TERMS OF REFERENCE

Individual Consultant

Project:	Global Climate Change Alliance Plus (GCCA+) "Support to the Implementation of Trinidad and Tobago's Nationally Determined Contribution" – Technical Assistance to the Ministry of Energy and Energy Industries, Trinidad and Tobago
Consultancy:	Conduct Technical Assessments, Capacity Building, and Develop a Draft Renewable Energy Policy for Trinidad and Tobago
Duty Station:	Port of Spain, Trinidad and Tobago
Duration of Project:	Twelve (12) months
Type of Contract:	Individual Contract

1. BACKGROUND

The United Nations Development Programme (UNDP), the Government of the Republic of Trinidad and Tobago (GoRTT) and the European Union (EU) Delegation to Trinidad and Tobago are partnering under the Global Climate Change Alliance Plus (GCCA+) Initiative to implement a project entitled "Support to the Implementation of Trinidad and Tobago's Nationally Determined Contribution (NDC)". The overall objective of this GCCA+ Project is to support Trinidad and Tobago in achieving its commitments under the United Nations Framework Convention on Climate Change (UNFCCC) and its Paris Agreement as outlined in its NDC target.[1] Specifically, the project aims to (1) strengthen the country's capacity to produce and maintain electric energy through solar systems, (2) develop operational systems for the effective implementation of the new renewable energy (RE)/energy efficiency (EE)-conducive policy, legislative and regulatory framework, and (3) raise public awareness on EE, appropriate pricing of energy and on the benefits of using RE.

[1] Trinidad and Tobago has committed to (1) an overall reduction in cumulative greenhouse (GHG) emissions from its three main emitting sectors (power generation, transport and industry) by 15% by 2030 from business as usual (BAU), equivalent to 103 MtCO2e, conditional on international financing; (2) unconditional reduction in public transportation emissions by 30% or 1.7 MtCO2e compared to 2013 levels by December 31, 2030.

These actions and their desired outcomes will be achieved through the following key project outputs:

- **Output 1:** Installation of solar energy systems in public utilities and remote communities with the increased capacity to maintain solar power systems.
- **Output 2:** Support to the implementation of the new RE/EE-conducive policy and legislative framework.
- **Output 3:** Public awareness raising on EE, correct pricing and RE.
- **Output 4:** Donor communications and visibility.

2. REQUEST FOR CONSULTANCY

The GoRTT is working towards greater energy efficiency and an optimized energy mix that includes a larger share of renewables, which is evidenced in key policy instruments including the National Development Strategy (VISION 2030), national targets of 10% RE supply by 2021 and 30% of electricity demand from RE by 2030, National Climate Change Policy (NCCP) and Nationally Determined Contribution (NDC). While economic trends and greenhouse gas (GHG) emissions reduction targets are driving the shift from a heavily fossil fuel-based economy towards a low carbon economy, the following challenges must be overcome in order to meet the goals outlined in these policies with respect to RE/EE: low and subsidised electricity rates, lack of implementation of conducive policies and legislative framework, limited technical expertise for solar energy generation and maintenance, and a lack of awareness of appropriate energy pricing and advantages of RE/EE.

In light of the GoRTT's ongoing work of adjusting the current policies and legislation to make them more conducive to power generation by RE and to encourage energy efficiency (EE), technical assistance will be provided to the Ministry of Energy and Energy Industries (MEEI) to address barriers and challenges with the enabling environment. **As part of the GCCA+ Project, this consultancy seeks to 'Conduct Technical Assessments, Capacity Building, and Develop a Draft Renewable Energy Policy for Trinidad and Tobago'.** On behalf of the GoRTT, the UNDP is seeking a suitable professional to work with the MEEI and the GCCA+ Project Team to carry out this activity under Output 2 of the Project.

3. EXPECTED RESULTS

The selected Consultant, with guidance from the GCCA+ Project Team and MEEI personnel, will be responsible for providing technical backstopping towards the development of the Draft RE Policy. Stakeholder involvement is critical to this process and consultations will be held throughout the consultancy with representatives from relevant Ministry divisions and other related entities.

Specifically, the Consultant will have the following principal responsibilities and deliverables, as well as other related tasks that the Project Team may identify as necessary to the success of the Project in

attaining its objectives:

I. Inception Report with a Detailed Methodology and Work Plan

i. Develop consultancy schedule, approach, strategies, required stakeholder consultations and other related activities.

II. Develop a Baseline for RE and EE Implementation

i. Conduct a desktop review and describe the RE resource potential for Trinidad and Tobago and comment on the applicability and challenges associated with different RE technologies.

ii. Determine the baseline for RE and EE Implementation through the identification and review of Trinidad and Tobago's policy and legislative instruments related to RE and EE and initiatives (both public and private) related to RE and EE deployment.

iii. Conduct a gap analysis to assess the implementation of the policy and legislative instruments and initiatives and provide recommendations on how to address them, inclusive of the skills required for the deployment of RE technologies.

iv. Compile the results of the baseline and technical assessment into a knowledge paper.

III. Determine Options, Issues, and Recommendations Related to the Establishment of an Incentive Programme for RE Deployment and EE

i. Identify and review the existing incentives that promote RE and EE in Trinidad and Tobago including import duty exemptions, tax credits, wear and tear allowances, etc.

ii. Determine an appropriate methodology and evaluate the degree to which the current incentives are effective[2] at encouraging the installation and deployment of RE systems and EE practices.

iii. Based on the assessment of effectiveness, identify the issues and barriers associated with the implementation and uptake of the current incentives for RE deployment and EE and propose options for addressing them.

iv. Research best practices and guiding principles that should be considered for successful incentive programmes and recommend a cohesive incentive programme for promoting the deployment of RE and EE in Trinidad and Tobago.

v. Compile the results of assessing the existing incentives and recommended incentive

[2] Effectiveness can be measured based on the number of RE businesses established as a result of an incentive, capacity installed, amount of energy produced from projects that benefited from the incentive, reduction in the cost of technologies over time, etc.

programme into a knowledge paper.

IV. Develop a Public-Private Partnership Model for Funding RE and EE Projects

i. Research best practices for instituting public-private partnerships (PPP) for RE/EE projects.

ii. Recommend a PPP model that would increase and sustain RE deployment. Include profit sharing models for local communities and suggest financing instruments that would support affordability of RE technologies for low-income households.

iii. Compile findings and proposed PPP model into a knowledge paper.

V. Develop a Draft Renewable Energy Policy for Trinidad and Tobago

With technical support and relevant guidance from representatives of the MEEI and the Project Manager, develop a draft Renewable Energy Policy for Trinidad and Tobago that identifies strategies and recommends approaches to introducing RE and promoting EE. This deliverable should include, but is not limited to the following:

i. A description of the context, vision, objectives, and guiding principles that apply to the policy, along with identified targets for the deployment of RE and EE initiatives. The identified targets should cover short, medium, and long term. The targets should be inclusive and cross-sectorial. The sectors which the targets should include are electricity, industrial heating, domestic and commercial cooling, and transportation. The targets should be clear, measurable and align with regional RE policies where relevant.

ii. Strategies for implementing the policy such as establishing capacity building and awareness raising programmes; enhancing the enabling environment through an incentive programme and amendments to the legislative and regulatory environment; promoting energy efficiency and conservation initiatives; proposing an institutional framework outlining critical roles and responsibilities; and identification of suitable RE technologies.

iii. Identified monitoring and evaluation framework, criteria, and indicators to determine if the RE/EE strategies are effective at achieving the vision and objectives, which can be measured against the baseline study above.

VI. Develop Action Plans to Support the Implementation of Strategies Identified in the Draft National RE Policy

In order to support the implementation of the Draft National RE Policy, develop one Action Plan for each of the identified strategies. These Action Plans should:

i. Align with the strategies and be formulated for long term scenarios that provide a clear pathway towards achieving the targets identified in Part V(i).

ii. Identify barriers and offer recommendations to overcome them and linked to existing and

planned national and regional policies.

iii. Include all levels of governance (regional, national, and local government) and ensure that RE and EE policies in the sectors identified in Part V(i) are well-aligned.

VII. Conduct Capacity Building for Public Sector Policymakers on the Impact of the RE Policy

i. Conduct two (2) training sessions with relevant stakeholders such as the MEEI, Ministry of Planning and Development (MPD), Ministry of Public Utilities (MPU), Regulated Industries Commission (RIC), Trinidad and Tobago Electricity Commission (T&TEC) on the impact of the RE Policy on their respective policies.

ii. This capacity building exercise should include a pre- and post-assessment of the stakeholders' capacity as well as supporting training materials such as reports and presentations.

iii. Prepare a Capacity Building Report on the training conducted that includes a description of the training objectives, results of stakeholder assessments, training programme and materials, and list of participants.

4. KEY DELIVERABLES

Activity		Deliverables
I	Inception Report with a Detailed Methodology and Work Plan	Inception Report
II	Develop a Baseline for RE and EE Implementation	Knowledge Paper on Baseline and Recommendations for RE and EE Implementation (legislation and incentives)
III	Determine Options and Issues Related to the Establishment of an Incentive Programme for RE Deployment and EE	Knowledge Paper on Assessment and Recommendation for an Incentive Programme for RE Deployment and EE
IV	Develop of a Public-Private Partnership Model for Funding RE and EE Projects	Knowledge Paper on PPP Model for Funding RE/EE Projects
V	Develop a Draft Renewable Energy Policy for Trinidad and Tobago	Draft Renewable Energy Policy for Trinidad and Tobago
VI	Develop Action Plans to Support the Implementation of Strategies Identified in the Draft National RE Policy	Action Plans to Support the Implementation of Strategies Identified in the Draft National RE Policy (one per strategy)
VII	Conduct Capacity Building for Public Sector Policymakers on the Impact of the RE Policy	Capacity Building Report

5. QUALIFICATIONS AND EXPERIENCE

The Consultant should be highly motivated and capable of working independently. The ability to work with a wide variety of stakeholders from governments, agencies, private companies, NGOs, and research institutions is essential. In addition, he/she should possess the following qualifications and experience:

I. Education:

A minimum of a Master's level qualification in Engineering, Energy, Sustainable / Renewable Energy, Economics, Law, Environmental Studies, or any other related field. A combination of qualifications relevant to the assignment will be considered.

II. Competencies:

- Strong analytical, writing and communication skills.
- Ability to prepare technical publications, reports, and presentations.
- Ability to work with a multidisciplinary and multicultural team.
- Strong motivation and ability to work and deliver under short deadlines.
- Focus on impacts and results for the client and has the ability to respond positively to critical feedback.
- Ability to work independently.
- Familiarity with government processes is strongly desired.

III. Experience:

- At least 5 to 7 years of experience in renewable energy or energy policy development.
- Technical knowledge of international best practice for energy incentive programmes, including public-private-partnerships.
- Experience with small island power systems, legislation, and policies that revolve around renewable energy is desirable.
- Experience in training on renewable energy policy concepts.
- Experience in dealing with international and national experts and institutions.
- Sound understanding of key software packages (MS Office).
- Excellent oral and written communication skills in English.

6. REPORTING REQUIREMENTS

The Consultant will report directly to the GCCA+ Project Manager. In addition, he/she is expected to meet as necessary with the Project Team and Personnel of the Ministry of Energy and Energy Industries (MEEI), and relevant stakeholders. The Consultant should be prepared to conduct the majority of

meetings, consultations, and training sessions remotely due to COVID-19 restrictions. At the end of the contracted time period, the Consultant shall submit all project outputs to the Project Team, which will be assessed for validity and completeness of required information and should be in the desired format identified by the client. Once approved, all outputs become the property of the client to utilise and disseminate as deemed necessary.

7. PROPOSAL SUBMISSION REQUIREMENTS

Interested individual consultants must submit the following documents/information to demonstrate their suitability for the assignment:

I. Technical Proposal:

The consultant should explain why they are the most suitable for the work, and demonstrate an understanding of renewable energy policy issues internationally, and in the context of Trinidad and Tobago and Small Island Developing States:

i. Provide a methodology on how they will approach and conduct the work;
ii. Provide a suitable timeline proposed for undertaking the assignment;
iii. Personal CV including experience in similar projects and at least three (3) referees with their contacts.

II. Financial Proposal:

The financial proposal shall specify a total lump sum amount, and payment terms around specific and measurable (qualitative and quantitative) deliverables. Payments are based upon deliverables, (i.e., upon delivery of the services specified in the TOR).

In order to assist the requesting unit in the comparison of financial proposals, the financial proposal will include a breakdown of this lump sum amount (including professional fees, travel, per diems, accommodation, and number of anticipated working days). Costs associated with hosting the training sessions (venue, catering and other logistics) will be covered by the GCCA+ Project and do not need to be included in the financial proposal.

III. Travel:

For this assignment, should the consultant be based outside Trinidad and Tobago, the majority of the work will be performed remotely. Most of the communication will be done via email and/or video conferencing. The consultant will only be required to travel to the duty station for field data collection, training of stakeholders, and presentation of final reports. All envisaged travel will comply with COVID-19 restrictions and all travel costs should be itemized in the financial proposal.

8. EVALUATION

Only candidates who have obtained at least 70% in the technical evaluation process will be considered for financial proposal evaluation.

Method: Highest total score of weighted technical (proposed work plan and interview) and financial criteria. The price proposals of all consultants, who have attained a minimum 70% score in the technical evaluation (proposed work plan and interviewed), will be considered. UNDP will award contract to the individual that receives the highest score out of a predetermined weighted technical and financial criterion as follows: 70% Technical criteria, 30% Financial criteria. The technical criteria are described in the following table:

	Shortlisting Criteria	**Max. Obtainable Points**
1	Qualifications (academic & technical, minimum Masters)	10
2	Relevant Professional/Work Experience – - Demonstrated relevant work experience with RE policy development - Demonstrated work experience in Small Island Development States	 30 10
3	Methodology/Approach – - Clear methodology of how the assignment will be undertaken with reasonable timelines. - Approach to conducting training/capacity building	 30 10
4	Presentation & Packaging – Good writing, interpretation, and communication skills	10
	Total Maximum Obtainable Points	**100**

Once candidates have been shortlisted, i.e., they have attained a technical score of at least 70% on their technical proposal (proposed work plan), only then, would they be interviewed for the position.

At the interview stage, candidates must attain a score of 70% for their financial proposals to be evaluated.

The final evaluation process is based on a 70:30 weighting, with 30 points being allocated to the financial component.

The following formula (cumulative analysis) is used to determine the financial scoring: $p = y (\mu/z)$, Where:
p = points for the financial proposal being evaluated

y = maximum number of points for the financial proposal
μ = price of the lowest priced proposal

z = price of the proposal being evaluated

9. TERMS OF PAYMENT

10% upon acceptance and approval of the **Inception Report with Methodology and Work Plan.**

10% upon acceptance and approval of the **Knowledge Paper on Baseline and Recommendations for RE and EE Implementation (legislation and incentives).**

10% upon acceptance and approval of the **Knowledge Paper on Assessment and Recommendation for an Incentive Programme for RE Deployment and EE.**

10% upon acceptance and approval of the **Knowledge Paper on PPP Model for Funding RE/EE Projects.**

20% upon acceptance and approval of the **Draft Renewable Energy Policy for Trinidad and Tobago.**

20% upon acceptance and approval of the **Action Plans to Support the Implementation of Strategies Identified in the Draft National RE Policy (one per strategy).**

20% upon acceptance and approval of the **Capacity Building Report.**

10. ADDITIONAL REQUIREMENTS FOR THE RECOMMENDED CONTRACTOR

The recommended Individual contractor below age 65 is required to submit a statement of good health and a copy of his/her medical insurance prior to commencement of services in any offices or premises of UNDP, or before engaging in any travel required by UNDP or connected with the performance of the contract. Medical examination is not required.

The recommended Individual contractor aged 65 and older is required to submit a statement of good health signed by a recognized physician and a copy of his/her medical insurance prior to commencement of services in any offices or premises of UNDP, or before engaging in any travel required by UNDP, or connected with the performance of the contract. The medical examination shall be paid by the consultant.