



## TERMS OF REFERENCE

### IC/PNG/003-2022 Consultancy: National Consultant – Stakeholder Consultations for Gotomi and Miruma Hydro Electricity Projects in Eastern Highlands Province.

<b>Location:</b>	Goroka, Papua New Guinea.
<b>Type of Contract:</b>	Individual Contract (IC) National
<b>Project:</b>	Facilitating Renewable Energy and Energy Efficiency Applications for Greenhouse Gas Emission Reduction
<b>Languages Required:</b>	English
<b>Starting Date:</b>	20 February 2022
<b>Duration of Initial Contract:</b>	Approximately 30 working days over 4 months.

### Background

Approximately 15 percent of PNG'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-short 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 technologies 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.

### Key objectives

The National Consultant will work together with the project management unit and support the Climate Change Development Authority to prepare and conduct stakeholder consultations and government liaisons at Gotomi (Lufa District) and Miruma (Daolo District) in Eastern Highlands Province for the FREAGER Project mini-hydro demos. The outcome of these will inform financial sustainability planning for the mini-hydro-electricity projects.

### Duties and Responsibilities

The consultant will report to the Head of Programme. S/He will be responsible for the planning and conducting of a successful stakeholder consultation and the compilation of reports. S/He will be working closely with the Government counterparts, civil society, private sector and communities in identifying issues and opportunities for interventions of the key actors involved in the implementation of the demonstration projects. This entails:

1. Providing advice to Government counterparts on the methodology and approach to be used in the conduct of stakeholder consultations in relation to the two renewable energy projects.
2. Providing timely quality information and technical advice to CCDA, UNDP and key stakeholders. Including the review and update of draft questionnaires, consultation plans and recommendations for sustainability planning.
3. Coordinating day-to-day activities of the consultation process in collaboration with CCDA and UNDP. This includes leading field consultations with the support of the CCDA Low Carbon Growth and Mitigation Branch and UNDP.

### Deliverables

Key milestones or deliverables	Report due	Payment Percentage	Review and Approvals
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Payment upon signing of contract.	Week 0	10	Head of Programme
<p>Payment upon submission and acceptance of the following deliverables:</p> <ul style="list-style-type: none"> <li>• An inception report outlining the methodology and approach to be utilized in the conduct of the stakeholder consultations relating to the Gotomi and Miruma mini-hydro demos.</li> <li>• A consultation plan containing list of stakeholders and schedule of activities.</li> </ul>	Week 2	15	Head of Programme
<p>Payment upon submission and acceptance of the following deliverables:</p> <ul style="list-style-type: none"> <li>• A progress report outlining findings of missions.</li> <li>• A compilation of draft recommendations to be considered in the development of sustainability plans for Gotomi and Miruma mini-hydro projects.</li> </ul>	Week 6	25	Head of Programme
<p>Payment upon submission and acceptance of the following deliverables:</p> <ul style="list-style-type: none"> <li>• A final report of the assignment outlining lessons learnt.</li> <li>• A sustainability plan for Gotomi hydro electricity project, with emphasis on financing of the project.</li> <li>• A sustainability plan for Miruma hydro-electricity project, with emphasis on financing of the project.</li> </ul>	Week 15	50	Head of Programme



### **Reporting and payment terms**

The Consultant will work under the direct supervision of the Head of Environment Portfolio or delegate and in close coordination with National Project Manager for FREAGER Project.

Submission of specific deliverables will be completed in accordance with the above schedule unless revised timelines are mutually agreed by UNDP and the Consultant. Acceptance of deliverables will be determined by UNDP Deputy Resident Representative or delegate.

Milestone payments will be made upon submission and acceptance of specific deliverables.

### **Resources Provided**

The Consultant shall provide his/her own working equipment (hardware and software) and baseline connectivity except in situations where specialised equipment is required in-country (e.g. satellite phone, office printing) where upon the Country Office shall avail as required.

### **Education and experience**

- Bachelor's degree in Social Science, Business, Environmental Management, or other relevant discipline.
- At least 7 years of experience working in the development sector at national and local levels in Papua New Guinea.
- Expertise and knowledge in Free, Prior and Informed Consent processes is an advantage.
- Experience on negotiating agreements for infrastructure projects in Papua New Guinea is preferable.
- Knowledge of government financing processes is an advantage.
- Strong facilitation and coordination skill.
- Experience of working in multinational teams to implement programs involving different funding and implementing agencies.
- Experience working with setting up of utility projects in Papua New Guinea is an advantage.
- Experience in business development.

### **Competencies**

- 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.
- High level of computer literacy is essential (in particular, word processing and presentation software). Knowledge of GIS is an asset.
- Excellent speaking and writing skills in English are necessary.



- High level planning, organizational and time management skills, including flexibility, attention to detail and the ability to work under pressure to meet challenging deadlines.
- Analytical and problem-solving skills of a high order, including the ability to formulate recommendations and advice senior management on tackling difficult scenarios.
- Leadership qualities, including the ability to make sound judgment, meet challenges constructively and creatively.
- Excellent interpersonal skills, including ability to establish strong cooperative relationships with senior government officials, civil society and donors.
- Ability to quickly adapt to change, and to remain calm under pressure.
- Proven cross-cultural communication and the ability to function effectively in an international, multicultural environment.

## 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:

- 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 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
<b>Qualification</b>		10%
<ul style="list-style-type: none"><li>• Bachelor's degree in Social Science, Business, Environmental Management, or other relevant discipline.</li></ul>	10	
<b>Experience</b>		49%
<ul style="list-style-type: none"><li>• At least 7 years of experience working in the development sector at national and local levels in Papua New Guinea.</li></ul>	10	

<ul style="list-style-type: none"> <li>Expertise and knowledge in Free, Prior and Informed Consent processes is an advantage.</li> </ul>		
<ul style="list-style-type: none"> <li>Experience on negotiating agreements for infrastructure projects in Papua New Guinea is preferable.</li> <li>Knowledge of government financing processes is an advantage.</li> </ul>	14	
<ul style="list-style-type: none"> <li>Experience working with setting up of utility projects in Papua New Guinea is an advantage.</li> </ul>	5	
<ul style="list-style-type: none"> <li>Strong facilitation and coordination skill.</li> </ul>	10	
<ul style="list-style-type: none"> <li>Experience of working in multinational teams to implement programs involving different funding and implementing agencies.</li> </ul>	5	
<ul style="list-style-type: none"> <li>Experience in business development.</li> </ul>	5	
<b>Competencies</b>		11%
<ul style="list-style-type: none"> <li>Demonstrates integrity by modelling the UN values and ethical standards.</li> <li>Displays cultural, gender, religion, race, nationality and age sensitivity and adaptability. and</li> <li>Treats all people fairly without fear or favour.</li> <li>High level of computer literacy is essential (in particular word processing and presentation software). Knowledge of GIS is an asset.</li> <li>Excellent speaking and writing skills in English are necessary.</li> <li>High level planning, organizational and time management skills, including flexibility, attention to detail and the ability to work under pressure to meet challenging deadlines.</li> <li>Analytical and problem-solving skills of a high order, including the ability to formulate recommendations and advice senior management on tackling difficult scenarios.</li> <li>Leadership qualities, including the ability to make sound judgment, meet challenges constructively and creatively.</li> <li>Excellent interpersonal skills, including ability to establish strong cooperative relationships with senior government officials, civil society and donors.</li> <li>Ability to quickly adapt to change, and to remain calm under pressure. and</li> <li>Proven cross-cultural communication and the ability to function effectively in an international, multicultural environment.</li> </ul>	1 1 1 1 1 1 1 1 1 1 1	
<b>Technical Criteria</b>		<b>70%</b>
**If necessary, interviews shall also be conducted as part of the technical evaluation to ascertain best value for money.		
<b>Financial Criteria – Lowest Price</b>		<b>30%</b>
<b>Total</b>		<b>100%</b>



## Documents to be included when submitting Consultancy Proposals

The following documents may be requested:

- a) Current curriculum vitae outlining relevant experience.
- b) Three-page statement of how the consultant will deliver the services highlighting methodology and approach.
- c) Price Proposal.
- d) 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](#)**. 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. 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 travel, living expenses, and number of anticipated working days).

## Travel

All envisaged travel costs must be included in the financial proposal. This includes all travel to join duty station/repatriation travel. In general, UNDP should not accept travel costs exceeding those of an economy class ticket. Should the IC wish to travel on a higher class he/she should do so using their own resources.

In the case of unforeseeable 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 reimburse

## Submission Instructions

Completed proposals should be submitted to [procurement.png@undp.org](mailto:procurement.png@undp.org) , no later than 01<sup>st</sup> February 2022. For any clarification regarding this assignment please write to [procurement.pg@undp.org](mailto:procurement.pg@undp.org)



Please be guided by the instructions provided in this document above while preparing your submission.

Incomplete proposals and failure to comply with proposal submission instruction may not be considered or may result in disqualification of proposal.

UNDP looks forward to receiving your Proposal and thank you in advance for your interest in UNDP procurement opportunities.

**Approved by:**

**Name:** Milka Okiddy

**Title:** Officer in Charge, UNDP

**Date:** 18/01/2022