



TERMS OF REFERENCE

Reference No.	PN/FJI/081/22
Location	Home based
Application deadline	7 July 2022
Type of Contract	Individual Contractor
Post Level	International Consultant - Capacity Development Program
Languages required:	English
Duration of Initial Contract:	40 work-days (15 July 2022 – 15 October 2022)

BACKGROUND

The *Facilitation of the Achievement of Sustainable National Energy Targets of Tuvalu* (FASNETT) Project is aimed at facilitating the development and utilization of feasible renewable energy resources and application of energy efficiency technologies for achieving the Government of Tuvalu's updated target of reducing emissions of greenhouse gases from the electricity generation (power) sector by 100% by 2025 based on the country's INDC in November 2015. According to the NDC Registry, Tuvalu is listed as having submitted a first NDC (which was its INDC) effective when the Government of Tuvalu became a Party to the Paris Agreement based on Decision 1/CP.21. Currently, Tuvalu plans to enhance its NDC including updating the timeframe for achieving the target from 2025 to 2030. For this TOR, this capacity building activity comes under Outcome 1 and Output 1.3 It entails the design and implementation of a suitable capacity development program for DOE, TEC and key stakeholder groups on energy services performance contracting to meet the 100% GHG reduction target, energy integrated energy planning, application of EE/RE technologies operation and maintenance, and techniques and practices for sustainable development, based on the conclusions and recommendations of the updated needs assessment. The facilitation or enabling objective is meant to address, i.e., eliminate the identified RE/EE awareness and capacity barriers to the cost-effective application of RE technologies using the country's indigenous RE resources, as well in the effective and extensive application of EE measures and techniques. Outcome 1 will be achieved through the implementation of:

Component 1: Awareness Raising on Renewable Energy and Energy Efficiency Applications of the Project. The other components are:

Components 2 (Energy Policy Improvement and Institutional Capacity Building);

Component 3 (Applications of Renewable Energy & Energy Efficiency Technologies & Techniques) and Component 4 (Financing of Renewable Energy and Energy Efficiency Initiatives).

The Project is financially supported through the GEF (USD 2,639,725) and co-financed by the UNDP (USD 250,000), the Government of Tuvalu (USD 8,250,000) and Tuvalu Electricity Corporation (USD 7,400,000).

DUTIES AND RESPONSIBILITIES

Scope of Work

The scope of work of the activities under Output 1.3 as defined in the FASNETT Project Document (ProDoc) has two parts.

The first part is Activity 1.3.1 which is to develop the capacity of the Department of Energy (DoE), Tuvalu Electricity Corporation (TEC) and other key stakeholders related to sustainable development of appropriate RE and EE technologies. The program should be able to cater in developing their knowledge and skill such as in:

- i. Building local technical capacities by involving primarily hands-on specialized training on out-sourcing procurement and engagement of local and international energy services providers on project development and documentation of terms of reference, bidding, contracting and performance compliance on the provision of services in the proper design, engineering, installation, energy efficient operation and maintenance of RE/EE systems, in coordination with the FASNETT Demo contractors.
- ii. Comprehensive workshops and hands-on training to determine what kind of projects will be organized and programmed for implementation for the DOE under the Ministry of Transport, Energy and Tourism (MTET), TEC and key stakeholders so they can train together in line with the Government's RE/E program to meet its 100% GHG reduction objectives under an integrated national energy plan, starting with the RE/EE technology demonstrations under FASNETT (viz. FSPV, Solar CDI Water Purification, DMRS, community-based solar electrification) in coordination with the Demo Contractors and other applicable mature and commercially available RE/EE technologies planned by the GoT, such as roof-mounted Solar PV generation, wind energy, ocean energy, biomass, biogas, energy efficient refrigerators and freezers and devices, etc. in the context of Tuvalu.
- iii. Introduction of a system of out-sourcing, procurement and engagement of local and international energy services providers on project development and documentation of terms of reference, bidding, contracting and performance compliance on the provision of services in the proper design, engineering, installation, energy efficient operation and maintenance of RE/EE systems through energy services performance contracts (ESPCs) and understanding of the ESPC process, recommend measures on keeping the RE-based generation projects implementation on track, evaluate RE power generation and energy savings for EE-related projects, and implement the measurement and verification (M&V) system. The ESPC program administration will be further strengthened by the passage of the Energy Act in its policy and institutionalization of engaging local and international energy service providers to meet the national energy goals, The training will be undertaken in 2 levels of the ESPC team:
 - a) The executive or officers level, focusing on the oversight, leadership, management and administrative aspects and
 - b) The technical working level which provides the working details of the program and the coordination mechanism.
- iv. Comprehensive workshops and hands-on specialized technical training for relevant TEC management and staff on specific areas needed by TEC in designing, installation, operation, maintenance of RE-based power generation projects based on the results and recommendations of the needs assessment conducted.

The second part is Activity 1.3.2, which is to identify the relevant topics that are RE/EE and climate change mitigation related and integrate them to the school curricula in coordination with the relevant agencies involved in the education system in Tuvalu. This awareness and capacity development program will enable the public and targeted users particularly starting with secondary students taking up appropriate RE/EE and climate change subjects in school curricula, to become aware, knowledgeable and able to disseminate the understanding of RE/EE technologies and their economic

and environmental benefits to their families and the communities in those areas, in line with the said Government's National Energy goals. The awareness and capacity building program should cover the following;

- i. Introduction to the Department of Education of Tuvalu and engagement of high school and collegiate students and teachers with a variety of project concepts to broaden their knowledge of science, in particular renewable energy, and the scientific method and the RE/EE capacity development program;
- ii. Facilitation of development of practical and applicable renewable energy and energy efficiency technologies and practices at home and community in the school activities; and
- iii. Dissemination information about advances in related science and engineering, and knowledge and innovations to address the nation's energy and environmental goal.
- iv. Approval and adoption by the DepED of the RE/EE topics and materials for integration in the appropriate subjects in the high school and collegiate curricula.

The design, organization and conduct of this awareness and capacity development program will be undertaken by the National Consultant (NC) with the active guidance of the International Consultant (IC) working in tandem as defined in this TOR.

Expected Outputs and Deliverables

The Phases of Work for the two (2) activities, i.e., Activity 1.3.1 and Activity 1.3.2, running parallel in order to optimize the implementation time will consist of the following steps:

1. Data gathering, survey questionnaire, interviews and training needs analysis
2. Validation with DOE, TEC and Stakeholders Leaders of the findings on needs, recommendations on how to address them and list of participants to the proposed training and workshops
3. Design of the appropriate awareness and capacity development
4. Approval of the awareness and capacity building program
5. Development of the training modules training tools, manuals and materials, announcement and promotions and scheduling of the training and workshops
6. Conduct of approved awareness and capacity development program
7. Evaluation of the conduct of the capacity building program
8. Documentation, pictures and preparation of the reports including recommendations on areas for improvement and best practices for sustainability and post-project planning
9. Draft news articles and reports for dissemination of information in multimedia on the awareness and capacity building conducted.

Institutional Arrangement

The principal responsibility of the IC is to help the PMU to implement the Activity 1.3.1 and Activity 1.3.2 of Output 1.3 under Outcome 1 together with . National consultant FASNETT Chief Technical Advisor (CTA) will be involved and provide advisory as per need during the process of training materials development and training delivery.

He/She will work closely with the National Consultant (NC) and provide guidance to the NC in the needs for data and analysis, information, coordination with the PMU, DOE and TEC and in coming up with the committed deliverables through the performance of the following NC duties.

- a) The work of the IC and the NC will be monitored, overseen and supervised by the FASNETT PMU in close cooperation with the DOE/MTET and UNDP through the weekly project oversight and coordination meetings.
- b) The IC is expected to submit reports upon successful completion of activities in the approved Time Schedule/Work Plan in Deliverable #1.
- c) The IC is expected to use his/her own computer in the conduct of this consultancy assignment.

Duration of the Work

- a) The consultancy duration is for four (4) months and is expected to commence from 30 June 2022;
- b) The Consultants shall be engaged to undertake the consultancy according to a Time Schedule/Work Plan and is expected to complete the work by 15 October 2022.

Duty Station

Because of the prevailing pandemic travel restriction and protocols, the IC will work as home-based assignment in providing the leadership, direction and overall responsibility in the accomplishment of the tasks and the expected deliverables, while the NC, based in Funafuti, Tuvalu, will provide the data/info gathering, direct support, material inputs and local facilitation, until the IC is possibly permitted to travel to Tuvalu within the duration of the Contract. Ideally, the IC should be able to travel to Tuvalu that would necessitate and possibly obtain government permit because of the nature of the tasks involving comprehensive workshops and hands-on training for the participants. PMU will endeavor to secure the necessary government permits and travel clearance when allowable. If the travel happen the travel cost will be reimbursed by the project on actual basis.

COMPETENCIES

- Proficiency in computer packages; good working knowledge of word processing and spreadsheet programs, particularly MS Word, MS Power Point and MS Excel and on-line communication/conference and training platforms such as Zoom, Google meet, WhatsApp, etc..
- Maturity and confidence in dealing with senior members of national institutions.
- Displays cultural, gender, religion, race, nationality and age sensitivity and adaptability.
- Excellent written communication skills, with analytic capacity and ability to synthesize relevant collected data and findings for the preparation of quality analysis for the project proposal.
- Excellent coordination skills and result oriented collaboration with colleagues – especially for this case the national level consultants.

REQUIRED SKILLS AND EXPERIENCE

Educational Qualifications:

- Post graduate degree in the fields of Electrical Engineering, Environmental Management, International Development, Sustainable Development, Environmental communication or relevant related fields.

Experience

- At least 5 years of relevant professional experience in similar assignment at national or international level
- Strong expertise in capacity building for Environmental Management and capacity building projects.
- Familiarity with the UNDP project management requirements and procedures.
- Experience in coordinating projects with government counterparts.
- Ability to pick up new terminology and concepts easily.
- Familiarity with UNDP policies, templates and requirements.
- Experience of providing capacity building support to government and private sector counterparts;
- Previous experience in working with international organizations and ideally on the development project/program
- Excellent analytical skills; very good inter-personal skills and ability to work with a multitude of stakeholders environment;

Language requirements

- Fluency of English language is required;

Price Proposal and Schedule of Payments

Consultant must send a financial proposal based on **Lump Sum Amount**. The total amount quoted shall be all-inclusive and include all costs components required to perform the deliverables identified in the TOR, including professional fee, travel costs, living allowance (if any work is to be done outside the IC's duty station) and any other applicable cost to be incurred by the IC in completing the assignment. The contract price will fixed output-based price regardless of extension of the herein specified duration. Payments will be done upon completion of the deliverables/outputs and as per below percentages:

- Deliverable 1, Submission of the inception report: 10% of total contract amount
- Deliverable 2 , Submission of needs assessment report : 20% of total contract amount
- Deliverable 3: Design of the appropriate RE/EE awareness and capacity development program for DOE, training module: 20% of total contract amount
- Deliverable 4: Report on comprehensive workshops and hands-on technical trainings: 40% of total contract amount
- Deliverable 5: Best practices for sustainability and post-project planning: 10% of total contract amount

In general, UNDP shall 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 event of unforeseeable travel not anticipated in this TOR, payment of travel costs including tickets, lodging and terminal expenses should be agreed upon, between the respective business unit and the Individual Consultant, prior to travel and will be reimbursed.

Evaluation Method and Criteria

Individual consultants will be evaluated based on the following **Cumulative analysis** methodology.

The award of the contract shall 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 set of weighted technical criteria (70%). and financial criteria (30%). Financial score shall be computed as a ratio of the proposal being evaluated and the lowest priced proposal received by UNDP for the assignment.

Technical Criteria for Evaluation (Maximum 70 points)

- **Criteria 1:** Post graduate degree in the fields of Electrical Engineering, Environmental Management, International Development, Sustainable Development, Environmental communication or relevant related fields – Max 10 points
- **Criteria 2:** At least 5 years of relevant professional experience in similar assignment at national or international level - Max 10 Points
- **Criteria 3:** Strong expertise in capacity building for Environmental Management and capacity building projects: Max 10 points
- **Criteria 4:** Familiarity with the UNDP project management requirements and procedures.: Max 10 points
- **Criteria 5:** Experience of providing capacity building support to government and private sector counterparts. Max 10 points
- **Criteria 6:** Excellent analytical skills; very good inter-personal skills and ability to work with a multitude of stakeholders' environment. Max 10 points
- **Criteria 7:** Assessment of approach/methodology described in technical proposal to conduct the assignment– Max 10 Points

Only candidates obtaining a minimum of 49 points (70% of the total technical points) would be considered for the Financial Evaluation.

Shortlisted candidates shall be called for an interview which will be used to confirm and/or adjust the technical scores awarded based on documentation submitted.

Documentation required

Interested individual consultants must submit the following documents/information to demonstrate their qualifications. Please group them into **one (1) single PDF document** as the application only allows to upload maximum one document:

- **Letter of Confirmation of Interest and Availability** using the template provided in Annex II.
- **Personal CV**, indicating all past experience from similar projects, as well as the contact details (email and telephone number) of the Candidate and at least three (3) professional references.
- **Technical proposal**, including a) a brief description of why the individual considers him/herself as the most suitable for the assignment; and b) a methodology, on how they will approach and complete the assignment.
- **Financial proposal**, as per template provided in Annex II. Note: National consultants must quote prices in United States Dollars (USD).

Note: Successful individual will be required to provide proof of medical insurance coverage before commencement of contract for the duration of the assignment.

Incomplete and joint proposals may not be considered. Consultants with whom there is further interest will be contacted. The successful consultant shall opt to sign an Individual Contract or a Reimbursable Loan Agreement (RLA) through its company/employer with UNDP.

Annexes

- Annex I - [Individual IC General Terms and Conditions](#)
- Annex II – [Offeror's Letter to UNDP Confirming Interest and Availability for the Individual IC, including Financial Proposal Template](#)

For any clarification regarding this assignment please write to pts.fj@undp.org