



TERMS OF REFERENCE

Consultancy for International Technical Advisor – Energy Policy Implementation Advisor, IC/PNG/022-2022

Location:	Homebased.
Type of Contract:	Individual Contract (IC)
Project:	Facilitating Renewable Energy and Energy Efficiency Applications for Greenhouse Gas Emission Reduction
Languages Required:	English
Starting Date:	18 March 2022
Duration of Initial Contract:	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 Technical Advisor will work together with the project management unit and support the National Energy Authority to progress the implementation of renewable energy policies for off-grid markets developed under the FREAGER Project.

Duties and Responsibilities

The Technical Advisor will report to the Head of Programme. S/He will be responsible for the development of an implementation strategy on how to operationalise the Solar Energy and Hydro Energy Policies and associated regulations for the off-grid electricity industry. S/He will be working closely with the relevant Government counterparts to inform the implementation strategy. This entails;

1. Conducting a review of the Solar Energy Policy and Hydro Energy Policy and their associated regulations. This will include a review of the draft national Energy Efficiency Roadmap.
2. Compiling an implementation strategy that encompasses the renewable energy policies taking into account the energy efficiency roadmap.
3. Provide policy briefs on the critical aspects of operationalising the renewable energy policies and energy efficiency roadmap.

Deliverables

Key milestones or deliverables	Report due	Payment Percentage	Review and Approvals
Payment upon submission and acceptance of the following deliverables: <ul style="list-style-type: none"> An inception report outlining the methodology and approach to be utilized in the conduct of this assignment. 	28 March 2022	10	Head of Programme
Payment upon submission and acceptance of the following deliverables: <ul style="list-style-type: none"> Report outlining the findings of the review of the solar energy policy, hydro energy policy, and the energy efficiency roadmap. This would include an initial recommendation on the steps to operationalize these policies and regulations. Policy brief highlighting the critical findings. 	4 April 2022	30	Head of Programme
Payment upon submission and acceptance of the following deliverables: <ul style="list-style-type: none"> A report outlining the strategy to operationalize the solar energy policy and the hydro energy policy. The report will also include operationalizing the energy efficiency 	6 June 2022	40	Head of Programme

roadmap.			
<ul style="list-style-type: none"> Policy Brief highlighting critical aspects of the strategy mentioned. 			
Payment upon submission and acceptance of the following deliverables: <ul style="list-style-type: none"> A report outlining the strategy to operationalize the off-grid regulation for the electricity industry. Policy Brief highlighting critical aspects of the strategy mentioned. 	Week 16	20	

Reporting and payment terms

The Consultant will work under the direct supervision of the Head of Programme or its 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

- Doctorate degree in Energy, Engineering, Policy Development, or other relevant discipline.
- At least 10 years of experience working in the energy sector.
- Expertise and knowledge of renewable energy policy development and implementation is highly desirable.
- Strong written communication skills.
- Experience of working with governments in Asia and Pacific.



- Experience on climate change and energy sector specifically on renewable energy and energy efficiency in Papua New Guinea is preferable.

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
Qualification		15%
<ul style="list-style-type: none"> • Doctorate degree in Energy, Engineering, Policy Development, or other relevant discipline. 	15	
Experience		44%
<ul style="list-style-type: none"> • Expertise and knowledge of renewable energy policy development and implementation is highly desirable. • At least 10 years of experience working in the energy sector. 	20	
<ul style="list-style-type: none"> • Experience of working with governments in Asia and Pacific. 	5	
<ul style="list-style-type: none"> • Strong written communication skills. 	5	
<ul style="list-style-type: none"> • Experience on climate change and energy sector specifically on renewable energy and energy efficiency in Papua New Guinea is preferable. 	9	
<ul style="list-style-type: none"> • Experience working in Papua New Guinea or similar contracts. 	5	
Competencies		11%
<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. • 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. and • Proven cross-cultural communication and the ability to function 	1 1 1 1 1 1 1 1 1 1 1 1	

effectively in an international, multicultural environment.		
Technical Criteria		70%
**If necessary, interviews shall also be conducted as part of the technical evaluation to ascertain best value for money.		
Financial Criteria – Lowest Price		30%
Total		100%

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 , no later than **08 March 2022**. For any clarification regarding this assignment please write to 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

Date: