TERMS OF REFERENCE

<table>
<thead>
<tr>
<th>Reference No.</th>
<th>PN/FJI/082/23</th>
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<tbody>
<tr>
<td>Location</td>
<td>Funafuti, Tuvalu</td>
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<tr>
<td>Application deadline</td>
<td>7 July 2022</td>
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<tr>
<td>Type of Contract</td>
<td>Individual Contractor</td>
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<tr>
<td>Post Level</td>
<td>National Consultant - Capacity Development Program</td>
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<tr>
<td>Languages required:</td>
<td>English</td>
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<tr>
<td>Duration of Initial Contract:</td>
<td>40 work-days (15 July 2022 – 15 October 2022)</td>
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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);
Components 3 (Applications of Renewable Energy & Energy Efficiency Technologies & Techniques) and

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**

In close consultation with the DOE Director (acting as the FASNET National Project Director), the TEC General Manager and the PMU Project Manager and other government counterparts, UNDP and other relevant stakeholders, the NC will perform and takes responsibility for the following tasks with guidance and advisorship by the IC:

- Oversee and coordinate the development and conduct of the RE/EE awareness and capacity development program consistent with the national energy goals of Tuvalu and considering the needs of DOE, TEC and key stakeholders in coordination with the FASNETT Demo contractors for technical inputs
• Assess awareness and capacity building needs of the DOE, TEC and key stakeholders by designing and planning the data gathering, survey questionnaire, interviews and training needs analysis
• Identify the participants in the RE/EE awareness and capacity development program from DOE, TEC, other relevant agencies/units of the Government of Tuvalu and key RE/EE stakeholders in consultation with these groups
• Design and develop appropriate RE/EE awareness and capacity development program for the targeted participants including the training modules (online and/or face-to-face workshops and specialized technical training courses, training tools, manuals and materials, announcement and promotions and scheduling of the training and workshops based on international best practice standards and local considerations
• Conduct the approved modules and tools for the RE/EE awareness and capacity development program including the participants’ evaluation of their implementation
• Organize industry to accept and regulate the performance norms;
• Document the training and workshops conducted including presentations, pictures and illustrations, models, etc. and prepare the necessary reports including recommendations on areas for improvement and best practices for sustainability and post-project planning
• Draft news articles and reports for dissemination of information in multimedia on the awareness and capacity building conducted
• Others related tasks by the Consultants that may be identified as lacking by PMU relative to this TOR during the conduct of the activities and regular oversight meeting and monitoring.
• Assist the PMU in arranging meetings with DOE, TEC, IC and stakeholders via internet-based communications and conference platforms, e.g. Zoom, Google meet, etc. whenever necessary
• Document all outputs and activities with pictures and reports including recommendations on areas for improvement and best practices for sustainability and post-project planning for the report, building national buy-in for the report
• Perform other assistance that the PMU would need in pursing the objectives of this RE/EE capacity development.

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, be 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. If any local travel needed, the cost will be reimbursed by the FASNET Project as per actual basis.

COMPETENCIES
- Demonstration integrity and commitment to UNDP and Government of Tuvalu principles and values and ethical standards
- Strong interpersonal and communication skills
- Ability to work well as part of a multi-cultural team and display gender, religion, race, nationality and age sensitivity and adaptability.
- Ability for team working
- Self-management, emotional intelligence and conflict management;
- Analytical and strategic thinking/results orientation;
- Knowledge sharing.
- Experience in managing and coordinating teams
- Experience in participating and following the project cycle, creative capacity solving problems
- Computer literacy (e.g., Microsoft Word, Excel, and Power Point) is a pre requisite.

**REQUIRED SKILLS AND EXPERIENCE**

**Educational Qualifications:**

- Minimum of a Bachelor’s Degree or equivalent in Electrical Engineering (preferably mechanical, electrical, or civil), or in Development Management, Business Management, Energy, Environmental Science, Economics, Public Administration/Management with background in Renewable Energy/Energy Efficiency, or related field.

**Experience**

- Minimum of 5 years working experience in capacity building program development and conduct of training in Renewable Energy and Energy Efficiency and Development and related field.
- Proven experience and understanding of policies and regulations on RE and EE applications as well as Climate Change (mitigation and adaptation)
- Proven experience working with UNDP Projects and local communities on matters concerning energy policy and regulations
- Ability to communicate in English is essential
- Proven track record of project team experience working with government, NGOs, and other key stakeholders
- Previous experience in formulation of energy development and utilization projects and undertaking similar consultancies are an advantage.

**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: 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**: Bachelor’s Degree or equivalent in Electrical Engineering (preferably mechanical, electrical, or civil), or in Development Management, Business Management, Energy, Environmental Science, Economics, Public Administration/Management with background in Renewable Energy/Energy Efficiency, or related field – Max 10 points
- **Criteria 2**: Minimum of 5 years working experience in capacity building program development and conduct of training in Renewable Energy and Energy Efficiency and Development and related field - Max 20 Points
- **Criteria 3**: Proven experience and understanding of policies and regulations on RE and EE applications as well as Climate Change (mitigation and adaptation) Max 10 points
- **Criteria 4**: Proven experience working with UNDP Projects and local communities on matters concerning energy policy and regulation-Max 10 Points
- **Criteria 5**: Previous experience in formulation of energy development and utilization projects and undertaking similar consultancies are an advantage. – Max 10 Points
- **Criteria 6**: 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