REQUEST FOR PROPOSAL (RFP)

NAME & ADDRESS OF FIRM	DATE: 18 November, 2020
	REFERENCE: RFP/UNDP/EU-PAGE/ 0000119935/033/2020 **Mainstreaming MTRE3's studies (RUED, GHG Inventory, SEC, RAD-GRK Review, MACC) into Regional Mid-term Development Plan (RPJMD) draft in 3 Provinces (Jambi, West Sulawesi AND East Nusa Tenggara)**

Dear Sir / Madam:

The United Nations Development Programme (UNDP) hereby invites you to submit a Proposal to this Request for Proposal with reference **Mainstreaming MTRE3's studies (RUED, GHG Inventory, SEC, RAD-GRK Review, MACC) into Regional Mid-term Development Plan (RPJMD) draft in 3 Provinces (Jambi, West Sulawesi AND East Nusa Tenggara)**

A bidder's conference will be held on:
Date/Time : 24th November 2020, starting 1330 hour (GMT+7)
Location : Zoom online meeting
Meeting ID : 860 8022 6837
Passcode : 059184

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: **0000007836**

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 (ONE).

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 **24th 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 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
Procurement Analyst
18 November 2020

Annex 1

Description of Requirements

Context of the Requirement	**MAINSTREAMING MTRE3'S STUDIES (RUED, GHG INVENTORY, SEC, RAD-GRK REVIEW, MACC) INTO REGIONAL MID-TERM DEVELOPMENT PLAN (RPJMD) DRAFT IN 3 PROVINCES (JAMBI, WEST SULAWESI AND NTT)**
Implementing Partner of UNDP	The Ministry of Energy and Mineral Resources (MEMR), Directorate General for New and Renewable Energy and Energy Conservation (DG-NREEC)
Brief Description of the Required Services[1]	The objective of this assignment is to mainstream the **Regional Climate Mitigation Action supported by MTRE3 project** (GHG Inventory study, Specific Energy Consumption Benchmark – SEC Benchmark study, Regional General Energy Planning – RUED, Regional Climate Mitigation Action Review in Energy Sector - RAD GRK Review in Energy Sector, Marginal Abatement Cost Curve – MACC) **into Regional Mid-term Development Plan (RPJMD) draft in 3 Provinces (Jambi, West Sulawesi, East Nusa Tenggara)**
List and Description of Expected Outputs to be Delivered	The key expected output under this assignment is the **inclusion of key aspects** of regional climate mitigation action and regional energy planning **supported by MTRE3 project in the draft of Regional Mid-term Development Plan (RPJMD) in 3 Provinces (Jambi, West Sulawesi, East Nusa Tenggara)**
Person to Supervise the Work/Performance of the Service Provider	National Project Manager of MTRE3 project, UNDP Indonesia
Frequency of Reporting	*Please Refer to Annex 3 – Terms of Reference*
Progress Reporting Requirements	*Please Refer to Annex 3 – Terms of Reference*
Location of work	☒ At Contractor's Location
Expected duration of work	6 (six) months
Target start date	December 2020
Latest completion date	May 2021
Travels Expected	That we do not expect travel during COVID-19 outbreak and virtual meeting is the most favourable method however if any unforeseen travels need to occur, UNDP will reimburse the travel cost upon written agreement by UNDP on the rate and submission of evidence.
Special Security Requirements	☒ Comprehensive Travel Insurance

[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.*

Facilities to be Provided by UNDP (i.e., must be excluded from Price Proposal)	☒ Liaise with the relevant stakeholders
Implementation Schedule indicating breakdown and timing of activities/sub-activities	☒ Required
Names and curriculum vitae of individuals who will be involved in completing the services	☒ Required
Currency of Proposal	☒ United States Dollars ☒ Local Currency for **Local Bidders**
Value Added Tax on Price Proposal[2]	☒ must be exclusive of VAT and other applicable indirect taxes
Validity Period of Proposals *(Counting for the last day of submission of quotes)*	☒ 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	☒ Not permitted
Payment Terms[3]	*Please Refer to Annex 3 – Terms of Reference*
Person(s) to review/inspect/ approve outputs/completed services and authorize the	National Project Manager (NPM) of MTRE3 Project, UNDP Indonesia

[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.*

disbursement of payment	
Type of Contract to be Signed	☒ professional service contract
Criteria for Contract Award	☐ Lowest Price Quote among technically responsive offers ☒ Highest Combined Score (based on the 70% technical offer and 30% price weight distribution) **NOTE:** ***only bidder(s) who received minimum of 70 points where the financial proposal will be opened*** ☒ 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	**<u>Technical Proposal (70%)</u>** ☒ Expertise of the Firm 30% ☒ Methodology, Its Appropriateness to the Condition and Timeliness of the Implementation Plan 40% ☒ Management Structure and Qualification of Key Personnel 30% ***NOTE: only bidder(s) who received minimum of 70 points where the financial proposal will be opened*** **<u>Financial Proposal (30%)</u>** To be computed as a ratio of the Proposal's offer to the lowest price among the proposals received by UNDP.
UNDP will award the contract to:	☒ One and only one Service Provider ☐ One or more Service Providers, depending on the following factors
Contract General Terms and Conditions[4]	☐ General Terms and Conditions for contracts (goods and/or services) ☒ General Terms and Conditions for de minimis contracts (services only, less than $50,000) Applicable Terms and Conditions are available at: <u>http://www.undp.org/content/undp/en/home/procurement/business/how-we-buy.html</u>
Annexes to this RFP[5]	☒ Form for Submission of Proposal (Annex 2) ☒ Detailed TOR (Annex 3) ☒ Sample written self declaration ☐ Others[6] [*pls. specify]*

[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.*

Contact Person for Inquiries (Written inquiries only)[7]	*Sestyo Ndaru Wicaksono and Yusef Saiful Millah* *Procurement Unit* *Sestyo.wicaksono@undp.org / yusef.millah@undp.org* Mandatory subject of email: RFP/UNDP/EU-PAGE/ 0000119935/033/2020 **Mainstreaming MTRE3's studies** 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.
Other Information *[pls. specify]*	

[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.*

Annex 2

FORM FOR SUBMITTING SERVICE PROVIDER'S PROPOSAL[8]

(This Form must be submitted only using the Service Provider's Official Letterhead/Stationery[9])

[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, contact 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.

[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*

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.;*
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 *[list them as referred to in the RFP]*	**Percentage of Total Price** *(Weight for payment)*	**Price** *(USD/IDR)*
1	1st payment: upon signing of contract and submission of: • Detail Workplan and approval from: o Project Management Unit (PMU) of **MTRE3 Project,** o DG-NREEC, **Ministry of Energy and Mineral Resources (MEMR)** o National/Regional Development Planning Agency (**BAPPENAS/ BAPPEDA/ BAPPELITBANGDA**) for targeted Pilot Provinces of MTRE3 • Stakeholder Engagement Strategy • Stakeholder Map	20%	
2	2nd Payment shall be made upon submission and acceptance of: • Inclusion, integration and harmonization of Technical Assistance (TA) provided by MTRE3: 1. Regional General Energy Planning -**RUED**, 2. Regional Climate Mitigation Action Plan Review (**RAD-**	50%	

	GRK Review and GHG Inventory or IGRK), 3. **Specific Energy Consumption (SEC)** Benchmarking 4. Marginal Abatement Cost Curve (**MACC**), Into the **draft of Technocratic Regional Mid-term Development Plan (RPJMD Technocratic)** in 4 Provinces ● Draft of Technocratic Regional Mid-term Development Plan (RPJMD Technocratic) - **Academic Paper Draft in Energy Sector or Strategic Environmental Assessment (KLHS) draft in energy sector** ● **Written buy-in** (signed Minutes of Meeting and recorded zoom meeting) – Signed statement or declaration from Sub-national Government (Jambi, West Sulawesi, East Nusa Tenggara)		
3	3rd Payment shall be made upon submission and acceptance of: ● Final Draft of Technocratic Regional Mid-term Development Plan (RPJMD Technocratic Draft) - **Final draft of Academic Paper or Strategic Environmental Assessment (KLHS) in energy sector** ● **Recorded Presentation from Representative of Provincial Government** on the Draft of RPJMD Technocratic for targeted Provinces; ○ **Academic Paper** or **Strategic Environmental**	30%	

	Assessment (KLHS) in energy sector		
	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 coordinator				
2. Energy Policy Specialist				
3. Administrative and Finance officer				
4. ……..(if any, please specify)				
II. Out of Pocket Expenses (if any, please provide in detail)				
1. Travel Costs				
2. Daily Allowance				
3. Communications				
4. Reproduction				
5. Equipment Lease				
6. Others				
III. Other Related Costs (if any, please provide in detail)				

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

Annex 3

Terms of Reference (TOR)

for

Mainstreaming Regional Climate Mitigation Action and Regional Energy Planning into Regional Mid-Term Development Plan (RPJMD) draft in Pilot Provinces of MTRE3

A. BACKGROUND INFORMATION

Anchored in the 2030 Agenda for the Sustainable Development Goals (SDGs) and committed to the principles of universality, equality and leaving no one behind, the UNDP has issued the UNDP Strategic Plan 2018-2021 as a guideline to help countries achieving SDGs by focusing UNDP's competence and expertise on three sets of development settings:

1. Eradicate poverty in all its forms and dimensions;
2. Accelerate structural transformation for sustainable development (addressing inequalities & exclusions, transitioning to zero-carbon development & building a more inclusive accountable governance system);
3. Build resilience to shocks and crises.

Aligned with the Strategic Plan, UNDP supports the National Government counterpart at the policy and program implementation level, working overall to support country's national and sub-national priorities to:

- Reduce inequalities, including by gender, to ensure inclusive development;
- Improve access to social protection;
- **Improve natural resources management and address issues in climate change mitigation and adaptation for a greener and resilient development;**
- Enhanced access to justice and more accountable public institutions.

In alignment with UNDP Strategic Plan to improve natural resources management and address issues in climate change mitigation and adaptation for a greener and resilient development, **it becomes essential to support several studies and planning at Subnational level (Regional General Energy Plan – RUED, Regional Climate Mitigation Action Plan Review – KU RAD GRK, GHG Inventory – IGRK, Specific Energy Consumption (SEC) Benchmarking, and Marginal Abatement Cost Curve – MACC)** in order to establish sustainable processes to improve energy performance, whether through reducing energy costs, greenhouse gas (GHG) emissions and other environmental impacts.

Indonesia has committed to reduce GHG emissions up to 29% unconditional and 41% conditional by 2030. To achieve this along with the achievement of global development agenda 2030 (SDGs), Indonesia is committed to putting in place sustainable development principles that balance the economic, social, and environmental aspects, incorporating inclusive development plan with greenhouse gasses emission (GHG) reductions at subnational or regional level.

Accordingly, UNDP Indonesia through MTRE3 Project aims to include Regional climate mitigation studies (i.e. RUED, Regional Climate Mitigation Action Plan Review - KU RAD-GRK, GHG Inventory, Specific Energy Consumption - SEC, Marginal Abatement Cost Curve - MACC) with Regional Development plan in 3 pilot provinces (East Nusa Tenggara - NTT, West Sulawesi and Jambi) and to support the Government of Indonesia in improving natural resources management, specifically energy generation and end-use sector

and addressing issues in climate change mitigation for a greener and resilient development. UNDP with the funding from the Global Environment Facility (GEF) implements "**Market Transformation for Renewable Energy and Energy Efficiency**" (**MTRE3**) project in partnership with the Directorate General for New and Renewable Energy and Energy Conservation (DG-NREEC) of the Ministry of Energy and Mineral Resources (MEMR).

Market Transformation for Renewable Energy and Energy Efficiency (MTRE3) project has completed several studies and supported subnational planning in 4 (four) provinces. MTRE3's studies and Technical Assistance (TA) at subnational level are in line with climate mitigation and sustainable energy planning at the National level. The studies and Technical Assistance (TA) of MTRE3 project focus on:

1. Green House Gas Inventories (*Inventarisasi GRK*),
2. Specific Energy Consumption (SEC) benchmarking for commercial buildings and government buildings in several big cities (including 4 pilot provinces),
3. Climate Mitigation Action Plan review (*Kaji Ulang RAD-GRK*),
4. Marginal Abatement Cost Curve (MACC) for Renewable Energy power generation in 4 provinces.

MTRE3's studies are potential entry points and technical references for mainstreaming the climate mitigation action plan into the Regional Mid-term Development Plan (RPJMD) in 3 provinces (i.e. NTT, West Sulawesi, and Jambi).

Based on the technical guidelines from Regulation of Indonesia Minister of Home Affairs (*Permendagri*) Nr. 86/2017, it is stated that "The preparation of the Technocratic Design of the Mid-term Development Plan (RPJMD) is completed no later than before the appointment of the elected Regional Head and Deputy Regional Head". Therefore, the initial steps taken is the formation of the RPJMD Technocratic Design for 2021-2024.

B. SCOPE OF SERVICES AND EXPECTED OUTPUTS

The objective of this assignment is to conduct series of workshops, coordination meetings, and socialization of MTRE3's support at provincial level (i.e. NTT, West Sulawesi, and Jambi) and to mainstream climate mitigation actions and sustainable energy planning based on MTRE3's studies into the regional mid-term development plan (RPJMD) draft or Technocratic RPJMD design in 3 provinces;

- RPJMD Technocratic Draft NTT: 2023 - 2028
- RPJMD Technocratic Draft West Sulawesi: 2022 - 2027
- RPJMD Technocratic Draft Jambi: 2023 - 2028

The technocratic design of the RPJMD is structured in a systemic manner:

- Introduction (Chapter I),
- Overview of Provincial Conditions (Chapter II),
- Overview of Regional Finances (Chapter III),
- Problems and Strategic Issues (Chapter IV).

MTRE3 project aims to emphasize and address the sustainable energy issues in Chapter IV based on existing studies and technical assistance (TA) in energy sector (i.e. RUED, GHG Inventory, SEC, RAD-GRK Review, and MACC).

Scope of activities includes:

a) Assisting provincial government in 3 (three) Provinces to develop technocratic regional mid-term development planning framework (Draft RPJMD Technocratic) for climate mitigation measures in renewable energy and energy efficiency. This includes harmonizing national strategies for climate change mitigation and GHG emission reduction in energy sector with regional strategies.

b) Assisting provincial government in designing and implementing efficient models in RPJMD Technocratic design based on MTRE3's studies for reducing emissions in energy sector and promoting renewable energy (RE) and energy efficiency (EE) measures.

The RPJMD Technocratic report should include the following information, but not limited to:

The technocratic design of the RPJMD should consists of:

- Chapter I - Introduction,
- Chapter II - Overview of Provincial Conditions,
- Chapter III - Overview of Regional Finances,
- Chapter IV- Problems and Strategic Issues,

MTRE3 project aims to emphasize, promote and address the sustainable energy potentials and challenges in Chapter IV.

No	Expected Outputs	Key Activities	Remarks
1	Detail Workplan, methods and stakeholder map	• Detailed workplan • Timeline • Stakeholder Mapping	Due to Covid-19 prevention and safety protocol, UNDP Indonesia and the MTRE3 project encourage all activities to be conducted virtually; virtual meetings and workshops, online interview, etc.
2	Data Collection and First Draft of RPJMD Technocratic for selected provinces – East Nusa Tenggara (NTT), Jambi, and West Sulawesi; • **Draft of Academic Paper or Strategic Environmental Assessment (KLHS) draft in energy sector**	● Conduct virtual meetings, interviews, data collection with provincial government in targeted provinces ● Meeting with key stakeholders both at national and provincial level in relevance to the objective of the assignment	Draft of Technocratic Regional Mid-term Development Plan (RPJMD Technocratic) that is supported by MTRE3 project is focusing more on energy sector in 3 targeted provinces
3	● **Socialization of RPJMD technocratic draft in energy sectors** to key stakeholders in energy sector ● **Local buy-in, presentation of RPJMD technocratic**	● Initial draft of RPJMD Technocratic in energy sector for targeted provinces ● Written acceptance of the draft (MOM and/or zoom recording) by provincial government (Bappeda/ Bappelitbangda)	Both RPJMD draft (Strategic Environmental Assessment - KLHS draft in energy sector) and presentation material should be submitted in English and Indonesian versions.

	draft by provincial government representative		

C. TECHNICAL ASPECTS

Required Technical Capacity for Bidder or Contractor:

- Carry out discussion with multi-stakeholders at subnational level in promoting and advocating the importance of enabling conditions for Sustainable Energy Investments;
- Summarize, synthesize, and transform MTRE3's studies and the outputs of technical assistance (i.e. RUED in 3 provinces, GHG Inventory in 3 provinces, Specific Energy Consumption (SEC) Benchmarking in several big cities in Indonesia, Regional Climate Mitigation Action (RAD-GRK) Review in Energy Sector in 3 Provinces, and Marginal Abatement Cost Curve in 3 Provinces) into policy recommendation at subnational level in 3 provinces (Jambi, West Sulawesi, and East Nusa Tenggara)
- Advocacy in promoting cost-effective renewable energy and energy efficiency options into development planning at subnational level, e.g. Regional Mid-term Development Plan (RPJMD), Provincial Government Work Plan (RKPD), Local Budget Plan (APBD), etc.
- Analyze each renewable energy and energy efficiency action at subnational level in correlation with provincial condition (i.e. geography) and regional budget plan,
- Analyze the prominent problems in relation to sustainable energy measures in the selected province and identify salient strategic issues
- Design contingency plan and strategy to address the main challenges that have been identified
- Identify the allocation of budget and how to deliver that budget to realize the regional energy planning pragmatically

D. SOCIO ECONOMIC ASPECTS

- Identify socio-economic aspect of Renewable Energy and Energy Efficiency measures that have been implemented in the 3 provinces that gave impact to the livelihood of disadvantaged community
- Identify community-based renewable energy actions in the province that are workable and worth a replication in the area with similar characteristic in the province
- Assess the impact of renewable energy and energy efficiency use in the province to day-to-day livelihood of community and local business or SME growth in the province

E. GENDER ASSESSMENT

- Number of women involve in the development of academic paper or Strategic Environmental Assessment (KLHS) draft in energy sector, the proportion of men and women in RPJMD development or RPJMD revision
- Number of women and role/position in the technical team for developing academic paper or Strategic Environmental Assessment (KLHS) draft in energy sector in the province

F. **RISK MANAGEMENT FOR BIDDERS**

1. **Risk of travel** - UNDP Indonesia and MTRE3 Project do not encourage any business travel during Covid 19 outbreak – Virtual meeting approach is the most favorable method for data

collection. **Any unforeseen travel will be reimbursed by UNDP upon written agreement by UNDP/Project on the rate and submission of evidence.**

2. **Risk of uncertainty** - the period of regional mid-term development plan (RPJMD technocratic design) for each province varies. Political willingness of each province in prioritizing sustainable energy may vary, and the next elected governor will be the one in charge in decision making, determining and enacting the next period of RPJMD. Accordingly, the level of certainty for the inclusion of MTRE3's studies and Technical Assistance (TA) into the actual RPJMD are beyond the control of the project, however MTRE3 project aims to support the development of **Strategic Environmental Assessment (KLHS) draft in energy sector as an option and available technical reference for the next RPJMD in 3 provinces.**

G. INSTITUTIONAL ARRANGEMENT

The selected contractor will work closely under supervision of National Project Manager and reporting to Technical Working Group I (TWG Coord I) of MTRE3 project. UNDP/MTRE3 will facilitate the coordination and communication for meetings, interviews, and data collection with stakeholders at sub-national level and relevant Ministries, especially the implementing partner of MTRE3 project; Ministry of Energy and Mineral Resources (MEMR). All meetings, interviews, and discussion will be conducted virtually. UNDP/MTRE3 will also provide all data needed and any unforeseen travel will be provided by UNDP/MTRE3 on reimbursement basis upon submission of evidence.

The Ministry of Energy and Mineral Resources will provide guidance and participate in hosting the process and formulating the result of RPJMD Technocratic draft in pilot provinces of MTRE3 project, specifically in sustainable energy sector.

H. DURATION OF WORK

The assignment will be conducted for approximately 6 (six) months of work starting in Quarter 4 of 2020.

Detail estimate timetable as below:

No	Expected Outputs	Expected Submission Date

1	1st payment: upon signing of contract and submission of:
	• Detail Workplan and approval from:
	  ○ Project Management Unit (PMU) of **MTRE3 Project,**
	  ○ DG-NREEC, **Ministry of Energy and Mineral Resources (MEMR)**
	  ○ National/Regional Development Planning Agency (**BAPPENAS/ BAPPEDA/ BAPPELITBANGDA**) for targeted Pilot Provinces of MTRE3
	• Stakeholder Engagement Strategy
	Stakeholder Map
		December 2020

2	2nd Payment shall be made upon submission and acceptance of: • Inclusion, integration and harmonization of Technical Assistance (TA) provided by MTRE3: 5. Regional General Energy Planning -**RUED**, 6. Regional Climate Mitigation Action Plan Review (**RAD-GRK Review and GHG Inventory or IGRK**), 7. **Specific Energy Consumption (SEC)** Benchmarking 8. Marginal Abatement Cost Curve (**MACC**), Into the **draft of Technocratic Regional Mid-term Development Plan (RPJMD Technocratic)** in 4 Provinces ● Draft of Technocratic Regional Mid-term Development Plan (RPJMD Technocratic) - **Academic Paper Draft in Energy Sector or Strategic Environmental Assessment (KLHS) draft in energy sector** ● **Written buy-in** (signed Minutes of Meeting and recorded zoom meeting) – Signed statement or declaration from Sub-national Government (Jambi, West Sulawesi, East Nusa Tenggara)	March 2021
3	3rd Payment shall be made upon submission and acceptance of: ● Final Draft of Technocratic Regional Mid-term Development Plan (RPJMD Technocratic Draft) - **Final draft of Academic Paper or Strategic Environmental Assessment (KLHS) in energy sector** ● **Recorded Presentation from Representative of Provincial Government** on the Draft of RPJMD Technocratic for targeted Provinces; ● **Academic Paper** or **Strategic Environmental Assessment (KLHS)** in energy sector	May 2021

The above timetable has considered lead time needed by the relevant sub-national governments, Project Management Unit (PMU) of MTRE3 project, UNDP Indonesia to review outputs, provide feedback and certify the outputs. 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.

I. LOCATION OF WORK

The selected contractor will be based (included but not limited) in Jakarta, Indonesia for better coordination and consultation with MTRE3 Project – UNDP Indonesia and DG-NREEC, MEMR.

NOTE: In respect to Covid-19 prevention and safety protocol, UNDP Indonesia does not encourage any travel or meeting in person. Any unforeseen travel will be reimbursed by UNDP upon written agreement by UNDP/Project on the rate and submission of evidence.

J. **QUALIFICATION OF THE SUCCESSFUL SERVICE PROVIDER**

Institutional Experience:

- At least 2 relevant projects within 5 years in conducting energy policy advocacy at regional/provincial level, technically assisting the development of national energy planning and provide policy recommendation in energy sector
- At least 5 years experiences working in Indonesia, providing service to International organization and Government is an advantage.
- At least 2 policy publication in sustainable energy sector in the last 5 years in Indonesia at National level
- At least 2 cooperation in sustainable energy sector in the last 5 years in Indonesia at Provincial level (Jambi, West Sulawesi, and NTT will be desired)
- Registered company or accredited organization with valid license to operate in Indonesia.

Personnel Experience:

1. **A Team Coordinator** with minimum **bachelor's degree** in engineering or environmental management, specifically in renewable energy and energy efficiency are advantages, with minimum **8 years** relevant working experience, or master's degree in engineering or environmental management, specifically in renewable energy and energy efficiency are advantages, with minimum 6 years' experience. The team coordinator should have:
    i. Solid experience in team managerial as team leader,
    ii. Proven planning and organizational skill in project management
    iii. Proven experience in managing National/Provincial events and encouraging agreements among policy makers in sustainable energy

2. **A sustainable energy policy specialist** with master's degree in engineering or environmental management with minimum 5 years of experience or bachelor's degree with minimum 7 years of experience in engineering and environmental management. The sustainable energy policy specialist should have:
    i. Proven reporting skills, communication product (policy brief or policy recommendation) or any publication related to sustainable energy.
    ii. Working experience with Government of Indonesia (GoI) and private sector in the area of energy conservation and commercial sectors
    iii. Proven experience in development planning, advocacy and policy recommendation
3. **Administrative and Finance Officer** with bachelor's degree in management, economic or social sciences with 6 years relevant experience in project management, including financial management, travel and event organizing, administration, or master's degree in management, economic or social sciences with 4 years relevant experience in project management
    i. Background experience in sustainable development (project, research or policy recommendation)

ii. Proven experience as project assistant (e.g. providing Minutes of Meeting, Preparing Presentation, developing Term of Reference - ToR of meeting, drafting invitation, developing event organizing concept, etc)

- **Competencies and skill requirements:**

  Each personnel team should have the following competencies and skill requirements:
  - Strong analytical, writing & communication skills and fluency in English and Indonesia.
  - Strong motivation & ability to work & deliver under short deadlines.
  - Focuses on impact & result for the client & responds positively to critical feedback.
  - Able to work independently with little supervision.
  - Familiarity with government system is strongly desired.
  - Proven structured reporting skills, for team leader

NOTE: Bidders who proposed gender balance in the list of personnel will received additional points

K. **SCOPE OF PROPOSAL PRICE AND SCHEDULE OF PAYMENTS**

A result-based budget proposal shows amount required to achieve each expected output and a breakdown of cost of inputs for each activity to be carried out for a given output should be submitted. The budget should also specify cost component items, i.e.: professional fees, travel, living allowances, etc. in the provided format (Annex 2)

The schedule of payment will be made as per following timetable:

No	Deliverables	Timeline	Instalment
1	1st payment: upon signing of contract and submission of: • Detail Workplan and approval from: o Project Management Unit (PMU) of **MTRE3 Project,** o DG-NREEC, **Ministry of Energy and Mineral Resources (MEMR)** o National/Regional Development Planning Agency (**BAPPENAS/ BAPPEDA/ BAPPELITBANGDA**) for targeted Pilot Provinces of MTRE3 • Stakeholder Engagement Strategy Stakeholder Map	December 2020	20%
2	2nd Payment shall be made upon submission and acceptance of: • Inclusion, integration and harmonization of Technical Assistance (TA) provided by MTRE3: 9. Regional General Energy Planning -**RUED**,	March 2021	50%

	10. Regional Climate Mitigation Action Plan Review (**RAD-GRK Review and GHG Inventory or IGRK**), 11. **Specific Energy Consumption (SEC)** Benchmarking 12. Marginal Abatement Cost Curve (**MACC**), Into the **draft of Technocratic Regional Mid-term Development Plan (RPJMD Technocratic)** in 4 Provinces ● Draft of Technocratic Regional Mid-term Development Plan (RPJMD Technocratic) - **Academic Paper Draft in Energy Sector or Strategic Environmental Assessment (KLHS) draft in energy sector** ● **Written buy-in** (signed Minutes of Meeting and recorded zoom meeting) – Signed statement or declaration from Sub-national Government (Jambi, West Sulawesi, East Nusa Tenggara)		
3	3rd Payment shall be made upon submission and acceptance of: ● Final Draft of Technocratic Regional Mid-term Development Plan (RPJMD Technocratic Draft) - **Final draft of Academic Paper or Strategic Environmental Assessment (KLHS) in energy sector** ● **Recorded Presentation from Representative of Provincial Government** on the Draft of RPJMD Technocratic for targeted Provinces; ● **Academic Paper** or **Strategic Environmental Assessment (KLHS)** in energy sector	May 2021	30%

NOTE: Payment will be made upon acceptance and approval of each deliverable