

## TERMS OF REFERENCE

### Long Term Agreement

#### 1. Assignment Information

<b>Assignment Title:</b>	Specialists on Renewable Energy and Energy Efficiency (Open for National or International with residence in Cambodia)
<b>Cluster/Project:</b>	Policy and Innovation Hub
<b>Post Level:</b>	Senior Specialist
<b>Contract Type:</b>	Long Term Agreement (LTA)-up to three LTAs
<b>Duty Station:</b>	Phnom Penh, Cambodia
<b>Contract Duration:</b>	Initial contract is from 20 January 2021 to 19 January 2022 (up to 100 days per year with a possibility of extension up to three years)

#### 2. Project Description

UNDP is the UN's global development network, an organization advocating for change and connecting countries to knowledge, experience and resources to help people build a better life. UNDP Cambodia Country Office works in partnership with the Royal Government of Cambodia (RGC), non-government organizations, civil society organizations, community-based organizations, multilateral aid agencies, bilateral donors and private sector to support the progress towards the Sustainable Development Goals (SDGs). To support the implementation of the UNDP country programme 2019-2023, the Policy and Innovation Hub (PIH) plays an important role within the country office to develop high level policy and technical advisory support to the government. PIH work is guided by three set of strategies (1) research, policy and innovation, (2) communication, and (3) programming. Through the policy, research and innovation, communications, and programming, the PIH is expected to deliver the two main outputs (1) Prosperity, and (2) Planet. Climate change, natural resources, circular economy and energy are the focused areas of the Output 2, i.e. Planet.

UNDP has been supporting the RGC in achieving the targets set under Cambodia Sustainable Development Goals (CSDG). Clean and affordable energy access is one of the priorities of RGC and has three key targets under SDG 7 including universal energy access by 2030. Cambodia's achievements in rural electrification offer a remarkable story from the Asia Pacific. From a 6.6% electrification rate in 2000, the country reached an impressive 97.3% by 2020. Of the 14,168 villages, just 237 villages can't be electrified as planned by 2020 as they are classified as "difficult to reach". At the Climate Ambition Summit 2020, Cambodia announced to have at least 25 percent share of renewable energy in the total energy mix by 2030. It was further announced that the RGC will start work on a policy to become carbon neutral starting 2021. In 2017, Ministry of Mines and Energy (MME) prepared a draft National Energy Efficiency Policy (NEEP) with the goal to reduce energy demand by 20% by 2035 from buildings, industry, and transport sectors. This draft is being finalized by MME and is expected to be approved sometime early 2021.

In order to provide support and ensure effective policy and quality technical services to the government, PIH in UNDP Cambodia is looking to recruit Consultants who could function as Senior Specialist against the following profiles:

- Energy Access
- Renewable Energy, and
- Energy Efficiency

As part of UNDP's support to the RGC in its economic growth, as well as in advancing the clean energy agenda, UNDP is seeking applicants who could apply to one or more profiles listed above. Successful applicants will join the UNDP's roster of experts and be contacted based on arising needs of PIH of UNDP Cambodia including, support drafting of policies and sub-decrees, project identification, programming and implementation.

This solicitation is for Long-Term Agreements (LTA) for one year and renewable up to three years linked to satisfactory performance of the individual consultants. LTA refers to a mutual arrangement whereby the Consultant will provide services as required, over a specific period of time. It specifies the unit price (daily rate), allowing for a framework agreement to be used when the Consultant's services are needed. The Consultant will be contracted under separate ToRs that will be developed for the specific services needed within the scope of the LTA.

### **3. Scope of Work**

Under the direct supervision of the Technical Advisor on Energy, the Senior Specialist will be responsible for providing high quality technical inputs, based on an in-depth understand of the local context and global experiences, related to renewable energy, energy efficiency, and energy access:

1. secure business opportunities for UNDP Cambodia and supporting resource mobilization;
2. support drafting policies and sub-decrees;
3. support implementation of programmes;
4. support knowledge management and documentation of lessons learned.

Key work areas will include:

#### **1. Secure business opportunities for UNDP Cambodia and supporting resource mobilization:**

- a) Analyze developments in the energy sector in Cambodia and in the region as major share of electricity comes in the form of imports from neighboring countries;
- b) Collect data on energy use in various sectors of the economy and generation from various sources, including expected growth scenarios for GDP and various economic & end-use sectors;
- c) Identify and analyze emerging developments and innovations in the energy sector globally (energy storage, grid integration, etc.) and providing recommendations on potential adaptive strategies to RGC and UNDP in clean energy space;
- d) Liaise with local stakeholders to identify opportunities and where UNDP can add value;
- e) Analyze market barrier for clean energy in Cambodia and identify efficient ways to address the barriers including conducting interviews and field visits;
- f) Identify potential partners for implementation, including potential solution providers;
- g) Propose recommendations for course of action with emphasis on activities with highest value added in terms of systemic change and/or quick wins to the context of power shortages and shelving peak power demand;
- h) Support proposal preparation (concept notes and full proposals) for resource mobilization;
- i) Include approaches in project concepts to encourage innovation by local stakeholders, including processes of incubation and scaling up of successful business models;
- j) Identify measures in the energy sector which can reduce GHG emission reductions (including demand and supply side energy efficiency and demand response measures) as well as support grid stability; and

- k) Organize peer reviews particularly to seek validation from local stakeholders as required.

## **2. Support drafting policies and sub-decrees**

- a) Design a conceptual framework, how the policy, sub-decree, ministerial regulation will work and who are the key stakeholders involved in the implementation of such;
- b) Design data collection - interviews, focus group discussions, secondary data from peer reviewed articles including information from relevant institutions, ministries, departments, private sector, development partners and UN agencies relevant to energy policy in Cambodia;
- c) Carry out discussions, meetings, and interview with key stakeholders/individuals particularly MME, Ministry of Economy and Finance (MEF), Ministry of Environment (MOE), Ministry of Industry Science Technology and Innovation (MISTI), Ministry of Land Management, Urban Planning and Construction (MLMUPC), National Council for Sustainable Development (NCSD), Electric Authority of Cambodia (EAC), and present results;
- d) Draft policies, sub-decree (Anukret) and Ministerial Order/Regulations (Prakas) in close coordination with key stakeholders including mechanism for its implementation based on the key stakeholders' recommendations from the validation workshops and submit to concerned department for approval of such documents.

## **3. Support Implementation of programmes:**

- a) Provide high quality technical inputs to trainings and technical assistance to partners on matters related to renewable energy, energy efficiency and energy access;
- b) Conduct review of projects and programmes implementation as required;
- e) Conduct energy audits of buildings and factories and provide recommendations for reducing energy consumption;
- f) Support the implementation of energy solutions in remote rural areas, including business models for micro and mini grids including applications of renewable energy for irrigation.

## **4. Support knowledge management and documentation of lessons learned:**

- a) Document and synthesize key lessons/insights from engaging with various stakeholders throughout lifetime of projects;
- b) Refining strategies and approaches for working with local partners, including approaching for identifying barriers, identifying promising innovations and incubation and acceleration support to businesses;
- c) Prepare substantive findings and analysis in a usable knowledge product format so they can be used in communication presentations (written/social media and other) and publication, including booklets, leaflets, infographics and audiovisual presentations.

The consultant shall ensure confidentiality of all the information received during the assignment.

## **4. Institutional Arrangement**

The consultant will work under direct supervision of the Technical Advisor on Energy and will work in close collaboration with other concerned UNDP staff.

## **5. Duration of the Work**

Person-days for the total assignment is up to 100 days per year. The initial assignment is expected from 20

January 2021 to 19 January 2022 (up to 100 days per year), with possibility of extension up to three years based on the needs and satisfactory performance of the consultant. The proposed professional fee remains valid for up to two years.

## 6. Duty Station

The duty stations for this assignment is Phnom Penh, Cambodia. DSA and all other related actual costs for local travel inside Cambodia will be covered by the project, but this shall be agreed prior to each assignment and before organizing the field missions. The reimbursement of the associated costs will be made through F-10.

Selected individual consultant(s) are required to undertake the BSAFE training at below website (<https://dss.un.org/dssweb/WelcometoUNDSS/tabid/105/Default.aspx?returnurl=%2fdssweb%2f>) prior to travelling

## 7. Minimum Qualifications of the Senior Specialist

<b>Education:</b>	Master's degree, or equivalent, in engineering, energy, resource management, economics, finance, international affairs, or other energy-related field
<b>Experience:</b>	<ul style="list-style-type: none"> <li>-At least 7 years of experience with energy efficiency and/or renewable energy and/or energy access.</li> <li>-Very good understanding of the situation in Cambodia. Prior working experience in Cambodia is a must.</li> <li>-Experience dealing with renewable energy, and/or energy efficiency and/or energy access in developing countries context.</li> <li>-Experience in energy audits, energy policy drafting, business models for deployment of rural energy projects will be an added advantage.</li> <li>-Experience in liaising with stakeholders, in particular private sector parties and government.</li> <li>-Experience with development agencies, such as bilateral agencies, WB and UN.</li> </ul>
<b>Competencies:</b>	<ul style="list-style-type: none"> <li>-Strong analytical skills and exceptional ability in communication and writing</li> <li>-Flexibility and ability to operate in different cultural settings and with a variety of stakeholders; culturally and gender sensitive.</li> <li>-Strong writing and presentation skills.</li> </ul>
<b>Language Requirement:</b>	<ul style="list-style-type: none"> <li>-Fluency in English required.</li> <li>- Understanding and/or fluency in Khmer is an advantage.</li> </ul>

## 8. Criteria for Evaluation of Level of Technical Compliance of Senior Specialist

Technical Evaluation Criteria	Obtainable Score
Master's degree, or equivalent, in engineering, energy, resource management, economics, finance, international affairs, or other energy-related field	20
At least 7 years of experience with energy efficiency and/or energy access and/or renewable energy	20
Experience dealing with renewable energy, and/or energy efficiency and/or energy access in developing countries context.	20
Very good understanding of the situation in Cambodia and the institutional arrangement and legal context of the government. Prior working experience in	20

Technical Evaluation Criteria	Obtainable Score
Cambodia is a must.	
Experience in energy audits, energy policy drafting, business models for deployment of rural energy projects	10
Experience in liaising with stakeholders, in particular private sector and government and have strong writing and presentation skills ( <i>sample of written work to be assessed</i> )	10
<b>Total Obtainable Score:</b>	<b>100</b>

## 9. Payment Milestones

The payment is made based on the actual number of days per each assignment agreed prior to taking place of each assignment. It will be calculated based on the number of actual working days as per assignment (exclude DSA, air-ticket, and other associated costs). The number of days of each assignment is expected to vary. The payment to be made to the contractor of each assignment will be based on the agreed sub-ToR.

The consultant can begin working only after a purchase order (PO) is issued to him/her each time a service is required and following discussion and agreement between the consultant and the Country Office. The consultant takes his/her own responsibility for performing any service which is out of the scope of this ToR.

Full payment amount is paid within 30 days after satisfactorily completion of work and receiving of original CoP. Each payment is subject to acceptance of work, receipt of Certification for Payment, and performance evaluation duly completed (for last payment) and signed by the head of the respective unit requesting the service. If additional work is needed due to the assignment not meeting the requirements, this will be at no cost to UNDP.

Offerors shall quote one rate of daily professional fee. The rate shall be all inclusive and fixed during the contract period. **Noting that offeror is required to be responsible for his/her own insurance or it can be considered including the cost together with professional fee.**

The consultant will be paid on a lump sum basis as per agreed per assignment/ToR.