TERMS OF REFERENCE
Long Term Agreement

1. Assignment Information

<table>
<thead>
<tr>
<th>Assignment Title:</th>
<th>Specialists on Renewable Energy and Energy Efficiency (Open for National or International with residence in Cambodia)</th>
</tr>
</thead>
<tbody>
<tr>
<td>Cluster/Project:</td>
<td>Policy and Innovation Hub (PIH)</td>
</tr>
<tr>
<td>Post Level:</td>
<td>Specialist</td>
</tr>
<tr>
<td>Contract Type:</td>
<td>Long Term Agreement (LTA) - up to Four LTAs</td>
</tr>
<tr>
<td>Duty Station:</td>
<td>Phnom Penh, Cambodia</td>
</tr>
<tr>
<td>Expected Place of Travel:</td>
<td>N/A</td>
</tr>
<tr>
<td>Contract Duration:</td>
<td>Initial contract is from 15 July 2022 to 14 July 2023 (up to 100 days per year for each LTA with a possibility of extension up to two years)</td>
</tr>
</tbody>
</table>

2. Project Description

UNDP is the UN's global development network, an organization advocating for change and connecting countries to knowledge, experience and resources to help people build a better life. UNDP Cambodia Country Office works in partnership with the Royal Government of Cambodia (RGC), non-government organizations, civil society organizations, community-based organizations, multilateral aid agencies, bilateral donors and private sector to support the progress towards the Sustainable Development Goals (SDGs).

UNDP has been supporting the RGC in achieving the targets set under Cambodia Sustainable Development Goals (CSDG). Its strategic plan 2022-25, UNDP included a bold commitment to support 500 million people globally with access to clean energy by 2025 “leaving no one behind”. Clean and affordable energy access is one of the priorities of RGC and has three key targets under SDG 7 including universal energy access by 2030. Cambodia's achievements in rural electrification offer a remarkable story from the Asia Pacific. From a 6.6% electrification rate in 2000, the country reached an impressive 97.5% by the end of 2021. According to the Electricity Authority of Cambodia, 350 villages remain without power in early 2022, and about 180 of those off-grid villages are difficult to reach by road. Cambodia submitted its Long-Term Strategy for Carbon Neutrality (LTS4CN) with a goal to achieve carbon neutral economy by 2050. In 2021, Ministry of Mines and Energy (MME) prepared a draft National Energy Efficiency Policy (NEEP) with the goal to reduce energy demand by 19% by 2030 from industry, commercial and public buildings, the residential sector, public services and transport sectors. This policy is going to be approved sometime in 2022.

In order to provide support and ensure effective policy and quality technical services to the government, PIH in UNDP Cambodia is looking to recruit Consultants who could function as Senior Specialist against the following profiles:

- Energy Access
- Renewable Energy, and
- Energy Efficiency including e-mobility and electric vehicles

As part of UNDP’s support to the RGC in advancing the implementation of these policies, achieve energy transition, and green growth, UNDP is seeking applicants who could apply to one or more profiles listed above. Successful applicants will be joining UNDP Cambodia roster of experts and engaged based on the
arising needs of UNDP Cambodia energy portfolio including, support drafting of policies and sub-decrees, 
project identification, programming and implementation.

This solicitation is for Long-Term Agreements (LTA) for one year and renewable up to two years linked to 
satisfactory performance of the individual consultants. LTA refers to a mutual arrangement whereby the 
Consultant will provide services as required, over a specific period of time. It specifies the unit price (daily 
rate), allowing for a framework agreement to be used when the Consultant’s services are needed. The 
Consultant will be contracted under separate ToRs that will be developed for the specific services needed 
within the scope of the LTA.

3. **Scope of Work**

Under the direct supervision of the Technical Advisor on Energy, the Senior Specialist will be responsible 
for providing high quality technical inputs, based on an in-depth understand of the local context and 
global experiences, related to renewable energy, energy efficiency, and energy access:

1. Secure business opportunities for UNDP Cambodia and supporting resource mobilization;
2. Support drafting policies, sub-decrees, Prakas, and Roadmap documents as required;
3. Support implementation of policies, and programmes;
4. Support capacity building, knowledge management, and documentation of lessons learned.

Key work areas will include:

1. **Secure business opportunities for UNDP Cambodia and supporting resource mobilization:**
   a) Analyze developments in the energy sector in Cambodia and in the region as major share of 
electricity comes in the form of imports from neighboring countries;
   b) Collect data on energy use in various sectors of the economy including transport sector with 
the introduction of electric vehicles and energy generation from various sources, including 
expected growth scenarios for GDP and various economic & end-use sectors;
   c) Identify and analyze emerging developments and innovations in the energy and transport 
sectors globally (electric vehicles, energy storage, grid integration, etc.) and providing 
recommendations on potential adaptive strategies to RGC and UNDP for energy transition, 
and green growth;
   d) Liaise with local stakeholders to identify opportunities and where UNDP can add value 
including implementation of loans from the multilateral development banks;
   e) Analyze market barrier for energy transition and green growth in Cambodia, and identify 
efficient ways to address the barriers including conducting interviews and field visits;
   f) Identify potential partners for implementation, including potential solution providers;
   g) Propose recommendations for course of action with emphasis on activities with highest value 
added in terms of systemic change and/or quick wins to the context of power shortages and 
shelving peak power demand;
   h) Support proposal preparation (concept notes and full proposals) for resource mobilization;
   i) Include approaches in project concepts to encourage innovation by local stakeholders and 
private sector, including processes of incubation and scaling up of successful business models;
   j) Identify measures in the energy sector which can reduce GHG emission reductions (including 
demand and supply side energy efficiency and demand response measures) as well as support 
grid stability; and
   k) Organize peer reviews particularly to seek validation from local stakeholders as required.
2. Support drafting policies, sub-decrees, Prakas, and Roadmap documents as required

a) Design a conceptual framework, how the policy, sub-decree, ministerial regulation will work and who are the key stakeholders involved in the implementation of such;
b) Design data collection - interviews, focus group discussions, secondary data from peer reviewed articles including information from relevant institutions, ministries, departments, private sector, development partners and UN agencies relevant to energy policy in Cambodia;
c) Carry out discussions, meetings, and interview with key stakeholders/individuals particularly MME, Ministry of Economy and Finance (MEF), Ministry of Public Works and Transport (MPWT), Ministry of Industry Science Technology and Innovation (MISTI), Ministry of Land Management, Urban Planning and Construction (MLMUPC), Ministry of Environment (MOE), National Council for Sustainable Development (NCSD), Electric Authority of Cambodia (EAC), Electricite du Cambodge (EDC), and present results;
d) Draft policies, sub-decree (Anukret), Ministerial Order/Regulations (Prakas), and Roadmap documents in close coordination with key stakeholders including mechanism for its implementation based on the key stakeholders’ recommendations from the validation workshops and submit to concerned institution for approval of such documents.

3. Support Implementation of policies and programmes:

a) Provide high quality technical inputs to trainings and technical assistance to partners on matters related to renewable energy, energy efficiency, energy access, and electric vehicles;
b) Conduct review of projects and programmes implementation as required;
e) Support the accelerated implementation of NEEP by developing appropriate financing frameworks, third party assessor models such as Energy Service Company (ESCO) etc.;
f) Conduct energy audits of buildings and factories and provide recommendations for reducing energy consumption;
g) Support the implementation of energy solutions in remote rural areas, including business models for mini-grids including applications of renewable energy for irrigation and agriculture.

4. Support capacity building, knowledge management and documentation of lessons learned:

a) Strengthen institutional and human technical capacities of MME, MEF, and relevant institutions in establishing timely, accurate and comparable inventory system for energy statistics, national energy balance, energy database management system and related greenhouse gas emissions that can be reported and shared externally;
b) Document and synthesize key lessons/insights from engaging with various stakeholders throughout lifetime of projects;
c) Refining strategies and approaches for working with local partners, including approaching for identifying barriers, identifying promising innovations and incubation and acceleration support to businesses;
d) Prepare substantive findings and analysis in a usable knowledge product format so they can be used in communication presentations (written/social media and other) and publication, including booklets, leaflets, infographics and audiovisual presentations.

The consultant shall ensure confidentiality of all the information received during the assignment.
4. **Institutional Arrangement**

The consultant will work under direct supervision of the Technical Advisor on Energy and will work in close collaboration with other concerned UNDP staff.

5. **Duration of the Work**

Person-days for the total assignment is up to 100 days per year. The initial assignment is expected from 15 July 2022 to 14 July 2023 (up to 100 days per year), with possibility of extension up to two years based on the needs and satisfactory performance of the consultant. The proposed professional fee remains valid for up to two years.

6. **Duty Station**

The duty stations for this assignment is Phnom Penh, Cambodia. DSA and all other related actual costs for local travel inside Cambodia will be covered by the project, but this shall be agreed prior to each assignment and before organizing the field missions. The reimbursement of the associated costs will be made through F-10.

Selected individual contractor is expected to undertake the assignment, being based in the country (Cambodia). It is advised to undertake (BSAFE) training. The course accessible is here: [https://training.dss.un.org/course/category/6](https://training.dss.un.org/course/category/6).

7. **Minimum Qualifications of the individual contractor (Senior Specialist)**

<table>
<thead>
<tr>
<th><strong>Education:</strong></th>
<th>Master’s degree (postgraduate), or equivalent, in engineering, energy, resource management, economics, finance, international affairs, or other energy-related field</th>
</tr>
</thead>
</table>
| **Experience:** | • At least 7 years of experience with energy efficiency and/or renewable energy and/or energy access, and/or electric vehicle  
• Very good understanding of the situation in Cambodia. Prior working experience in Cambodia is a must.  
• Experience dealing with renewable energy, and/or energy efficiency and/or energy access in developing countries context.  
• Experience in energy audits, energy policy drafting, business models for deployment of rural energy projects will be an added advantage.  
• Experience in liaising with stakeholders, in particular private sector parties and government.  
• Experience with development agencies, such as bilateral agencies, WB and UN. |
| **Competencies:** | • Ability to plan, organize, prioritize and control resources, procedures and protocols to achieve specific goals;  
• Ability to research and turn information into useful knowledge, relevant for context, or responsive to a stated need;  
• Strong analytical skills and exceptional ability in communication and writing;  
• Fully aware of Climate change Mitigation concepts and application. This includes, energy efficiency concepts, renewable energy, access to energy; technologies and practical application;  
• Flexibility and ability to operate in different cultural settings and with a variety of stakeholders; culturally and gender sensitive; and  
• Strong writing and presentation skills. |
| **Language:** | • Fluency in English required. |
### 8. Criteria for Evaluation of Level of Technical Compliance of the individual contractor (Senior Specialist)

<table>
<thead>
<tr>
<th>Technical Evaluation Criteria</th>
<th>Obtainable Score</th>
</tr>
</thead>
<tbody>
<tr>
<td>Master’s degree, or equivalent, in engineering, energy, resource management, economics, finance, international affairs, or other energy-related field</td>
<td>20</td>
</tr>
<tr>
<td>At least 7 years of experience with energy efficiency and/or energy access and/or renewable energy, and/or electric vehicle</td>
<td>20</td>
</tr>
<tr>
<td>Experience dealing with renewable energy, and/or energy efficiency and/or energy access in developing countries context</td>
<td>20</td>
</tr>
<tr>
<td>Very good understanding of the situation in Cambodia and the institutional arrangement and legal context of the government. Prior working experience in Cambodia and with development agencies is a must.</td>
<td>20</td>
</tr>
<tr>
<td>Experience in energy audits, energy policy drafting, business models for deployment of rural energy projects</td>
<td>10</td>
</tr>
<tr>
<td>Experience in liaising with stakeholders, in particular private sector and government and have strong writing and presentation skills <em>(sample of written work to be assessed)</em></td>
<td>10</td>
</tr>
</tbody>
</table>

**Total Obtainable Score:** 100

### 9. Payment Milestones

The payment is made based on the actual number of days per each assignment agreed prior to taking place of each assignment. It will be calculated based on the number of actual working days as per assignment (exclude DSA, air-ticket, and other associated costs). The number of days of each assignment is expected to vary. The payment to be made to the contractor of each assignment will be based on the agreed sub-ToR.

The consultant can begin working only after a purchase order (PO) is issued to him/her each time a service is required and following discussion and agreement between the consultant and the Country Office. The consultant takes his/her own responsibility for performing any service which is out of the scope of this ToR.

Full payment amount is paid within 30 days after satisfactorily completion of work and receiving of original Certification for Payment (CoP). Each payment is subject to acceptance of work, receipt of CoP, and performance evaluation duly completed (for last payment) and signed by the head of the respective unit requesting the service. If additional work is needed due to the assignment not meeting the requirements, this will be at no cost to UNDP.

Offerors shall quote one rate of daily professional fee. The rate shall be all inclusive and fixed during the contract period. **Noting that offeror is required to be responsible for his/her own insurance or it can be considered including the cost together with professional fee.**

The consultant will be paid on a lump sum basis as per agreed per assignment/ToR.