



TERMS OF REFERENCE

Reference No.	PN/FJI/085/22
Location	Home based
Application deadline	2 August 2022
Type of Contract	Individual Contractor
Post Level	International Consultant - Capacity Development Evaluation and Awareness Program (Outcome 1)
Languages required:	English
Duration of Initial Contract:	40 work-days spread over the period (August 2022 – 15 November 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).

This TOR covers the implementation of remaining activities and outputs under Component 1 towards achieving ***Outcome 1: Improved awareness and attitude towards sustainable RE & EE technology applications in the public, commercial and energy sectors.***

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 and Expected Outputs

The scope of work of this TOR includes the remaining activities and outputs under Outcome 1, particularly, Outputs 1.4 and 1.5 as defined in the FASNETT Project Document (ProDoc).

- *Output 1.4: Comprehensive evaluation report on implemented capacity building programs*

This Output will consist of an evaluation of implemented capacity building programs that are established to enhance the competency level in implementing the RE/EE-based program and the decision-making capability within the government and stakeholders on RE/EE applications. The evaluation will provide information on the relevance and impacts of the training programs in meeting the training needs. It should also guide the improvement of the capacity development program to make it more responsive to the capacity development needs in the coming years in view of the provisions of the Energy Act that will also be promulgated.

- *Output 1.5: Published and disseminated information on RE/EE application*

This Output will include the following resulting from the various components of the FASNETT Project regarding the awareness aspects:

- RE resources availability
- Household energy and appliance survey and potentials for energy conservation and replacement incentives for old appliances to improve energy efficiency
- Sustainable EE & RE technology applications in island communities;
- Results of project activities particularly from the EE/RE technology and commercial application pilots and demonstrations in Tuvalu vis-à-vis project experiences in other PICs that are similarly situated;
- Formulated and approved policies and regulatory frameworks in support of EE/RE applications and low carbon development in Tuvalu; and,
- Mechanics of the established financing schemes in Tuvalu.

The design and implementation of the information dissemination and promotion program shall involve various innovative strategies to facilitate generation of useful database to various end-users, the expedient exchange of information using the internet, website and utilization of tri-media for promotion and outreach RE/EE campaign. These activities have an end-goal of facilitating growth of RE/EE applications by enhancing the confidence of target end-users in making decisions on the use of RE/EE systems and by encouraging RE/EE project developers and private investors to supply the needs of consumers with reliable and affordable energy services through RE/EE technologies and techniques.

- *Sustainability and post-project planning on capacity building and awareness*

This will involve development and facilitation of the approval of a follow-up and sustainability plan for the continuing post-project capacity development program and information dissemination to achieve the goals of the emission reduction through the use of RE/EE technologies in Tuvalu. The report will highlight the best practices, lessons learned and recommendations for sustainability and post-project planning in the aspects of capacity building and awareness.

The timeliness of outputs as well as the completeness and quality of design, organization and conduct of this awareness and capacity development programs will be the overall responsibility of the International Consultant (IC) working in tandem with the National Consultant (NC) on-site as defined in this TOR.

Deliverables

The Activities under the above-mentioned Outputs, shall be implemented according to a proposed Activity Work Plan in order to optimize the time involved so that all outputs will be delivered within the duration of the Project as indicated in the approved time table:

Deliverable #1: Inception Report

- Overall approach and Activity Work Plan

Deliverable #2: Output 1.4

- Evaluation report of the conduct of the implemented capacity building program (*Note: This will be implemented in abeyance while the capacity development program is being implemented in another contract for FASNETT Output 1.3: Completed design and implementation of suitable EE/RE capacity development programs for key stakeholder groups.*)

Deliverable # 3: Output 1.5

- RE/EE communication plan and coordination mechanisms
- Updated information on RE/EE technology applications in island communities and results of project activities particularly from the EE/RE technology and commercial application pilots and demonstrations and of information on household energy survey
- Report on the conduct of public awareness workshops and radio programs
- Documentation, pictures, draft news articles and reports for publication and dissemination of information in multimedia on the awareness and capacity building conducted.

Deliverable #4: Sustainability and post-project planning on capacity building and awareness

- Report on best practices, lessons learned and recommendations for sustainability and post-project planning in pursuit of the RE/EE goals in the aspect of capacity development and awareness.

Institutional Arrangement

The principal responsibility of the IC is to implement the remaining Activities under Outcome 1 together with the National Consultant, and in coordination the FASNETT Chief Technical Advisor

(CTA) during the evaluation process of training materials development and training delivery and information dissemination activities.

The IC will work closely with the 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 above-listed duties.

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

Duration of the Work

- The consultancy duration is for four (4) months and is expected to commence from July 2022;
- The Consultants shall be engaged to undertake the consultancy according to an approved Time Schedule/Activity Work Plan and is expected to complete the work by 15 November 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, on-site implementation 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 RE/EE 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

The 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 fix output-based price regardless of extension of the herein specified duration. Payments will be done upon completion of the deliverables/outputs as listed above with the following percentages:

- Deliverable #1: Submission of the inception report and Activity Work Plan - 10% of total contract amount
- Deliverable #2: Output 1.4 – 40% of total contract amount
- Deliverable #3: Output 1.5 – 40% of total contract amount
- Deliverable #4: 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: Experience of assessing/evaluate capacity building support to government and private sector counterparts - Max 20 points
- Criteria 5: Assessment of approach/methodology described in technical proposal to conduct the assignment– Max 10 Points
- Criteria 6: Familiarity with the UNDP project management requirements and procedures - Max 5 points
- Criteria 7: Excellent analytical skills; very good inter-personal skills and ability to work with a multitude of stakeholders' environment. Max 5 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