



INDIVIDUAL CONSULTANT PROCUREMENT NOTICE

Date: June 22, 2022

Country: Equatorial Guinea

Referencia: ICPN 2022005 GNQ

Description of the assignment: Terminal Evaluation for UNDP-supported GEF-financed projects

Project name: Sustainable Energy for All - SE4ALL

Period of assignment/services (if applicable): 25 working days over a time period of 8 weeks

Proposal should be submitted at the following email sumision.gq@undp.org subject: **ICPN 2022005 GNQ International consultant team leader - Terminal Evaluation for UNDP-supported GEF-financed projects.**

ICPN 2022005 GNQ National consultant team member - Terminal Evaluation for UNDP-supported GEF-financed projects.

No later than **Wednesday, July 6, 2022 at 17h00 pm, Equatorial Guinea Time.**

Any request for clarification must be sent in writing, or by standard electronic communication to the address procurement.gq@undp.org no later than **Wednesday, June 29, 2022 at 17h00 pm, Equatorial Guinea Time.** Procurement Unit Equatorial Guinea will respond in writing or by standard electronic mail and will send written copies of the response, including an explanation of the query without identifying the source of inquiry, to all consultants.

1. BACKGROUND

The project is in line with Equatorial Guinea's objective to provide access to energy for its entire population, while working to avoid greenhouse gas emissions, which is not usually a priority in Least Developed Countries (LDCs). The project is oriented towards the inclusion of all social strata, leaving no one behind, while at the same time giving special attention and priority to the gender issue. The Project is consistent with Objective 3 of the GEF-5 Climate Change Focal Area (CCM-3) which aims to promote investment in renewable energy technologies. It presents a program that promotes renewable energy technologies in the island region of Equatorial Guinea, through an effective policy framework, institutional capacities, and small hydropower demonstration. The importance of energy

access is also confirmed by the country's commitment to a Transparent Resource Allocation System under GEF-5 for its first climate change mitigation project.

Project objective: The goal of the project is to create a market for decentralized renewable energy solutions in small island and remote territories. The goal will be reached by addressing the weakness of the country's policy-institutional, market and technology supply frameworks and tackle the root causes of the barriers to Renewable Energy (RE) utilization in the country (removing barriers to the application of RE-based power generation in Equatorial Guinea and on Bioko Island in particular). The project consists of the following components: (1) Clean energy planning and policies for implementation and scaling up; (2) Clean energy technology (hydro) demonstration; (3) Clean energy technology (solar) demonstration; (4) Clean energy knowledge & capacity development. The project is expected to generate global benefits in directly avoided greenhouse gas (GHG) emissions of almost 1,780 kilotons of CO₂ due to switching from fossil fuels for power generation to small hydro, solar PV and wind power (over the lifetime of 20 years) and an estimated 7,121 0ktCO₂ as indirect emission reduction impact.

Budget: The total project budget was US\$ 43,502,968. Of which, (i) US\$ 500,000 from UNDP; (ii) US\$ 3,502,968 from GEF; (iii) US\$ 37,550,000 from the Government of Equatorial Guinea; and (iv) US\$ 1,950,000 in kind, were expected.

Expected Outcomes : The expected results of the project are: (1) Implementation of an approved clean energy enabling framework in Equatorial Guinea; (2) Hydro energy technology and business model demonstrated in Equatorial Guinea's main insular region (Bioko); (3) Clean energy (Solar and wind) technology and business model demonstrated in the insular regions chains; (4) Information and knowledge on sustainable energy solutions widely shared, and clean energy technical, individual and Institutional capacity strengthened.

2. SCOPE OF WORK, RESPONSIBILITIES AND DESCRIPTION OF THE PROPOSED ANALYTICAL WORK

TE Purpose

The TE report will assess the achievement of project results against what was expected to be achieved and draw lessons that can both improve the sustainability of benefits from this project, and aid in the overall enhancement of UNDP programming. The TE report promotes accountability and transparency and assesses the extent of project accomplishments.

Terminal Evaluations for GEF-funded projects have the following supplemental purposes:

- Promote accountability and transparency,
- Synthesize lessons that can help improve the selection, design, and implementation of future GEF-funded and UNDP-supported initiatives; and improve the sustainability of benefits and aid in the overall improvement of UNDP programming.
- Evaluate and document the results of the project and the contribution of these results to the achievement of the GEF's strategic objectives aimed at global environmental benefits.
- Measure the degree of convergence of the project with other priorities within the UNDP country programme, including poverty alleviation.
- Strengthen resilience to the impacts of climate change, reduce disaster risk and vulnerability, as well as cross-cutting issues such as gender equality, women's empowerment, and support for human rights.

It is recommended that the TE takes place during the last few months of project activities, allowing the TE team to work while the Project Team is still in place, but ensuring that the project is close

enough to its completion for the evaluation team to reach key conclusions. aspects such as the sustainability of the project.

For detailed information, please refer to Annex 1 TORs

3. REQUIREMENTS FOR EXPERIENCE AND QUALIFICATIONS

Mandatory requirements:

- Applicants must submit all required documents detailed in section 4.

Required Skills and Experience: TE TEAM COMPOSITION

A team of two independent evaluators will conduct the TE – one international consultant team leader (team leader) and one national consultant (team member – national expert). The team leader will be responsible for the overall design and writing of the TE report, etc.). The national expert will assess emerging trends with respect to regulatory frameworks, budget allocations, capacity building, work with the Project Team in developing the TE itinerary, etc.

The evaluator(s) cannot have participated in the project preparation, formulation and/or implementation (including the writing of the project document), must not have conducted this project's Mid-Term Review and should not have a conflict of interest with the project's related activities.

The selection of evaluators will be aimed at maximizing the overall “team” qualities in the following areas:

Education

- Master's degree in *Energy, Environment, Economy, Business administration, finance, Development studies* or other closely related field.

Experience

- Relevant experience with results-based management evaluation methodologies.
- Experience applying SMART indicators and reconstructing or validating baseline scenarios.
- Competence in adaptive management, as applied to *Renewable energy and Energy access*.
- Experience in evaluating projects.
- Experience working in *Equatorial Guinea, CEMAC Region, Africa, or similar countries*.
- Experience in relevant technical areas for at least *10 years*.
- Demonstrated understanding of issues related to gender and *Renewable energy and energy access*, experience in gender responsive evaluation and analysis.
- Excellent communication skills;
- Demonstrable analytical skills;

- Project evaluation/review experience within United Nations system will be considered an asset.

Language

- Fluency in written and spoken English.
- Fluency in written and Spoken Spanish.

4. DOCUMENTS TO BE INCLUDED WHEN SUBMITTING THE PROPOSALS.

Recommended Presentation of Proposal:

1. Letter of Confirmation of Interest and Availability using the template⁷ provided by UNDP; Please refer to Annex 3.

2. CV and a Personal History Form (P11 form⁸); Please refer to Annex 4.

3. Brief description of approach to work/technical proposal of why the individual considers him/herself as the most suitable for the assignment, and a proposed methodology on how they will approach and complete the assignment; (max 1 page)

4. Financial Proposal that indicates the all-inclusive fixed total contract price and all other travel related costs (such as flight ticket, per diem, etc), supported by a breakdown of costs, as per template attached to the Letter of Confirmation of Interest template. If an applicant 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 applicant must indicate at this point, and ensure that all such costs are duly incorporated in the financial proposal submitted to UNDP.

4. Health Statement Self-declaration to be made and signed by the consultants to confirm that they are in good health and have the necessary insurance. Please refer to Annex 5.

5. Beneficiary Designation: Personal information as name, address, ID, phone number of a beneficiary in case of death during the consultancy. A copy of the beneficiary's personal identity document must be attached. Please refer to Annex 6.

5. FINANCIAL PROPOSAL

- **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 installments 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, per diems, 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 reimbursed

6. EVALUATION**2. Cumulative analysis**

When using this weighted scoring method, the award of the contract should 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 weight; 70%*

** Financial Criteria weight; 30%*

Only candidates obtaining a minimum of 49/70 points of the technical evaluation would be considered for the Financial Evaluation

Criteria	Weight	Max. Point
<u>Technical</u>		
<i>Master's degree in Energy, Environment, Economy, Business administration, finance, Development studies or other closely related field. (Mandatory requirement- Pass/Fail).</i>	10%	10
<i>A minimum of 10 years' experience in relevant technical areas.</i>	10%	10
<i>Demonstrated understanding of issues related to gender and Renewable energy and energy access, experience in gender responsive evaluation and analysis.</i>	5%	5
<i>Competence in adaptive management, as applied to Renewable energy and Energy access.</i>	5%	5

<i>Experience in evaluating similar projects. (2 point per experience for a maximum of 10).</i>	<i>10%</i>	<i>10</i>
<i>Relevant experience with results-based management evaluation methodologies.</i>	<i>5%</i>	<i>5</i>
<i>Fluency in written and spoken English. Fluency in written and Spoken Spanish. (Mandatory requirement- Pass/Fail).</i>	<i>5%</i>	<i>5</i>
<i>Description of approach to work/technical proposal and methodology</i>	<i>20%</i>	<i>20</i>
<i><u>Financial 30%</u></i>		

ANNEX

ANNEX 1- TERMS OF REFERENCES (TOR)

ANNEX 2- INDIVIDUAL CONSULTANT GENERAL TERMS AND CONDITIONS

ANNEX 3- OFFEROR'S LETTER TO UNDP CONFIRMING INTEREST AND AVAILABILITY

ANNEX 4- PERSONAL HISTORY FORM (P11)

ANNEX 5- HEALTH STATEMENT SELF-DECLARATION

ANNEX 6- BENEFICIARY