

## TERMS OF REFERENCE

### A. Project – Improving the Performance and Reliability of RE Power Systems in Samoa (IMPRESS)

<b>Job title:</b>	Chief Technical Advisor (CTA)
<b>Contract type:</b>	National IC
<b>Duty Station:</b>	Samoa
<b>Period of contract:</b>	60 working days over a duration of 6 months (February 2022 – August 2022)
<b>Contracting Authority:</b>	United Nations Development Programme

### **B. BACKGROUND:**

Samoa is a small island developing state in the Pacific that is highly vulnerable to the impacts of climate change, and it is only responsible for an insignificant amount of global greenhouse gas emissions. However, Samoa is committed to combating and addressing issues associated with climate change including adaptation and mitigation measures to demonstrate to the world that all nations can take responsibility for a low-carbon future. Samoa submitted its Samoa's Second National Communication to the United Nations Framework Convention on Climate Change (UNFCCC) in 2007 and submitted Intended Nationally Determined Contribution (INDC) and information to facilitate the clarity, transparency and understanding of the contribution in September 2015.

It is clearly highlighted in the INDC report that the Energy Sector with a focus on the Electricity sub sector is the main target sector for Green House Gas (GHG) emission reduction, and Samoa aims to achieve 100% electricity generation from RE by 2025. Assistance required to reach this target include human, technological and financial resources. Further economy-wide emissions reductions are conditional on Samoa receiving external financial assistance from the international community.

This project does not only directly respond to the requirements highlighted in the INDC report, but also complement the Strategy for the Development of Samoa (SDS), the Samoa Energy Sector Plan and the Energy Bill being planned and implemented by Government of Samoa (GOS). Ministry of Natural Resources and Environment (MNRE) is the designated implementing agency for this GEF-

funded project, and the key agency for Renewable Energy (RE) development and implementation in Samoa with key partners being State Owned Enterprises (SOEs) such as Samoa Trust Estate Corporation (STEC) and Electric Power Corporation (EPC).

The objective of the IMPRESS project therefore is the improved sustainable and cost-effective utilization of indigenous renewable energy resources for energy production in Samoa. This will be realized through development of Renewable Energy (RE) and Demand-Side Management (DSM)/Energy Efficiency (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:

1. Component 1: Enhancement of Renewable Energy Policy Formulation and Implementation;
2. Component 2: RE-based Energy System Improvements;
3. Component 3: Financing of Initiatives for Electricity Saving, Productive and Social Uses of RE Electricity, and Electricity System Performance Improvement;
4. Component 4: Productive & Social Uses of RE;
5. Component 5: Enhancement of Awareness on the Applications and Benefits of RE/EE.

This project will be implemented over a 60 months period and is expected to achieve GHG emission reductions through the displacement of diesel electricity generation. Direct GHG emission reduction over the lifetime of the project is estimated to be 25,267 tCO<sub>2</sub>e.

The project is implemented over the course of 5 years and has started in 2017. UNDP is the GEF Implementing Agency and the Ministry of Natural Resources and Environment (MNRE), is the project's lead Implementing Partner and STEC and EPC being responsible parties.

The project is being nationally executed as per UNDP National Implementation Modality (NIM) procedures. According to UNDP guidelines on National Implementation Modality (2011), the Government is responsible for the management and delivery of programme activities to achieve project outcomes/outputs. Government regulations, rules and procedures therefore apply to project implementation to the extent that they do not contravene the principles of the Financial Regulations and Rules of UNDP.

Project monitoring and evaluation will be conducted in accordance with established UNDP and GEF procedures and will be provided by the project team and the UNDP Multi-Country Office (UNDP-MCO) in Apia with support from the UNDP Regional Bureau for Asia-Pacific (RBAP) region in Bangkok.

- **SCOPE OF WORK:**

This section of the document defines the responsibilities and tasks that the CTA is expected to assume over the time period required i.e. a total of 6 months over the next year starting February 2022.

The scope of work for the CTA includes the following key activities:

***1. Formulation and finalizing of Project Tracking Tools and the Review of the Renewable Energy Policy and Regulation***

- Provide guidance and assistance in the monitoring and evaluation of project results (from GEF-funded and co-financed activities), and in the tracking and verification of the levels of achievement of the annual targets for each indicator in the project's results framework or log frame;
- In line with the preceding task, provide technical assistance to the PCU in the designing and implementation of appropriate scheme to track the implementation of co-financed activities of the project and the amount of committed co-financing that have been realized;
- In consultation with the UNDP-GEF Senior Technical Adviser, prepare the project GEF Core Indicators annex in the IMPRESS Project Document, as replacement to the GEF Tracking Tool;
- Assist the PCU in the review and update of Monitoring and Evaluation Framework and monitoring tools for the project and monitoring the technical quality of project M&E systems (including AWP, indicators and targets), and in updating the GEF Core Indicators;
- Provide technical expertise and strategic guidance to the updating and finalizing of the project's tracking tools
- Assist the PCU in the review and revision (if necessary) of the Project Results Framework (log frame) considering feedback from the Mid-Term Review (MTR), and endorsement of the Project Board Committee/TAG and the UNDP GEF Regional Technical Adviser;
- Consult the project coordination unit and relevant stakeholders to gather necessary information and updated information pertaining to the project
- Review and provide comments on the Policies and Regulations implemented under the project.
- Undertake stakeholder training and consultations on the new Policies and Regulations

***2. Preparation of the Due diligence report, provide Verification of the Carbon Footprint and prepare a draft exit strategy***

- Prepare and complete a due diligence report and submitted to the PCU and UNDP for review.
- Undertake a carbon footprint verification allowing the government to measure the amount of greenhouse gases emitted and thus indicating the level of commitment to reducing climate change effects
- Provide training on the verification of Carbon footprint for project team and relevant stakeholders

- Completion of draft Exit strategy to be circulated with PMU and UNDP for review and to provide comments and recommendations.

***3. Review of the Business and Financial Scheme of the project, preparation and completion of the Evaluation Report for the National University of Samoa on Renewable Energy Research, and the completion of the Finalised Exit Strategy for the Project***

- Assist in the review of the Business and Financial Scheme with PCU and UNDP ensuring that it is in-line with government and achieving the outcome of the project
- Review the National University of Samoa Research Project on Renewable Energy Research Project providing comments, recommendations, and lessons learned
- Assist the PCU in evaluating the extent by which the barriers that the IMPRESS Project is supposed to remove have been achieved.
- Ensure that the Exit Strategy for the Project has been finalised with all recommendations from the draft included and addressed and submitted to the Board for approval

***4. Relationship building***

- The CTA will participate in Project Board /TAG meetings in a technical advisory capacity. She/He, as an expert advisor, will liaise with project partners, donor organizations, NGOs and other stakeholder groups to ensure effective coordination of project activities, particularly the co-financed activities, and potential leverage of additional resources; and,
- Engage on and contribute to policy dialogues within MNRE and other relevant agencies.

***5. Communication***

- Assist in the development of a knowledge management, communications and awareness raising strategy and action plan;
- Provide guidance on knowledge management, communications and awareness raising; documenting lessons from programme implementation; and making recommendations to the TAG for more effective implementation and coordination of programme activities, including the provision of sound science to inform strategic and technical decisions;

**C. EXPECTED OUTCOMES AND DELIVERABLES AND PAYMENT SCHEDULE:**

This section of the document defines the deliverables tasks that the CTA is expected to complete.

**Professional Costs**

All payments will be done upon submission of each deliverable and acceptance by UNDP and the GoS.

The consultant shall receive his/her payment in 3 instalments from UNDP as follows

Key Deliverables	Description	Percentage of total Price (Weight for Payment)	Due date
<b><u>Deliverable 1</u></b>  Upon approval by UNDP and the GoS of the following; <ul style="list-style-type: none"> <li>Final Project Tracking Tool from Q1, 2021 to Q4, 2021.</li> <li>Component 1: To submit a report on the review of Renewable Energy Policy (Developed by IMPRESS); and Renewable Energy and Energy Efficiency; and Waste to Energy Regulation (Developed by MoF)</li> <li>Provide Training on the Policies and regulations developed under Component 1 of the Project</li> </ul>	<ul style="list-style-type: none"> <li>Update and finalize the Project's tracking tools. Consult PMU and relevant stakeholders to gather necessary information and updated information</li> <li>Consultant to review and provide comments on the Policies and Regulations implemented under the project. Renewable Energy and Energy Efficiency Policy and Waste to Energy Regulation.</li> <li>Provide trainings to the project team and relevant stakeholders on the new Policies and Regulations.</li> </ul>	33.33%  20 working days	28 Feb 2022
<b><u>Deliverable 2</u></b>  Upon approval by UNDP and the GoS of the following;	<ul style="list-style-type: none"> <li>Consultant to prepare and complete a Due diligence report and submit to IMPRESS PCU and UNDP for review</li> <li>Undertake a carbon Foot print verification allowing the government to measure the</li> </ul>	33.33%  20 working days	29 April 2022

<ul style="list-style-type: none"> <li>• Component 2: To submit an Assessment Report on the progress of the; Biogas Systems, Biomass Gasification Feedstock and Gas Analyzation of Power Plant.</li> <li>• Component 2: To provide a Report on the verification of Carbon footprint of the Biomass Gasification Plant and Biogas systems.</li> <li>• Draft Exit Strategy</li> </ul>	<ul style="list-style-type: none"> <li>• amount of greenhouse gases emitted and thus indicating the level of commitment to reducing climate change effects</li> <li>• Provide training on the verification of Carbon footprint for project team and relevant stakeholders</li> <li>• Completion of draft Exit strategy to be circulated with PMU and UNDP for review and to provide comments and recommendations.</li> </ul>		
<p><b><u>Deliverable 3</u></b></p> <p>Upon approval by UNDP and the GoS of the following;</p> <ul style="list-style-type: none"> <li>• Component 3&amp;4: To submit a Report on the review of Business Model and Financial Scheme prepare under the Project.</li> <li>• Component 5: Evaluation Report of NUS RE Research Project.</li> <li>• Final Exit Strategy</li> </ul>	<ul style="list-style-type: none"> <li>• To assist in the review of the Financial Scheme with PMU and UNDP ensuring that it is in-line with government and achieving the outcome of the project</li> <li>• To review the National University of Samoa Research Project on Renewable Energy Research Project providing comments, recommendations, and lessons learned</li> <li>• To finalize the Exit Strategy for the Project</li> </ul>	<p>33.34%</p> <p>20 working days</p>	<p>29 July 2022</p>
		100%	

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

For mission travel, the consultant will be responsible for making his/her mission travel arrangements in line with UNDP travel policies; and the Individual Contractor shall receive a per diem not to exceed

United Nations daily subsistence allowance. The mission travel cost will be excluded at this time from the price proposal.

**D. INSTITUTIONAL ARRANGEMENT:**

- The CTA will work under the supervision of UNDP MCP Programme Officer and in close collaboration with the IMPRESS Project Coordinator. Reports and deliverables will be shared with the IMPRESS Project Coordinator and the UNDP MCO Programme Officer on a timely manner.
- The CTA shall be equipped with an adequately functioning personal laptop/computer and mobile phone, along with reliable Internet connection, for this assignment,
- The payment will be made upon satisfactory completion of deliverables as per the payment schedule in Section C and approval by Project Coordinator and UNDP MCO.
- UNDP will arrange the office facility at the MNRE-RED office for the duration of the his/her contract (as necessary).

**E. DURATION AND TIMEFRAME OF THE WORK:**

The contract is expected to commence around end of February 2022 and will run through end of August 2022.

**F. DUTY STATION:**

The consultant can either be based in Samoa, within the Ministry of Natural Resources and Environment

**G. COMPETENCIES:**

**Corporate Competencies:**

- Demonstrates commitment to the UN's 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

## **H. QUALIFICATIONS:**

### **Education**

- At least a Bachelor's degree in the areas of Engineering, with focus on either Energy technologies, Renewable Energy technologies, and/or electric power systems;

### **Experience**

- More than seven (7) years of professional experience in Renewable Energy Systems, Energy Efficiency Applications, Grid Stability Management, with substantive work undertaken in the electricity and energy sector;
- More than five (5) years experience with UNDP-GEF Project Cycle Management, with demonstrated experience in designing and facilitating processes to enhance project implementation and its adaptive management through the application of M&E tools. Experience in results-based management logical frameworks is preferred;
- Experience in working with communities, including community-based management and co-management initiatives, NGOs and multiple sectors of government, using mechanisms to develop common visions among stakeholders and including consulting with senior executives and civil servants.
- Experience of working in Samoa. Work experience in other Pacific Islands or comparable island nations is an advantage; and
- Fluency in English is a requirement, with sound written skills using plain English

## **I. EVALUATION CRITERIA:**

- Only those applications that are responsive and compliant will be evaluated. Incomplete applications will not be considered;



- Offers will be evaluated according to the Combined Scoring method – where the technical criteria will be weighted at 70% and the financial offer will be weighted at 30%;
- The technical criteria (education, experience, language) will be based on a maximum 100 points. Only the top candidates that have achieved a minimum of 70 points from the review of education, experience and language will be deemed technically compliant and considered for financial evaluation;
- Financial score (max 30 points) shall be computed as a ratio of the proposal being evaluated and the lowest priced proposal of those technically qualified;
- The financial proposal shall specify an all-inclusive lump sum fee. In order to assist the requesting unit in the comparison of financial proposals, a detailed cost breakdown must be provided in the format of the Financial Proposal Template. (including all foreseeable expenses to carry out the assignment).
- Applicant receiving the Highest Combined Score and has accepted UNDP's General Terms and Conditions will be awarded the contract.

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:

- At least a Bachelor's degree in the areas of Engineering, with focus on either Energy technologies, Renewable Energy technologies, and electric power systems. **(15)**
- More than seven (7) years of professional experience in Renewable Energy Systems, Energy Efficiency Applications, Grid Stability Management, with substantive work undertaken in the electricity and energy sector; **(30)**
- More than five (5) years experience with UNDP-GEF Project Cycle Management, with demonstrated experience in designing and facilitating processes to enhance project implementation and its adaptive management through the application of M&E tools. Experience in results-based management logical frameworks is preferred; **(25)**
- Experience in working with communities, including community-based management and co-management initiatives, NGOs and multiple sectors of government, using mechanisms to develop common visions among stakeholders and including consulting with senior executives and civil servants; **(20)**
- Experience of working in Samoa. Work experience in other Pacific Islands or comparable island nations is an advantage; **(5)**
- Fluency in English is a requirement, with sound written skills using plain English **(5)**

**J. RECOMMENDED PRESENTATION OF PROPOSAL:**

Please use the template available (Letter of Offer to complete financial proposal in Annex 1).

CVs with a proposed methodology addressing the elements mentioned under deliverables must be submitted by **30 January 2022**. Incomplete applications will not be considered and only candidates for whom there is further interest will be contacted. Proposals must include:

- **CV** or P11 form addressing the evaluation criteria and why you consider yourself the most suitable for this assignment. The selected candidate must submit a signed P11 prior to contract award;
- **3 professional references most recent;**
- **A brief methodology** on how you will approach and conduct the work;
- **Completed Letter of interest and availability** specifying the available date to start and other details and **Financial Proposal** with breakdown cost specifying the daily rate and other expenses, if any.

Kindly note you can upload only ONE document to the UNDP Jobs site link, search for the reference for this procurement on the site

**K. ANNEXES TO THIS TERMS OF REFERENCE:**

1. Annex I - Offeror's Letter to UNDP Confirming Interest and Availability for the Individual IC
2. Annex II – P11 Form
3. Annex III – Financial Template
4. Annex IV – UNDP General Terms and Conditions for Individual Contractors