

Terms of reference



GENERAL INFORMATION

Title: Virtual sensitization workshop on Energy Management and Renewable Energy technologies particularly Solar PVs.

Type of Contract: Institutional Contract

Direct Supervisor: GEF5 Project Manager

Duty Station: Jamaica

Estimated Start Date: February 2021

Duration: 15 non-consecutive working days over a 1-month period

I. BACKGROUND

The Deployment of Renewable Energy and Improvement of Energy Efficiency in the Public Sector project is being implemented from the 1 September 2016 to the 26 March 2021. The project is funded by the Global Environment Facility (GEF) Trust Fund and the Government of Jamaica through the Ministry of Science, Energy and Technology and other partners. The project implementation is being executed by the United Nations Development Programme (UNDP) in Jamaica.

This project seeks to advance a low carbon development path and reduce Jamaica's public sector energy bill through the introduction of renewable energy (RE) and improvement in energy efficiency (EE) in the health sector. The project also seeks to build relevant capacity in the public sector by increasing the knowledge base of its operatives on matters pertinent to RE and EE as well as developing the appropriate technical skills necessary to support investments in the sector. It will strengthen the regulatory framework that governs the development and deployment of RE and EE technologies. The project will support and investigate a potential mechanism involving public-private partnerships (PPPs) that will engender a greater uptake of RE and EE.

It has been recognized that there is limited technical expertise within public institutions tasked to oversee electricity equipment purchases and performance. As such, the project seeks to establish the basis for sustainability by developing a cadre of trained technicians through a series of trainings for key stakeholders who will support the development of a scaled-up RE and EE market. These include financiers, installers, building and facility managers and participants in the EPC pilot programme.

This assignment, however, is focused on developing and upgrading the skills and competences of relevant operatives within the health sector in the area of energy management and solar photo-voltaic system operation and maintenance.

UNDP is looking for an experienced and knowledgeable training organisation to design, develop and deliver a virtual sensitization workshop on Energy Management and Renewable Energy technologies

particularly Solar PVs. The workshop is expected to introduce participants to energy management, as well as, the requirements for the operation, maintenance and monitoring of solar PV systems.

II. *OBJECTIVE*

The objective of the assignment is to facilitate the development of local technical capacities within the health sector in the area of energy management and renewable energy technologies specifically solar PV systems.

III. *SCOPE OF WORK, ACTIVITIES, AND DELIVERABLES*

The institution or firm will be expected perform the following tasks:

1. Develop a one-day workshop training program (to be delivered over 2 half days) on the fundamental concepts of Energy Management and Renewable Energy technologies. The workshop should cover but not be limited to the following topics:
 - a. Fundamental concepts in Energy Management
 - b. Methodologies for creating an energy management plan and committee
 - c. Introduction to energy efficient procurement
 - d. Practical energy conservation measures/opportunities
 - e. Introduction to energy audits
 - f. Understanding electricity bills
 - g. Fundamental concepts in renewable energy technology particularly the operation of solar PV systems.
2. Develop training toolkit to be shared remotely among the participants prior to training sessions containing the following elements: agenda, theoretical learning materials (containing a step-by-step approach to energy management/conservation and renewable energy technologies specifically solar PV operations), multimedia presentations, practical exercises, other multimedia, information and graphics to be used during the training sessions developed. The format and contents of handouts are to be agreed with UNDP. All materials should contain UNDP and donor logos provided by UNDP. Please note that all toolkits and materials developed for the training will become the property of UNDP.
3. Deliver a one-day workshop (to be delivered over 2 half days) workshop to at least 40 persons from the regional health authorities, health facilities and NGOs (up to 4 hours a day) using the widely-used interactive platforms for online training and webinars with good quality of sound and video recording free for participants and approved by UNDP.
4. A detailed training report to include:
 - a. Participant list outlining participant details related to gender, institution and title;
 - b. Summary and analysis of pre-training and post-training evaluation addressing participants' initial knowledge and end-of-training satisfaction with the training content;
 - c. Summary of participants' insights on the training
 - d. Training materials used by facilitators should be submitted to UNDP in a format that can be replicated for future internal training.

e. Certificates of Participation should also be prepared for each participant.

IV. EXPECTED OUTPUTS / DELIVERABLES		
Deliverable	Percentage payment	Review and Approval
Inception Report to include: <ul style="list-style-type: none"> - Methodology and detailed work-plan for delivery of training - Description of data collection methodologies - Assessment tools - Risks & Mitigating Measures 	0%	GEF5 Project Manager
Submission of Training toolkit and other required materials.	25%	GEF5 Project Manager
Delivery of Two (2) half-day training (with at least 40 participants) including pre and post online survey.	50%	GEF5 Project Manager
Submission of the Final report and supporting products/documents as required.	25%	GEF5 Project Manager

V. INSTITUTIONAL ARRANGEMENTS
The selected institution will report to the UNDP-GEF5 Project Manager. The institution after the contract signing and prior to starting work, will be given access to relevant information for execution of the tasks.
VI. DURATION OF THE WORK
The contract is expected to require a commitment of 15 non-consecutive working days over a 1-month period. The expected date of commencement is February 2021.
VII. DUTY STATION
The contractor will be based remotely.

VIII. REQUIREMENTS FOR EXPERIENCE AND QUALIFICATIONS

Team Member 1: Lead Trainer

Academic Qualifications/Required Skills and Experience:

- Master's degree in Electrical/Mechanical Engineering, Energy, Renewable Energy or Technology
- Post graduate certification in Energy Management is an asset
- Minimum five (5) years of professional experience in the field of Energy is required
- Proven experience in the design and delivery of at least three (3) similar training sessions
- Excellent reporting skills (at least one (1) training report should be provided);
- Strong communication skills including presentation and report writing.
- Demonstrated knowledge and ability to use online learning platforms will be an asset.
- Experience working with UN Agencies, similar multilateral agencies, government entities, private sector and/or civil society organizations desirable

Competencies and special skills requirement:

- Demonstrates excellent communication skills in English – orally and in writing to communicate complex, technical information to both technical and general audiences.
- Demonstrates professional approach with strong work ethic
- Excellent time-management skills, ability to meet tight deadlines.
- Ability to produce clear and concise written reports.

Team Member 2: Assistant Trainer

Academic Qualifications/Required Skills and Experience:

- Bachelor's (or higher) degree in Engineering (Mechanical or Electrical), Renewable Energy Systems
- Minimum of 3 years of relevant experience in the field of Energy Management, Renewable Energy Systems
- Strong communication skills including presentation and report writing.
- Proven experience in the delivery and/or support of at least two (2) training sessions (list of trainings with number of participants and the platforms used should be indicated in the CV);
- Demonstrated knowledge and ability to use online learning platforms will be an asset.
- Experience working with UN Agencies, similar multilateral agencies, government entities, private sector and/or civil society organizations desirable

Competencies and special skills requirements:

- Demonstrates excellent communication skills in English – orally and in writing to communicate complex, technical information to both technical and general audiences.
- Demonstrates professional approach with strong work ethic
- Ability to produce clear and concise written reports.

VIIII. SCOPE OF BID PRICE AND SCHEDULE OF PAYMENTS

UNDP will pay the fees specified in the contract.

The Institution will receive payment of fees subject to approval of the deliverables agreed upon in the Terms of Reference and approval of the respective Certificate of Payment by UNDP

K. EVALUATION CRITERIA

Combined Scoring Method, using the 70%-30% distribution for technical and financial proposals, respectively, where the minimum passing score of technical proposal is 70%. See below evaluation matrix

Summary of Technical Proposal Evaluation Forms		Score Weight	Points Obtainable
1.	Expertise of Firm / Organization submitting Proposal	30	210
2.	Proposed Methodology, Approach and Implementation Plan	30	210
3.	Personnel	40	280
Total			700

Expertise of Firm/ Organization submitting Proposal

Technical Proposal Evaluation Form 1		Points obtainable
1.1	Reputation of Organization and Staff / Credibility / Reliability / Industry Standing	30
1.2	General Organizational Capability which is likely to affect implementation <ul style="list-style-type: none"> - Officially registered legal entity – 25 pts. - Financial stability – 15 pts. 	70

	- Age of the firm – 3 years: 15 pts. Each additional year is 5 point, up to maximum 30 pts.	
1.3	Extent to which any work would be subcontracted (subcontracting carries additional risks which may affect project implementation, but properly done it offers a chance to access specialized skills.)	20
1.4	Quality assurance procedures	10
1.5	Relevance: <ul style="list-style-type: none"> - Minimum 3 years of experience in carrying out training sessions in sustainable energy field. 3 years: 20pts. Each additional year 5 pts up to max. 35 pts.; - Previous work for similar development projects/programs/studies of UNDP and/or other major international development actors – 10 pts. Each additional project/programme/study is 5 pts up to max.30 pts. - Sound understanding of the energy development and capacity situation in Jamaica – 15 pts 	80
		210

Proposed Work Plan and Approach

Technical Proposal Evaluation Form 2		Points Obtainable
2.1	To what degree does the Proposer understand the task?	25
2.2	Have the objectives of the assignment explained in Section D of the TOR been addressed in sufficient detail?	15
2.3	Are the different components of the project adequately weighted relative to one another?	10
2.4	Does the proposed methodology clearly explain how each deliverable will be delivered?	15
2.5	Is the conceptual framework adopted appropriate for the task?	35
2.6	Is the scope of task well defined and does it correspond to the TOR?	70
2.7	Is the presentation clear and is the sequence of activities and the planning logical, realistic and promise efficient implementation to the project?	40
		210

Management Structure and Key Personnel

Technical Proposal Evaluation Form 3			Points Obtainable 280
3.1	Task Manager/Team Leader		180
	Master's degree in Electrical/Mechanical Engineering, Energy, Renewable Energy or Technology. MA-20pts; PhD-30pts	30	
	Minimum five (5) years of professional experience in the field of Energy is required	40	
	Proven experience in the design and delivery of at least three (3) similar training sessions. (50 Points awarded for the minimum 3 Trainings, 10 points for each additional training up to a maximum of 80pts)	80	
	Excellent reporting and communication skills	30	
3.2	Trainer		100
	Bachelor's (or higher) degree in Engineering (Mechanical or Electrical), Renewable Energy Systems. Bachelors – 10pts; Higher-20pts	20	
	Minimum of 3 years of relevant experience in the field of Energy Management, Renewable Energy Systems; 20 Points awarded for the minimum 3 years, 2 points for each additional year to a maximum of 30pts	30	
	Proven experience in the delivery and/or support of at least two (2) training sessions (list of trainings with number of participants and the platforms used should be indicated in the CV);	40	
	Strong communication skills including presentation and report writing	10	
Total			700

Approval

Signature
Name


Denise Antonio, Resident Representative

Date

13-Jan-2021