure that the project produces the results agreed, to the required standards of quality and within the specified time and cost. The Ministry of Energy and Mineral Resources and KOICA Indonesia are the counterparts in Indonesia. These counterparts are the project board members expected to steer and provide strategic direction to the PMU. A Procurement Specialist is needed to assist a tender process from market research, preparation of tender document, bid evaluation and contracting. He/She will report to the UNDP-ACCESS project manager and work in close collaboration with the UNDP-ACCESS project technical officer, UNDP procurement officer and the expert from the Ministry of Energy and Mineral Resources (MEMR).

II. SCOPE OF WORK, ACTIVITIES, AND DELIVERABLES

Scope of Work

- Conducting market research on EPC companies providing service for engineering, procurement and construction of off-grid solar-PV power plants;
- Gathering inputs and providing insight to the tender strategy and the content of the tender document from procurement best practices point of view;
- Preparing and completing ex-ante approval by UNDP review committee;
- Bid solicitation, facilitating site visits and pre-bid meeting;
- Preparing and facilitating technical/financial review of bidding documents;
- Conducting due diligence and value for money analysis;
- Preparing documents for review committee;
- Facilitate negotiation process with bid winner;
- Preparing contract issuance for bid winner.

Duty station: home-based, with reliable internet access for attending virtual meetings/discussions.

Expected Outputs and deliverables

The payments will be made upon satisfactory submission of following deliverable:

Deliverables/ Outputs	Estimated number of working days	Completion deadline	Review and Approvals Required
<p>The 1st payment will be made upon satisfactory submission of following deliverable:</p> <ul style="list-style-type: none">• Report on market research analysis on EPC companies providing service for engineering, procurement and construction of off-grid solar-PV power plants;• Tender document ready for ex-ante approval, developed based on inputs and procurement best practices point of view.• Prepared required documentation for ex-ante approval process of the tender document including response to the feedback from reviewers.• Participation in online meeting with ACCESS team/UNDP procurement unit.	20 days	10 Jan 2021	ACCESS National Project Manager or Senior Advisor for Sustainable Energy
<ul style="list-style-type: none">• Bid solicitation• Site visit and pre-bid meeting report/minutes.• Report on result of tender review.	20 days	15 February 2021	ACCESS National Project Manager or Senior Advisor for Sustainable Energy
<ul style="list-style-type: none">• Report on due diligence and value for money analysis.• Prepared document for review committee's approval and consolidated response to the questions/clarification from the reviewers.• Negotiation report with bid winner• Contract Issuance for bid winner.	20 days	15 March 2021	ACCESS National Project Manager or Senior Advisor for Sustainable Energy

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III. WORKING ARRANGEMENTS

Institutional Arrangement

The Procurement Specialist will work from home-based basis in close collaboration with the UNDP-ACCESS project technical officer, UNDP procurement officer and the expert from the Ministry of Energy and Mineral Resources (MEMR). The Procurement Specialist will be directly responsible to, reporting to, seeking approval/acceptance of output from the ACCESS National Project Manager or Senior Advisor for Sustainable Energy.

Reports are due according to the above schedule.

Duration of the Work

60 working days within 4 months period (Dec 2020 – March 2021)

IV. REQUIREMENTS FOR EXPERIENCE AND QUALIFICATIONS

Academic Qualifications:

Minimum Bachelor's Degree in finance, Economics, Science, Engineering or a closely related field.

Years of experience & Requirements:

- Master's degree with minimum 2 years of relevant work in construction procurement or Bachelor's degree with minimum 6 years of relevant work in construction procurement.
- Certified Procurement CIPS level 2 is preferable.
- Experience in handling EPC tender for construction renewable energy is preferable.
- Familiarity of UNDP's procurement system is preferable.
- Fluently in Indonesian and English, both written and oral.

Competencies and special skills requirement:

- Ability to think strategically, coordinate, and conduct dialogue with multiple stakeholders across project implementation levels;
- Demonstrated capacity to undertake operational and analytical tasks, work in teams, coach staff at national and sub-national supporting units and share knowledge;
- Track record of dealing effectively with external and internal clients;
- Demonstrated ability to work independently with limited supervision, and achieving results with agreed upon objectives and deadlines;
- Strong client orientation with commitment to results on the ground;
- Strong English and Bahasa Indonesia communication skills, both written and oral.
- Good knowledge with regards to solar PV technology vendor and EPCs;
- Experience in formulating development strategies and policies;
- Excellent public speaking and presentation skills.

V. EVALUATION METHOD AND CRITERIA

Individual consultants will be evaluated based on the following methodologies:

Cumulative analysis

When using this weighted scoring method, the award of the contract should 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 weight; 70%

* Financial Criteria weight; 30%

Only candidates obtaining a minimum of 70 points would be considered for the Financial Evaluation

<i>Criteria</i>	<i>Weight</i>	<i>Maximum Point</i>
<u>Technical</u>		<i>100</i>
Criteria A: qualification requirements as per TOR: 1. Academic qualification 2. Years of Relevant Experience on procurement 3. Certification on Procurement CIPS level 2. 4. Experience in handling EPC tender of renewable energy 5. Familiarity with UNDP procurement procedures 6. Language (English and Bahasa Indonesia)	<i>60%</i>	<i>5</i> <i>15</i> <i>10</i> <i>15</i> <i>10</i> <i>5</i>
<i>Criteria B:</i> Brief technical proposal on the approach to deliver and meet target in the ToR.	<i>40%</i>	<i>40</i>