

Terms of Reference

IC/PNG/002-2022 Consultancy for Provisions of Technical Services to design and conduct write-shops and coaching for renewable energy and energy efficiency in Papua New Guinea.

Location:	Port Moresby, Papua New Guinea (With travel to Eastern Highlands, Milne Bay and Morobe Provinces).
Type of contract:	Individual Contracts - National
Project:	Facilitating Renewable Energy & Energy Efficiency Applications for Greenhouse Gas Emission Reduction (FREAGER)
Languages Required:	English
Starting Date:	21 February 2021
Duration of Initial Contract:	Up to 100 working days over a period of 4 months from the date of contract signing

Project Background

Approximately only 15 percent of Papua New Guinea's population has access to electricity. This presents an opportunity to leapfrog old technologies and move toward renewable energy and energy efficiency technologies. Aside from the potential to reduce current and future greenhouse gas emissions, these technologies may hold viable solutions to address PNG's power-shortage situation.

PNG's energy sector is characterized by a substantial production and consumption of petroleum. Crude oil production, while declining from its peak in 2007, in the past few years has again increased and now surpasses that mark. Natural gas production is growing rapidly in response to Government policy. Projected compound annual growth in primary energy consumption between 2013 and 2040 is roughly six percent. The greatest share of primary energy consumption is represented by petroleum oil products, which make up approximately 57 percent of domestic consumption.

The industrial sector is PNG's largest end user of energy. Industrial energy consumption is expected to continue to grow at a substantial rate. The second largest user of energy in PNG is the transportation sector. With agriculture and residential consumption making up a smaller share of end use. As the economy grows however, that share is expected to increase.

UNDP in partnership with the Global Environment Facility is delivering the *Facilitating Renewable Energy and Energy Efficiency Applications for Greenhouse Emission Reduction Project* or FREAGER (the 'Project'). An ambitious endeavour, it aims to demonstrate the potential of renewable and energy efficient technologies in PNG. It will be delivered under four components. These components are:

1. Analysis, assessment and improvements in energy policy and regulations.

2. The demonstration of the benefits of renewable energy and energy efficiency technology through pilot projects.
3. The development of models to better finance renewable energy and energy efficiency solutions among communities.
4. Efforts to increase normative change on the use of renewable energy and greater energy efficiency among decisions makers.

Together they will aim to demonstrate a range of renewable energy and energy efficient technologies to encourage their broader replication and up-take.

Objectives

This consultancy will support the Government of Papua New Guinea (GoPNG) through the Climate Change and Development Authority to design and run write-shops and coaching for developing proposals for off-grid renewable energy and energy efficiency in Papua New Guinea.

These terms of reference cover the responsibilities of the *National Expert* to prepare and run write-shops for government officials in four provinces of Milne Bay, Eastern Highlands, East Sepik and Morobe.

Duties and Responsibilities

The consultant will work closely with the FREAGER Project Management Unit and the Climate Change Development Authority at the national level, daily to ensure the project activities are implemented in a consultative and coordinated manner.

This work is part of Outcome 2 of the Project and consists of a range of outputs. These outputs are:

1. Inception meeting with the project team to clarify the terms of reference, expectations, deliverables, and deadlines. The results of this meeting will be documented in an inception report with an agreed work plan.
2. Design and Preparation of material for Write-shops.

This activity entails,

- a. Researching the requirements for government funding and designing of relevant material to be used for conducting write-shops on the drafting of proposals for solar, hydro and energy efficiency retrofitting in communities.
- b. Producing separate sets of material (solar, hydro, energy efficiency) which include but not be limited to workbooks that aim to guide government officials to develop a proposal aimed at seeking government funding. The material should include relevant government forms and proposal templates where available.
- c. Compiling relevant case studies and examples that will aid with the write-shops.
- d. Arrangement of print material in consultation with the FREAGER project management unit.

3. Identification of participants.

This activity entails,

- a. Producing a concept note for the write-shop and coaching to be shared with provincial and district officials.
- b. Liaison with provincial and district administrators to identify appointed officers responsible for the identification, planning and implementation of public infrastructure and development projects.
- c. Ensuring that 40% of the participants from each province are female.
- d. Drafting of official letters and follow up of each request made to the respective provinces of Milne Bay, Eastern Highlands, East Sepik and Morobe.
- e. Collating a list of approved participants from respective governments and their contact details.

4. Conduct of Write-shops and coaching in Milne Bay, Eastern Highlands, East Sepik, and Morobe Province.

This activity entails,

- a. Confirmation of write shop dates in respective provinces.
- b. Identification and confirmation of booking of training venues for write-shops in each of the provinces in consultation with the FREAGER project management unit. Considering the Covid-19 Pandemic Act requirements for meetings and gatherings.
- c. Conducting of a series of write-shops in each province.
- d. Reviewing of draft proposals that have been submitted following each write-shop to ensure proposals are fit for purpose.
- e. Recording the number of participants, number of different proposals and the percentage of male and female participation at each write-shop.

5. Final report documenting the process and outputs. The consultant will produce a final report to provide lessons learned during this engagement and propose further actions.

4. Key deliverable and schedule of payment

Deliverables/Outputs	Indicative Due Dates	Payment Percentage	Certifying/ Authorizing officer
Payment upon contract signing.	Week 0	10	Head of Programme

<p>Payment upon submission and acceptance of an inception report that presents, as a minimum, a program of works to support the delivery of the outputs required under this contract.</p> <p>The report will also present a risk analysis outlining possible risks to completing this assignment and mitigation plan.</p>	Week 2	10	Head of Programme
<p>Payment upon submission and acceptance of relevant material to be used for conducting write-shops on the drafting of proposals for solar, hydro and energy efficiency retrofitting in communities. The material should include relevant government forms and proposal templates where available.</p>	Week 6	15	Head of Programme
<p>Payment upon submission and acceptance of the following:</p> <ul style="list-style-type: none"> (i) Concept note for the write-shop and coaching. (This will be shared with provincial and district governments.) (ii) Completed drafts of letters to facilitate liaisons with provincial and district administrators or officials. (iii) List of approved participants from respective governments and their contact details ensuring 40% of these are females. (iv) List of confirmed training venues in each province and their contact details. 	Week 10	20	Head of Programme

<p>Payment upon submission and acceptance of the following:</p> <ul style="list-style-type: none"> (i) A detailed programme outlining a series of dates and times for the Write-shop in each province. (ii) A report on the outcomes of each series of write-shop held for each province. Including follow up coaching provided. (iii) At least two (2) new complete proposals from each district represented from all four (4) provinces. (iv) At least one (1) improved proposal from each district represented in each provincial write-shop. 	Week 20	45	Head of Programme
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5. Institutional Arrangements

The consultant will be engaged by UNDP. All deliverables will be submitted to UNDP in the first instance and the consultant's contract will be managed by UNDP. The consultant will however be required to work closely with the Government of Papua New Guinea's Climate Change and Development Authority and respective provincial governments of Milne Bay, Eastern Highlands, East Sepik and Morobe, including relevant other stakeholders. The consultant will remain responsible for individual deadlines and the timeliness and quality of all outputs as detailed in this Terms of Reference and associated contract.

6. Resources Provided

The consultant will be provided with office space from which to work at both UNDP's Country Office and in the Climate Change and Development Authority Office in Port Moresby.

Where the consultant will (or may) be required to travel, transport arrangements, accommodation and security will be managed by the consultant.

The costs of printing, workshops, stakeholder consultations etc. if required will be met by UNDP external to the fees and costs presented in the consultant's price proposal to deliver this assignment.

7. Duration of the Assignment

The duration of the assignment is for 100 days from 21 February 2022 to 30 June 2022. In accordance with expected outputs and deliverables, the consultant submits reports to UNDP Programme Manager for review of outputs, comments, certify approval/acceptance of works afterwards. In case of any delays to achieve the expected outputs, the consultant should notify the UNDP Programme Manager in advance to take necessary steps.

8. Qualification and Experiences

Functional Competencies:

- Excellent interpersonal and communications skills.
- Exceptional analytical skills, solution-oriented programme design skills.
- Research and evaluation skills including ability to synthesize information.
- Excellent oral communications abilities and effective presentation and report-writing skills.
- Ability to work under with minimum supervision while meeting deadlines.
- Demonstrated ability of timely completion of assignments.
- Strong facilitation skills.
- Ability to work in multi-disciplinary and multi-cultural settings.
- Excellent computer skills.

Corporate Competencies:

- Demonstrates integrity by modeling the UN's values and ethical standards.
- Promotes the vision, mission, and strategic goals of UNDP.
- Displays cultural, gender, religion, race, nationality and age sensitivity and adaptability.
- Treats all people fairly without favoritism.

Education

- Advanced University degree (Master's) in the field of communications, natural science, social science, rural/international development, or a related field.

Experience

- Proven experience in proposal writing.
- At least five years of experience in facilitation of workshops and training in relation to development projects or similar work.
- At least five years of experience working in the development space. Working with government and rural communities is an advantage.
- Experience working on rural electrification projects is desirable.
- Experience with government planning and budget processes in Papua New Guinea is highly desirable.

Language Requirements

- Fluency in English
- Knowledge of Tok Pisin (Pidgin English) would be an advantage.

Evaluation

Cumulative analysis

The proposals will be evaluated using the cumulative analysis method with a split 70% technical and 30% financial scoring. The proposal with the highest cumulative scoring will be awarded the contract. Applications will be evaluated technically, and points are attributed based on how well the proposal meets the requirements of the Terms of Reference using the guidelines detailed in the table below:

When using this weighted scoring method, the award of the contract may be made to the individual consultant whose offer has been evaluated and determined as:

- Responsive/compliant/acceptable, and
 - Having received the highest score out of a pre-determined set of weighted technical and financial criteria specific to the solicitation.
- Technical Criteria weighting; 70%
 - Financial Criteria weighting; 30%

Only candidates obtaining a minimum of 49 points in the Technical Evaluation would be considered for the Financial Evaluation. Interviews may be conducted as part of technical assessment for shortlisted proposals.

Criteria	Points	Percentage
Qualification		10%
<ul style="list-style-type: none"> Education (as per requirements described above; 	10	
Experience		50%
<ul style="list-style-type: none"> Proven experience in proposal writing. 	20	
<ul style="list-style-type: none"> At least five years of experience in facilitation of workshops and training in relation to development projects or similar work. 	15	
<ul style="list-style-type: none"> Experience with government planning and budget processes in Papua New Guinea is highly desirable. At least five years of experience working in the development space. Working with government and rural communities is an advantage. 	10	
<ul style="list-style-type: none"> Experience working on rural electrification projects is desirable. 	5	
Competencies		10%

<ul style="list-style-type: none"> • Demonstrates integrity by modelling the UN values and ethical standards. • Displays cultural, gender, religion, race, nationality and age sensitivity and adaptability; and • Treats all people fairly without fear or favour. • Excellent oral, written and presentation skills in English • Strong Interpersonal skills in terms of supporting experienced Government personnel in country • Leadership qualities, including the ability to make sound judgment, meet challenges constructively and creatively. • Ability to quickly adapt to change, and to remain calm under pressure; and • Proven cross-cultural communication and the ability to function effectively in an international, multicultural environment. 	1 1 1 1 2 1 2 1	
Technical Criteria		70%
**If necessary, interviews shall also be conducted as part of the technical evaluation to ascertain best value for money.		
Financial Criteria		30%
Total		100%

Documents to be included when submitting Consultancy Proposals

The following documents may be requested:

- Duly executed **Letter of Confirmation of Interest and Availability** using the template provided by UNDP, which **can be accessed from this [UNDP PNG Procurement page](#)**
- Brief description** of why the individual considers him/herself as the most suitable for the assignment, and a methodology, if applicable, on how they will approach and complete the assignment. A methodology is recommended for intellectual services but may be omitted for support services.
- Financial Proposal that indicates the all-inclusive fixed total contract price, supported by a breakdown of costs, as per template provided. If an Offeror is employed by an organization/company/institution, and he/she expects his/her employer to charge a management fee in the process of releasing him/her to UNDP under Reimbursable Loan Agreement (RLA), the Offeror must stipulate that arrangement at this point, and ensure that all such costs are duly incorporated in the financial proposal submitted to UNDP.

Lump-sum contracts

The financial proposal shall specify a total lump-sum amount, and payment terms around specific and measurable (qualitative and quantitative) deliverables (i.e., whether payments fall in instalments or upon completion of the entire contract). Payments are based upon output, i.e., upon delivery of the services specified in the TOR. To assist the requesting unit in the comparison of financial proposals, the financial proposal will include a breakdown of this lump-sum amount (including travel, living expenses, and number of anticipated working days).

Travel

The consultant will be required to travel to within PNG. UNDP, the FREAGER project staff will provide necessary support in coordinating meetings with relevant stakeholders.

Submission Instructions

Completed proposals should be submitted to procurement.png@undp.org, no later than 01st February 2022. For any clarification regarding this assignment please write to procurement.pg@undp.org

Incomplete proposals and failure to comply with proposal submission instruction may not be considered or may result in disqualification of proposal. For any clarification regarding this assignment please write to procurement.pg@undp.org. UNDP looks forward to receiving your Proposal and thank you in advance for your interest in UNDP procurement opportunities.

Approved by:

Name: Milka Okiddy
Designation: Officer in Charge
Organization: UNDP - PNG
Date: 18/01/2022