

<p><b>TERMS OF REFERENCE FOR A <u>NATIONAL CONSULTANT TO DEVELOP A REGULATORY FRAMEWORK AND POLICY USING INFORMATION ACQUIRED FROM THE RENEWABLE ENERGY RESOURCES ASSESSMENT</u></b></p>
<p><b>TITLE OF CONSULTANCY:</b> NATIONAL CONSULTANT TO DEVELOP A RENEWABLE ENERGY POLICY AND SET UP OF RELATED REGULATORY FRAMEWORKS</p>
<p><b>A. Project Title</b></p> <p>Improving the Performance and Reliability of RE Power Systems in Samoa (IMPRESS)</p>
<p><b>B. Project Description and Background:</b></p> <p>The key objective of the Project is the improved sustainable and cost-effective utilization of indigenous renewable energy resources for energy production in Samoa. This will be realized through the development of RE and DSM/EE policies and regulatory frameworks, adoption of RE- based technologies in electricity generation and financing RE, and DSM/EE investments in Samoa. The project comprises the five (5) components:</p> <ul style="list-style-type: none"> <li>Component 1: Enhancement of Renewable Energy Policy Formulation and Implementation;</li> <li>Component 2: RE-based Energy System Improvements;</li> <li>Component 3: Financing of Initiatives for Electricity Saving, Productive and Social Uses of RE Electricity, and Electricity System Performance Improvement;</li> <li>Component 4: Productive &amp; Social Uses of RE;</li> <li>Component 5: Enhancement of Awareness on the Applications and Benefits of RE/EE.</li> </ul> <p>Starting from February 2019, the project has become operational and continues its implementation in several programs such as the development of the Biomass Gasification Plant at Afolau on STEC land.</p> <p>In accordance, with the ProDoc, the PCU has tendered for a consultant to review current RE regulatory frameworks and developed a Renewable Energy Policy for Samoa. This program and activities are financed under Components 1 &amp; 3 of the project.</p>
<p><b>C. Scope of Work:</b></p> <p>The Consultant is expected to develop a Renewable Energy Policy using information reported in the current RE and EE Policy Framework and current studies on RE. The policy will act as a guide to all nationals towards sustainable uses of resources for Renewable Energy Developments. A Renewable</p>

Energy Development will vary according to resource type, resource availability, geographical location and etc. With the policy in place, nationals will have a proper approach towards being potential investors of Renewable Energy in alliance to the National Determined Contributions of *'100% electricity generated from Renewable Energy by 2025.'*

This Terms of Reference will guide the Consultant in using the results of the Renewable Energy Resources Assessment that is conducted under the project in structuring and formulating a recommended appropriate Renewable Energy Policy. In order to complete these tasks, the Technical Advisor is to:

- i. Conduct desktop review of existing policies that relates to use of available feasible Renewable Energy Resources in Samoa and other SIDS.
- ii. Identify policy types and levels of its application of policy within other SIDS.
- iii. Draft recommended appropriate policies according to the following:
  - Separate policies for RE-based energy generation both for Power and Non Power applications.
  - Identify procedures for RE-based energy generation project investors to follow according to the RE resources available.
  - Identify responsibilities for investors and energy stakeholders in accordance with the resources available (reference to *'Guideline for Investors'*)
- iv. Identify existing financial support schemes available (e.g., socio-economic development) of the government and/or the private sector.
- v. Develop guidelines for construction processes i.e. policies, rules and regulations, standards that will be required in the installation of RE-based energy systems of RETs.
- vi. Develop an overarching plan for monitoring and maintenance process that will be required for RE-based energy systems.
- vii. Conduct various consultations with stakeholders for necessary information gathering, noting opinions and suggestions from the government and public, and feedback on the proposed RE policies.

**3.1 Phase 1 – Collection and Compilation of current available energy data and information from relevant sources and stakeholders for development of an “Assessment Reports on existing related and relevant RE policies.”**

This phase requires the Consultant (s) to gather the needed data and information to support the development of the Renewable Energy Policy as stated in Components 1 of the Project Document. The formulation of the relevant policies will focus on ensuring that potential investors for Renewable Energy Technologies are well guided into compliance to various standards already being set up by other leading agencies in the Energy Sector.

In this phase, the consultant is required to liaise closely with stakeholders of the Energy Sector and relevant agencies, involving relevant Ministries, agencies, and institutions with interests in and working on RE and EE, reduction in GHG emissions, Climate Change, but not limited to the:

- Ministry of Natural Resources and Environment (all relevant Divisions such as RED, PUMA, Forestry, Climate Change & GEF, Meteorology, DEC, and others)
- Scientific Research Organisation of Samoa
- Samoa Trust Estate Corporation
- Electric Power Corporation

- Ministry of Finance – Energy Sector Coordination Unit
- Ministry of Agriculture and Fisheries
- Office of the Regulator (OOTR)
- Ministry of Women Community and Social Development
- Small Business Hub
- Women in Business Development (WIBDI)
- Independent Power Producers (IPP)
- Youth with a Mission
- National University of Samoa
- University of South Pacific
- Ministry of Commerce, Labour and Trade

Conduct desktop review of existing policies that relates to use of Renewable Energy Resources

- If necessary, conduct workshop with relevant stakeholders
- Conduct desktop review in identifying all related policies and regulations such as, Energy Management Act 2020, Electricity Act 2010, Energy Efficiency Regulations 2018, Waste Management Act 2010 and etc.

### **3.2 Phase 2 – Analysis of Energy data and information collected; drafting of Policy concept; and development of strategy and plans.**

The Consultant (s) is to formulate sound Renewable Energy Policy using gathered and processed information

- i. Identify policy types and mode of its application to policy users.
- ii. Draft policy according to the following:
  - Separate policies on RE-based energy generation for Power and Non Power applications.
    - Power Applications
      - Compliance with rules and regulations, and alignment with the energy objectives of the EPC and MNRE
    - Non Power Applications
      - Compliance with rules and regulations, and alignment with the energy objectives of the MNRE
  - Develop guidance and procedures for investors to follow according to the RE resource available.
    - Ensure compliance to standards for;
      - Design compliance, Facility, Social Welfare support, Community buy-in and involvement
  - Identify and specify roles and responsibilities for investors and energy stakeholders in accordance with the resources available (reference to 'Guideline for Investors')
  - Identify existing financial support policies to build on, or in synergy with existing financing schemes.

### **3.3 Phase 3 – Presentation of Findings & Strategy to PCU, TWG1 members and Technical Advisory Group Committee.**

- i. The Consultant (s) is to submit his/her findings “**Assessment Report**” to the Project Management and the Technical Working Group (TWG1) for comments. This report will include the collection of data aligned to existing policies and regulations by relevant stakeholders.

- ii. The consultant (s) is to submit draft report on the policy research, analysis, and recommendations to Project and TWG1 for internal comments.
- iii. The Consultant (s), after thorough analysis, is to integrate inputs from TWG1 made onto draft report by the Project/Technical Working Group/Energy Sector Stakeholders.

#### **3.4 Phase 4 – Conduct Consultations**

- i. The Consultant (s) conducts stakeholder consultations with relevant companies, agencies, and individuals.
  - a. Invite all IPPs and interested parties (open invitation)
  - b. Separate consultations for Savai'i and Upolu
- ii. The Consultant (s), after thorough analysis, finalizes the RE Policy Report by integrating relevant inputs from the consultations

#### **3.5 Phase 5 – Presentation of Final Report to TWG1 and Energy Stakeholders**

The consultant (s) and the Project must present the RE Policy Report in TWG 1 and TAG meeting before submission to NECC for endorsement.

**D. Expected Outcomes and Deliverables:**

The consultant is expected to provide a report on all elements outlined under the “Scope of Work” stated above:

Deliverables	Due date
<b>Upon approval by UNDP and the GoS of the following;</b>  Phase 1 – Collection of current available energy data and information	June 2021
<b>Upon approval by UNDP and the GoS of the following;</b>  Phase 2 – Analysis of Energy Data and information collected; drafting of Policy concept and; development of strategy and plans.	30 June 2021
<b>Upon approval by UNDP and the GoS of the following;</b>  Phase 3 – Presentation of findings & proposed Policy to PCU and TWG1  Phase 4 – Consultations with Stakeholders (*Savai'i and Upolu)	30 July 2021
<b>Upon approval by UNDP and the GoS of the following;</b>  Phase 5 – Present Final Report to TWG1 and Energy Stakeholders	13 August 2021

\* Timeline is tentative and may be adjusted depending on discussion with UNDP.

\* 5 days for Savaii consultations only.

**E. Institutional Arrangement:**

The consultant is accountable to the Ministry of Natural Resources and Environment. He/she will be working in close coordination with the relevant stakeholders of the Energy Sector, Environment Sector, and other relevant partners such as UNDP; under the direct supervision of the Project Coordination Unit of IMPRESS within the Renewable Energy Division of the Ministry of Natural Resources and Environment.

**F. Duration of the Work:**

The total length of the service is to be implemented over a period of 4 months starting from July 2021. Full completion of the service is expected in August/September 2021. The deliverables will be considered acceptable after clearance and acceptance by the IMPRESS TAG Group Committee.

**G. Duty Station:**

The consultant will be based in the Ministry of Natural Resources and Environment under the Renewable Energy Division.

**H. Qualifications of the Successful Contractor:**

The consultant should possess the following minimum qualifications;

- At least a Bachelor's degree or higher in areas of Energy Policy Development, Engineering focusing on Energy systems and energy technologies and other related fields.
- At least 6 years of relevant work experience in areas such as renewable energy, energy efficiency, energy economics, and climate change mitigation;
- Experience in of applied research on the alternative energy technologies (power and non-power applications), economics of alternative energy systems, and energy policy formulation for supporting energy system and infrastructure development;
- Excellent oral and written communication skills in English is mandatory;
- Must be culturally sensitive, friendly, and effective communication skills that is conducive to effective presentations and networking, and building trust required to complete tasks;
- Must be proactive in updating work progress and raising challenges and proposing practical solutions when delays and /or change of plans occur.
- Able to build strong relationships with stakeholders, focuses on impact and result for the stakeholders and responds positively to feedback; consensus-oriented;
- Highly developed inter-personal, negotiation and teamwork skills, ability to work in a multicultural environment.
- Experience in working with local entrepreneurs and community groups, NGOs, and other government sectors, using relevant mechanisms to develop a common visions among stakeholders.
- Experience in developing business and financial tools on climate change adaptation and mitigation in particular in energy sector is highly advantageous
- Experience of working in other Pacific Islands is desirable.
- Excellent computer skills and ability to use information technology as a tool and resources.
- At least 5 years of experience in the development of Training programs and Academic Courses.

## **Competencies:**

### **Corporate Competencies:**

- Demonstrates commitment to the Government of Samoa mission, vision, and values.
- Displays cultural, gender, religion, race, nationality and age sensitivity and adaptability

### **Functional Competencies:**

#### *Knowledge Management and Learning*

- Shares knowledge and experience
- Actively works towards continuing personal learning, acts on learning plan and applies newly acquired skills

#### *Development and Operational Effectiveness*

- Ability to perform/advise on (as appropriate) a variety of specialized tasks related to administrative support, including project data management support, reporting, and logistics for project implementation.

#### *Leadership and Self-Management*

- Focuses on result for the client and responds positively to feedback
- Consistently approaches work with energy and a positive, constructive attitude
- Remains calm, in control and good humored even under pressure
- Demonstrates openness to change and ability to manage complexities
- Good inter-personal and teamwork skills, networking aptitude, ability to work in multi-cultural environment

## **I. Scope of Price Proposal and Schedule of Payment**

The consultant shall receive his/her payments in 4 installments from UNDP as follows in lump sum;

<b>Deliverables</b>	<b>Percentage of total Price</b>	<b>Due date</b>
<b>Upon approval by UNDP and the GoS of the following;</b>  Phase 1 – Collection of current available energy data and information	20%	June 2021  (Exact deadline to be confirmed)
<b>Upon approval by UNDP and the GoS of the following;</b>  Phase 2 – Analysis of Energy Data and information collected; drafting of Policy concept and; development of strategy and plans.	20%	30 June 2021
<b>Upon approval by UNDP and the GoS of the following;</b>  Phase 3 – Presentation of findings & proposed Policy to PCU and TWG1  Phase 4 – Consultations with Stakeholders on Upolu only. (Data for Savaii exists already.)	30%	30 July 2021
<b>Upon approval by UNDP and the GoS of the following;</b>  Phase 5 – Present Final Report to TWG1 and Energy Stakeholders	30%	13 August 2021

All envisaged costs must be included in the financial proposal for all the deliverables.

In the case of unforeseeable travel, payment of travel costs including tickets, lodging and terminal expenses should be agreed upon beforehand, between the respective business unit and the Consultant, prior to travel and will be reimbursed based on provision of supporting documentation (receipts, etc).

**The National Consultant is expected to state in the financial proposal, a daily working fee only in local currency when costs are broken down using the template for submission of the financial proposal attached as Annex III.**



**J. Recommended Presentation of Proposal:**

Interested individual Consultants must submit ALL the following documents/information to demonstrate their qualifications in **one single PDF document**:

- Technical Proposal [methodology and workplan]
- Duly accomplished confirmation of Interest using the template provided by UNDP (Annex I)
- Personal CV or P11 (Annex II)
- Financial Proposal (Annex III)

**Incomplete applications will not be considered, they will be disqualified automatically.**

**Proposals should be submitted to the following link below on the UNDP Jobs Site.**

[https://jobs.undp.org/cj\\_view\\_job.cfm?cur\\_job\\_id=99553](https://jobs.undp.org/cj_view_job.cfm?cur_job_id=99553)

Queries about the position can be directed to [procurement.ws@undp.org](mailto:procurement.ws@undp.org)

**Due Date for submission of proposals is 11 June 2021.**

#### **K. Criteria for Award**

**Evaluation criteria: 70% Technical, 30% financial combined weight:**

Technical Evaluation Criteria (based on the information provided in the CV and the relevant documents must be submitted as evidence to support possession of below required criteria:

<b>Criteria</b>	<b>Points</b>
At least a Bachelor's degree or higher in areas of Engineering focusing on Energy systems and energy technologies and other related fields. (Required)	15 points
At least 6 years of relevant work experience in areas such as renewable energy, energy efficiency, energy economics and climate change mitigation, particularly in energy sector.	25 points
Proven records of experience in applied research on alternative energy technologies (power and non-power applications), economics of alternative energy systems, climate change impacts, and energy policy formulation for supporting energy system and infrastructure development	20 points
Experience in working with local entrepreneurs and community groups, NGOs, and other government sectors, using relevant mechanisms to develop a common visions among stakeholders.	15 points
Proven records in working in culturally diverse environment, working with a team of professionals with diverse cultural and technical background in finance, environment, climate change and other related areas.	10 points
Experience of working in other Pacific Islands is desirable	5 points
Excellent computer skills and ability to use information technology as a tool and resources.	5 points
Presentation and language skills	5 points

#### **L. Annexes to this TOR**

Annex I – Template Letter of Availability form

Annex II – Template P11 form

Annex III – Template for submission of Financial

Annex IV – UNDP General Terms and Conditions

**M. Approval of TOR**

**This TOR is approved by:**

**Anne Trevor** \_\_\_\_\_

**Officer-in-charge, Environment and Climate Change Unit**