

## Terms of reference



### GENERAL INFORMATION

*Title: The Bahamas National Climate Change Mitigation and Adaptation Consultancy*

*Project Name: The Bahamas Climate Promise*

*Type of Contract: Institution/Firm*

*Reports to: Director, Department of Environmental Planning and Protection, Ministry of Environment and Housing, The Bahamas and Resident Representative, UNDP Jamaica*

*Duty Station: The Bahamas*

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

*Duration of Assignment: Forty-five (45) non-consecutive working days over a four-month period*

### I. BACKGROUND

Climate change is considered one of the biggest threats to sustainable development. To date, it has had widespread impact on the poor, marginalized and most vulnerable. In the Caribbean, climate change is linked to an increased frequency of natural disasters, which impacts livelihoods and socio-economic development.

In 2015, countries around the world signed the Paris Agreement, which marks their commitment to limit the rise in the world's average surface temperatures to below 2 degrees celsius and eliminate global greenhouse gas (GHG) emissions by the second half of the century. Each country confirmed its climate priorities, vision and commitment for achieving sustainable development by articulating a climate action plan. This climate plan is known as the Nationally Determined Contributions (NDCs) and represent the worlds collective efforts to fight climate change.

Every five years, countries that are signatory to the Paris Agreement are required to submit an updated NDC to the United Nations Framework on the Convention of Climate Change (UNFCCC). These updated NDCs indicate the mitigation and adaptation targets each country is willing to reach in order to achieve the Paris Agreement goals as quickly as possible. The Bahamas submitted its initial NDC in 2016 and has received further support to improve the assessment, while ensuring that gender plays a key role. The renewable energy targets in The Bahamas INDC are unconditional and include 30% of electricity from renewables by 2030.

The United Nations Development Programme (UNDP) recently launched its “Climate Promise” programme which seeks to support 100 countries to enhance their Nationally Determined Contributions (NDCs). To deliver this promise, UNDP is assisting the Government of The Bahamas to revise and submit its updated Nationally Determined Contributions (NDCs).

In this regard, UNDP is seeking to engage a consulting firm to assist the Government of The Bahamas to review and evaluate its National Energy Policy as part of the country’s updated NDC. The current policy (2013-2033) identifies six priority areas namely, 1) security of energy supply through diversification of fuels, 2) modernizing the country’s energy infrastructure, 3) development of renewable energy sources such as solar, ocean energy, biofuels, waste-to-energy and wind, 4) energy conservation and efficiency, 5) development of a comprehensive governance/regulatory framework to effectively support the advancement of the energy sector to be effectively able to facilitate the introduction of renewables and the diversification of fuels, and 6) eco-efficiency in the manufacturing, agricultural and tourism sectors and government as leaders in energy conservation and the use of renewable energy.

## **II. *SCOPE OF WORK, ACTIVITIES, AND DELIVERABLES***

### **Scope of Work**

Under the oversight of the UNDP Resident Representative and the direct supervision of the Director of the Department of Environmental Planning and Protection in the Ministry of Environment and Housing, the consulting firm will be expected to review and evaluate The Bahamas National Energy Policy.

Specifically, the consulting firm will carry out the following tasks:

- Submit an **inception report** clearly detailing:
  - The methodology to be employed to undertake the scope of work below along with a detailed work plan.
  - The report should also include a sample of all tools to be used during the consultancy.
  - A summary of the importance of the NDC which will be shared with a graphic artist to elaborate public awareness activities
- Undertake **widespread virtual consultations**:
  - To engage representatives from Local Government, District Councils, private sector, Non-Governmental Organizations (NGOs) and Civil Society Organizations, (CSOs) across four (4) Islands, namely Andros, New Providence, Grand Bahama and Eleuthera.
  - These consultations will seek to highlight the international importance and benefits of tracking the national mitigation and adaptation actions referred to in the NDC, investigate and assess mitigation and adaptation measures and or actions taken by various

sectors since the submission of the initial NDC and reflect the diversity of women in the country.

- The consultations should include NGOs, organizations and groups working on women's empowerment, youth groups, women's councils and local women's networks involved in the different sectors related to the NDC, as well as women involved in mitigation and adaptation initiatives.
- All perceptions, measures/actions and concerns should be documented in the final report disaggregated by sex and age. Parity measures will be ensured in these consultations and women will be identified as one of the key stakeholders - reflecting the diversity of women in the country.
- Submit a **draft report** based on an assessment of The Bahamas National Energy Policy.
  - The report should review and evaluate the progress, goals and objectives of the energy policy and how it aligns with the NDCs, as well as, the strengths, weaknesses, opportunities and threats for re-alignment (taking into account a resilience lens)
  - Make recommendations on comparable models that can be adopted to meet the country's mitigation and adaptation commitments especially considering COVID-19.
- **Validate the findings** in a virtual presentation to key stakeholders subsequent to receiving feedback on the draft report.
- Submit a **final report**, utilizing the feedback from the draft report and the validation session.
  - Make recommendations on how the energy policy can be improved and the steps The Bahamas can take to realign itself to meet its energy goals based on progress made so far.
  - Make recommendations on how to implement and monitor the national energy policy
  - The report should be aligned with the Sustainable Development Goals (SDGs) and the existing national policies and targets in The Bahamas.
  - The report should also document recommendations on comparable models that can be adopted to meet the country's mitigation and adaptation commitments especially considering COVID-19.

### Expected Outputs and deliverables

Deliverables/ Outputs	Estimated number of working days	Percentage payment	Review and Approvals Required <i>(Indicate designation of person who will review output and confirm acceptance)</i>

<b>Deliverable 1:</b> Inception report documenting methodology to be used in undertaking the consultancy, including a sample of all relevant tools	<b>5</b>	<b>10%</b>	<i>DEPP &amp; UNDP</i>
<b>Deliverable 2:</b> Undertake at least 4 consultations across four family islands, Andros, New Providence, Grand Bahama and Eleuthera	<b>15</b>	<b>30%</b>	<i>DEPP &amp; UNDP</i>
<b>Deliverable 3:</b> Draft report on the review of the National Energy Policy	<b>15</b>	<b>40%</b>	<i>DEPP &amp; UNDP</i>
<b>Deliverable 4:</b> Host stakeholder presentation of findings and validation session	<b>2</b>	<b>10%</b>	<i>DEPP &amp; UNDP</i>
<b>Deliverable 5:</b> Final report on the review of the National Energy Policy including recommendations	<b>8</b>	<b>10%</b>	<i>DEPP &amp; UNDP</i>

### III. WORKING ARRANGEMENTS

#### Institutional Arrangement

##### UNDP-Country Office

UNDP Jamaica Multi-Country Office is implementing the Climate Promise project on behalf of The Bahamas and will play a project assurance and oversight role. The Department of Environmental Planning and Protection in the Ministry of Environment and Housing in The Bahamas has strategic responsibility for the successful implementation of the project under the leadership of the Director.

The consultancy will be for forty-five (45) non-consecutive working days over a four-month period commencing January 2021. The firm will be required to operate from within The Bahamas for the duration of the consultancy. The members of the firm will report to the Director of the Department of Environmental Planning and Protection in the Ministry of Environment and Housing in The Bahamas under the supervision of the UNDP Programme Specialist. The substantial technical review and final approval of deliverables by the consultant will be performed by the Director of the Department of Environmental Planning and Protection in the Ministry of Environment and Housing in The Bahamas in collaboration with UNDP. Payments will be made by UNDP Jamaica upon receipt and approval of deliverables by the Department of Environmental Planning and Protection. All work/documents associated with this consultancy is the property of

the Government of The Bahamas and must be submitted before final payment will be made.

All reports should be developed and submitted with respect to the following chapters:

- List of acronyms and abbreviations
- Table of Contents, including list of annexes
- Executive summary (maximum 2 pages)
- Introduction (including purpose, objectives and scope)
- Description/overview of the assignment
- Approach and methodology
- Findings (including limitations)
- Summary and explanation of findings and interpretations
- Recommendations
- Lessons learned
- Conclusions

In addition, the final report should contain the following annexes:

- Comprehensive list of all stakeholders engaged during the consultancy
- Sign-in sheets of any consultation
- List of key reference documents

Any other relevant material

#### IV. REQUIREMENTS FOR EXPERIENCE AND QUALIFICATIONS

The consulting firm will be required to provide the requisite expertise to perform the services outlined in the scope of work. The team should comprise individuals with the minimum qualification and experience as follows.

##### **Lead Consultant**

##### Academic Qualifications:

Post Graduate Degree (Masters) in International Relations, Political Science, Policy Studies, Climate Change Adaptation/Mitigation, or related Social Sciences.

##### Years of experience:

- At least five years consultancy experience in developing policy related documents
- At least five years' experience working on national energy policy development, economics and regulation
- At least five years' experience working in environmental management and/or related areas;
- Experience working as a consultant (as evidenced by sample of previous work)
- At least five years of experience working with diverse stakeholders on issues of

environmental management, climate change, international conventions and protocols

- Experience in working with government and/or development partners is an advantage.
- At least 5 years' experience working in the Bahamas or the Caribbean on similar projects.

### **Competencies**

- Proven ability to collect, verify and analyse information and to finish and present work with a high degree of accuracy and technical quality.
- Demonstrates excellent communication skills in English – oral and written in order to communicate complex, technical information to both technical and general audiences.
- Demonstrates professional approach with strong work ethic
- The consultant should be highly motivated and capable for working independently.

Language skills:

- Fluent in English with excellent oral and written communication skills.
- Strong experience with writing reports

### **Sustainable Energy Consultant**

Academic Qualifications:

Post Graduate Degree (Masters) in Energy Management, Sustainable Energy, Environmental Management, Climate Change Adaptation/Mitigation, or related Natural Sciences.

Years of experience:

- At least five years' experience in energy policy development, environmental management and regulation or related area
- At least five years' work experience in climate change mitigation in relation to socio-economic development
- At least five years of experience working with diverse stakeholders on issues of environmental management, climate change, international conventions and protocols
- Demonstrated experience developing/supporting the development of or reviewing national energy policy and regulation
- At least 5 years' experience working in the Bahamas or the Caribbean on similar projects.
- Experience in working with government and/or development partners is an advantage
- Knowledge in using UNFCCC guidelines for mitigation/abatement assessments would be an asset

- Expertise in the use of tools and methodologies for completing mitigation assessments would be an asset

### Competencies

- Proven ability to collect, verify and analyse information and to finish and present work with a high degree of accuracy and technical quality.
- Demonstrates excellent communication skills in English – oral and written in order to communicate complex, technical information to both technical and general audiences.
- Demonstrates professional approach with strong work ethic
- The consultant should be highly motivated and capable for working independently.

Language skills:

- Fluent in English with excellent oral and written communication skills.
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## V. EVALUATION METHOD AND CRITERIA

Summary of Technical Proposal Evaluation Forms		Score Weight	Points Obtainable	Company / Other Entity				
				A	B	C	D	E
1.	Expertise of Firm / Organization submitting Proposal	24%	240					
2.	Proposed Work Plan and Approach	50%	500					
3.	Personnel	26%	260					
<b>Total</b>			<b>1000</b>					

Evaluation forms for technical proposals follow on the next two pages. The obtainable number of points specified for each evaluation criterion indicates the

relative significance or weight of the item in the overall evaluation process. The Technical Proposal Evaluation Forms are:

Form **1**: Expertise of Firm / Organisation Submitting Proposal

Form **2**: Proposed Work Plan and Approach

Form **3**: Personnel

Note: The score weights and points obtainable in the evaluation sheet are tentative and should be changed depending on the need or major attributes of technical proposal.

Technical Proposal Evaluation  Form 1		Points obtainable	Company / Other Entity				
			A	B	C	D	E
Expertise of firm / organisation submitting proposal							
1.1	Reputation of Organisation and Staff (Competence / Reliability)	40					
1.2	Litigation and Arbitration history	10					
1.3	General Organisational Capability which is likely to affect implementation (i.e. loose consortium, holding company or one firm, size of the firm / organisation, strength of project management support e.g. project financing capacity and project management controls)	50					
1.4	Extent to which any work would be subcontracted (subcontracting	10					



	carries additional risks which may affect project implementation, but properly done it offers a chance to access specialised skills.						
1.5	Quality assurance procedures, warranty	20					
1.6	Relevance of: <ul style="list-style-type: none"> <li>- Specialised Knowledge</li> <li>- Experience on Similar Programme / Projects</li> <li>- Experience on Projects in the Region</li> </ul> Work for UNDP/ major multilateral/ or bilateral programmes	110					
		240					

Technical Proposal Evaluation Form 2		Points Obtainable	Company / Other Entity				
			A	B	C	D	E
Proposed Work Plan and Approach							
2.1	To what degree does the Offeror understand the task?	50					
2.2	Have the important aspects of the task been addressed in sufficient detail?	50					
2.3	Are the different components of the project adequately weighted relative to one another?	20					

2.4	Is the proposal based on a survey of the project environment and was this data input properly used in the preparation of the proposal?	55					
2.5	Is the conceptual framework adopted appropriate for the task?	65					
2.6	Is the scope of task well defined and does it correspond to the TOR?	120					
2.7	Is the presentation clear and is the sequence of activities and the planning logical, realistic and promise efficient implementation to the project?	140					
		500					

Technical Proposal Evaluation Form 3			Points Obtainable	Company / Other Entity				
				A	B	C	D	E
3.1	Task Manager/Lead Consultant		145					
		Sub-Score						
	General Qualification							
	Suitability for the Project							

	- International Experience	15							
	- Training Experience	15							
	- Professional Experience in the area of specialisation	70							
	- Knowledge of the region	40							
	- Language Qualifications		5						
			145						
3.2	Senior Expert/Sustainable Energy Consultant			115					
			Sub-Score						
	General Qualification								
	Suitability for the Project								
	- International Experience	10							
	- Training Experience	10							
	- Professional Experience in the area of specialisation	70							
	- Knowledge of the region	20							
	- Language Qualifications		5						

		115							

**APPROVAL**



Denise Antonio  
Resident Representative  
Date: 04-Nov-2020