



TERMS OF REFERENCE

Long Term Agreement

Title:	Project Electric Mobility Expert
Location:	Home based with quarterly planned visit to Belize
Application Deadline:	25-July-22 (Midnight Belize Time)
Type of Contract:	Individual Contract
Post Level:	International Consultant
Languages Required:	English
Starting Date:	1 August-2022
Duration of Initial Contract:	Initial contract is from 1 st August 2022 to 14 June 2023
Expected Duration of Assignment:	Up to 150 days per year for each LTA with a possibility of extension up to two years

UNDP is committed to achieving workforce diversity in terms of gender, nationality and culture. Individuals from minority groups, indigenous groups and persons with disabilities are equally encouraged to apply. All applications will be treated with the strictest confidence.

UNDP does not tolerate sexual exploitation and abuse, any kind of harassment, including sexual harassment, and discrimination. All selected candidates will, therefore, undergo rigorous reference and background checks.

Background

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 Belize Country Office is working in partnership with the Government of Belize, with Funding from the European Union, in the realization of targets set within the country's updated NDCs. This includes a bold commitment in support of the decarbonization of Belize's Transport Sector.

Belize's e-mobility pilot project supports the transition to and penetration of Electric vehicles. Applying UNDP's "Derisking Renewable Energy Investment Approach" the project addresses policy barriers faced in transitioning towards a low carbon transport sector and the enabling of a policy framework supporting e-mobility expansion in country. Partnering with private sector and local government institutions, the project finances the introduction of electric vehicles as a means of satisfying growing public transport demands for modernization; and focuses on demonstrating conditions and early experience for e-mobility integration into the national system, informing sector growth and investment planning.

In order to provide support and ensure effective policy and quality technical services to the Government of Belize, UNDP Belize is looking to recruit a consultant who could function as technical expert advisor against the following profiles:

- Energy Efficiency including e-mobility and electric vehicles
- Decarbonization of transport sector

Successful applicants will join the UNDP Belize project team as an advising expert, engaged based on the arising needs of UNDP EMobility project and is expected to support pilot implementation, advising of the drafting of policies supporting EMobility integration into the transport sector, supporting the development of associated national capacity building programmes. The Project EMobility Expert will act as a resource person for UNDP, the Government of Belize, private sector, and academic staff during the implementation of project activities.

This solicitation is for a Long-Term Agreements (LTA) for one year and renewable up to two years linked to satisfactory performance of the individual consultant. 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.

Duties and Responsibilities

Under the direct supervision of the Project Manager, the Technical Expert 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 and Emobility:

1. Support drafting policies, regulations and Roadmap/ Action Plan documents as required;
2. Support implementation of project pilots;
3. Support capacity building, knowledge management, and documentation of lessons learned.

Key work areas will include:

1. Support drafting policies, regulations and Roadmap/ Action Plan documents as required:

1. Analyze developments in the energy and transport sectors Belize with the purpose of advising the introduction of electric vehicles in country;
2. 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 the Government of Belize and UNDP for transport sector transition;
3. Be actively involved in technical work including design of data collection strategies, data analysis, and analysis of EMobility business models, supporting the analysis of market barriers for electric vehicle transition in Belize;
4. Engage with authorities and other stakeholders on EMobility development and regulation;
5. Engage closely with Government of Belize stakeholders to initiate and develop specific EMobility topics including technical standards, tax policy, financial incentives, training needs, opportunities for business development, and EV waste management strategies.
6. 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 EMobility penetration in Belize;
7. Inform the drafting policies and Regulations, and Roadmap documents in close coordination with key national stakeholders and participating in the validation workshops and the submission of documents to Government of Belize.

2. Support Implementation of pilot programme:

1. Lead the Project's demonstration pilot

2. Provide orientation to UNDP and the other national counterparts by bringing in specific knowhow and expertise on mobility technology including EMobility.
3. Provide high quality technical inputs to trainings and technical assistance to partners on matters related electric vehicles;
4. Ensure a due diligence process during the demonstration pilot including application of ESIA measures and gender action plan, and quality assurance (QA) as it relates to the provision of goods and services;
5. Design of data collection programme as part of EV demonstration pilot, including specification of ICT equipment and software supporting the tracking of pilot vehicle performance under national conditions
6. Inform specification of EV equipment and design of related services and installations
7. Lead Project working groups and provide technical backstopping when required.
8. Identify operational issues and risks during pilot execution, and development of solutions in collaboration with designated Government of Belize and UNDP Project staff

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

1. Elaborate a Capacity Building Plan which identifies required technical capacities supporting pilot implementation and electric vehicle penetration
2. Draft/collect training content, and draft training schedule for both online and self-paced material, as may be applicable, for final approval
3. Source and organize training sessions on the management of electric vehicle fleet, effective recycling and/or the safe disposal of EV batteries, and other waste management activities;
4. Strengthen institutional and human technical capacities of Ministry of Energy, Ministry of Transport and the national Climate Change Office and relevant institutions in establishing timely, accurate and comparable inventory system for energy statistics and related greenhouse gas emissions that can be reported and shared externally;
5. Document and synthesize key lessons/insights from engaging with various stakeholders throughout lifetime of projects;
6. Refining strategies and approaches for working with local partners, including approaching for identifying barriers, identifying promising innovations and incubation and acceleration support to businesses;

Competencies

Functional 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;
- Conversant with developments in the Electric Vehicle (EV) industry and knowledgeable in different types of EVs.
- Capability to conduct technical training effectively and impart technical skills to non-EV engineers.
- Ability to generate and efficiently handle and share technical information and knowledge

Corporate competencies:

- Demonstrates integrity by modeling the UN's values and ethical standards.
- Displays cultural, gender, religion, race, nationality and age sensitivity and adaptability.
- Treats all people fairly without favoritism.
- Fulfills all obligations to gender sensitivity and zero tolerance for sexual harassment.

Required Skills and Experience**Education:**

- Master's degree (postgraduate), or equivalent, in engineering (industrial, civil, electrical or mechanical engineer), energy, , economics, finance, or other energy-related field

Experience:

- At least 3 years' experience with applied research of electric mobility technology systems at public or private organizations;
- 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.

Language Requirement:

- Fluency in English required.

Application Procedure

The application package containing the following **(to be uploaded as one file)**:

- A cover letter with a brief description of why the Offer considers her/himself the most suitable for the assignment.
- Personal **CV or P11**, indicating all past experience from similar projects and specifying the relevant assignment period (from/to), as well as the email and telephone contacts of at least three (3) professional references; and
- A one to two-page methodology on how the Offeror will conduct the work including the approach in delivering the required outputs within the assignment period with clear description of mode of delivering the training. **Required**

Note: The above documents need to be scanned in one file and uploaded to the online application as one document.

Shortlisted candidates (**ONLY**) will be requested to submit a **Financial Proposal**.

- 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
- This consultancy is a home-based assignment, with suggested Quarterly travel to join project team in Belize

- Payment of travel costs including tickets, lodging and terminal expenses will be processed by UNDP facilitating duty travel to Belize. Note that 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.

The Financial Proposal is to be emailed as per the instruction in the separate email that will be sent to shortlisted candidates.

Evaluation process

Applicants are reviewed based on Required Skills and Experience stated above and based on the technical evaluation criteria outlined below. Applicants will be evaluated based on cumulative scoring. When using this weighted scoring method, the award of the contract will be made to the individual consultant whose offer has been evaluated and determined as:

- Being responsive/compliant/acceptable; and
- Having received the highest score out of a pre-determined set of weighted technical and financial criteria specific to the solicitation where technical criteria weighs 70% and Financial criteria/ Proposal weighs 30%.

Technical evaluation - Total 70% (70 points):

Technical Evaluation Criteria	Obtainable Score
Master's degree, or equivalent, in engineering, energy, resource management, economics, finance, international affairs, or other energy-related field	10
At least 3 years' experience with applied research of electric mobility technology systems at public or private organizations;	20
Experience in energy audits, energy policy drafting, business models for deployment of rural energy projects	15
Quality and relevance of the methodology presented	15
Experience in training and capacity building	10
Total Obtainable Score:	70

Candidates obtaining a minimum of 70% (49 points) of the maximum obtainable points for the technical criteria (70 points) shall be considered for the financial evaluation.

Financial evaluation - Total 30% (30 points)

The following formula will be used to evaluate financial proposal:

$p = y (\mu/z)$, where

p = points for the financial proposal being evaluated

y = maximum number of points for the financial proposal

μ = price of the lowest priced proposal

z = price of the proposal being evaluated

Contract Award

Candidate obtaining the highest combined scores in the combined score of Technical and Financial evaluation will be considered technically qualified and will be offered to enter into contract with UNDP.

Institutional Arrangement

- On a day to day basis and during assignments, the Contractor will be working with the EMobility Project Manager and the UNDP Energy and Environment Portfolio Manager
- Progress and delivery reporting will be done on a biweekly basis to the Project Manager and on a quarterly basis to the Project Steering Committee

Payment modality/ milestones

- Payments are based upon output, i.e. upon delivery of the services specified above and deliverables accepted and upon certification of satisfactory completion by the manager.
- 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.
- 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.***