

**UNITED NATIONS DEVELOPMENT PROGRAMME**  
**TERMS OF REFERENCE**



**I. POSITION INFORMATION**

<b>Project:</b>	Energy Efficiency through the Development of Low-carbon RAC Technologies in Trinidad and Tobago
<b>Position Title:</b>	Senior Technical Advisor (UNDP/GEF)
<b>Type of Contract:</b>	International Individual Consultant – Framework Agreement
<b>Post Level:</b>	International Individual Consultant
<b>Direct Supervisor:</b>	Project Manager GEF, UNDP Trinidad
<b>Duty Station:</b>	Port of Spain, Trinidad and Tobago
<b>Application Deadline:</b>	March 17 <sup>th</sup> , 2021
<b>Starting Date:</b>	March, 2021
<b>Duration of Contract:</b>	<b>Maximum of 72 working days over a 36-month period</b>

**II. BACKGROUND**

The GEF Council has approved the full-sized project titled “Energy Efficiency through the Development of Low-carbon RAC Technologies in Trinidad and Tobago” (PIMS #5957) implemented through the United Nations Development Programme Trinidad & Tobago Country Office. UNDP has finalized a PPG project document that was approved and received endorsement by the GEF CEO in March 2020.

The project is aimed at the Refrigeration and AC (RAC) sector and treating the issue of energy efficiency for large scale systems as well as smaller scale units to represent a holistic approach to encouraging a more sustainable energy consumption path through the adoption of energy efficient low-carbon technologies for Refrigeration and Air Conditioning end use. The implementation period of the project is expected to approx. 48 months.

Within this overall background, UNDP is seeking to enter into a Framework Agreement (FA) with an Individual Contractor (IC) to perform the role of Senior Technical Advisor (UNDP / GEF).

A Framework Agreement is a mutual arrangement between UNDP and the individual to provide the required services at prescribed prices and conditions for 36 months. UNDP reserves the right to rescind the agreement during that period should performance of the consultant, not meet the requirements.

Under the Framework Agreement, UNDP does not warrant that any quantity of services shall be purchased during the term of this Agreement. Where a request for services arises, UNDP shall directly contract the consultant based on availability of the individual at short notice and/or based on time zones.

The Senior Technical Advisor (UNDP / GEF) will be responsible for ensuring that the project meets the specific requirements of both the GEF and UNDP, with respect to reporting and other pertinent activities required for its successful implementation and closure.

### **III. KEY FUNCTIONS:**

In close collaboration with the Project Management Unit and the UNDP country officers, the consultant will be responsible for providing technical support to project implementation partners. During the in-country missions, the consultant will be responsible to aid, provide targeted trouble shooting, and reviewing reports as required by the GEF and UNDP.

The consultant will undertake the following duties:

- **Development Impact:**
  - Assisting with the project's main technical aspects including compliance of work plans, deliverables, and indicators.
  - Supporting the UNDP Country Office and the Project Management Unit in supervision, implementation, monitoring, troubleshooting and adaptive management.
- **For Projects under Implementation:**
  - Maintaining a review of project's outputs to ensure that they are delivering project outcomes.
  - Providing technical support of draft annual performance reports (PIR) and where necessary reviewing final draft.
  - Providing technical backstopping, as necessary, to on-going studies in specific projects.
  - Providing technical review and comments of monitoring and evaluation reports.
  - Working with the UNDP Country Office to ensure that log frames and indicators reviews following MTR are practicable for the available budget, and that the project implementation work plan can achieve the project outcomes.
  - Assist with preparation and review of the PIR, MTR, and TE

- Support revisions in project annual reports and work plans.

#### Deliverables:

- Electronic file containing all the electronic information of each phase of the project (recommendations regarding the PIR, MTR, TE, final reports, minutes, work plans, indicators, final evaluations, mission reports, documents and reports approved by the Project Team, etc.)

#### **IV. INFORMATION ON WORKING ARRANGEMENTS:**

- Estimated annual level of effort including travel days: 24 working days
- Payments will be made upon submission of an executive report based on agreeable outputs.
- The consultant will maintain relationships with project partners, if needed, she/he focuses on impact and result for the client and responds positively to feedback.
- Payments would be made based on agreed daily rate and upon approval of deliverable(s) submitted.

#### **V. TRAVEL:**

All related travel expenses will be supported by the project travel fund and will be reimbursed as per UNDP rules and regulations to the consultant. Costs for airfares, terminal expenses, and living allowances should not be included in the financial proposal. Travel will depend on the evolution of the COVID19 Pandemic and will be subject to UNDP and Governments regulations on this matter.

#### **VI. RECRUITMENT QUALIFICATIONS:**

##### Education

The candidate shall have:

- Master's degree or higher in engineering, environmental economics, finance or other closely related field like energy management, energy systems, renewable energy, sustainable transport, civil engineering, climate change, and chemicals and waste management.

##### Experience

The candidate shall have the following capabilities and experience:

- At least 10 years of experience working in developing countries (Latin America and the Caribbean highly desirable) on one or more of the following areas: chemicals and waste management and the related international conventions, climate resilient infrastructure and low carbon transport and mobility; urban transport; energy management, energy-integrated urban development planning and applications; design and implementation of RE-based energy systems both for thermal and power generation and applications; and carbon finance.
- Experience in policy development processes in sustainable energy management, infrastructure development and transport and/or low carbon energy options, climate change mitigation; chemicals and waste management.

- Knowledge of GHG management protocols and mitigation options would be an asset.
- Knowledge and experience preparing and or reviewing GEF Project Implementation Reports (PIR), Mid-term Review (MTR), and Terminal Evaluation (TE) would be an asset
- Experience and/or familiarity with GEF and UNDP or other UN organizations' projects, processes, guidelines, and project implementation is a requirement
- Mastery in the usage of computers and office software packages (MS Word, Excel, as a minimum).

### Competencies

- Plans, prioritizes, coordinates and delivers tasks on time
- Remains impartial and fully confidential at all times;
- Displays cultural and gender sensitivity;
- Remains calm, in control and good humored even under pressure;
- Demonstrates openness to change and adaptability;

### Language Requirements:

Fluent and written communications and presentations skills in English.

## VII. EVALUATION METHOD AND CRITERIA

Individual consultants will be evaluated based on the following methodology:

### Cumulative analysis

The award of the contract will 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

1. **Technical Evaluation (70%):** A Best value for Money approach will be used in the evaluation of the applicants and will lead to a combined score for technical capabilities and the financial offer.

Score of the best qualified candidate \* 0.70

Candidate Score

<b>Evaluation Criteria</b>	<b>Max Points</b>
<p>Master's degree or higher in engineering, environmental economics, finance or other closely related field like energy management, energy systems, renewable energy, sustainable transport, civil engineering, climate change, and chemicals and waste management. – 15 points</p> <p>Bachelors degree in engineering, environmental economics, finance or other closely related field like energy management, energy systems, renewable energy, sustainable transport, civil engineering, climate change, and chemicals and waste management. – 8 points</p>	15
<p>Working experience of at least 10 years working in developing countries on one or more of the following areas: chemicals and waste management and the related international conventions, climate resilient infrastructure and low carbon transport and mobility; urban transport; energy management, energy-integrated urban development planning and applications; design and implementation of RE-based energy systems both for thermal and power generation and applications; and carbon finance.</p> <p>10 to 12 years of the required experience - 7 points More than 12 years - 10 points</p>	10
<p>Working experience of at least 5 years in policy development processes in sustainable energy management, infrastructure development and transport and/or low carbon energy options, climate change mitigation; chemicals and waste management.</p> <p>5 to 7 years of the required experience – 7 points More than 7 years - 10 points</p>	10
Knowledge of GHG management protocols and mitigation options	5
Knowledge and experience preparing and or reviewing GEF Project Implementation Reports (PIR), Mid-term Review (MTR), and Terminal Evaluation (TE);	30
Experience and/or familiarity with GEF and UNDP or other UN organizations' projects, processes, guidelines, and project implementation is a requirement;	25
Fluency in English	5
<b>Maximum Score</b>	<b>100</b>

*Only candidates obtaining a minimum of 70 points (70% of the total technical points) would be considered for the Financial Evaluation.*

2. **Economic Proposal\_(30%):** The short-listed candidates, based on their technical capabilities, will receive the standard format that they must fill out to submit their financial offer.

Less Expensive Quotation \* 0.30  
Candidate Quotation

3. **Final Score:** The final score of the candidate will be calculated by the sum of the score under the Educational and Professional Background and the Economic Proposal  
Final Score = (Technical Capabilities) + (Economic Proposal)

## **VIII. PRICE PROPOSAL**

Consultant shall quote an daily rate based on the requirements of the Terms of Reference for the contract period. All costs (professional fees, communications, consumables, etc.) that could be incurred by the consultant in completing the assignment should be included in this daily rate.

Payments shall be done upon verification of completion of deliverables and approval by the Project Manager / Assigned UNDP representative within 10 business days from the submission of required report.

## **IX. DOCUMENTATION REQUIRED**

Interested individual consultants must submit the following documents/information to demonstrate their qualifications. Please group them into one (1) single PDF document as the application only allows to upload maximum one document:

- Proposal (in English): Brief description of why you consider yourself as the most suitable for the work, and a methodology, if applicable, on how you will approach and conduct the work
- Letter of Confirmation of Interest and Availability and financial proposal using the template provided in Annex 2.
- Personal CV or P11, indicating all past experience from similar projects, as well as the contact details (email and telephone number) of the Candidate and at least three (3) professional reference
- Beneficiary: Personal information as name, address, ID, phone number of a beneficiary in case of death during the consultancy. Documents to certify this info will be required in case you were selected for the consultancy. Please refer to Annex 5.

Incomplete proposals may not be considered. The short-listed candidates will be contacted and only the successful candidate will be notified.