



TERMS OF REFERENCE

Reference No.	PN/FJI/086/22
Location	Home based
Application deadline	2 August 2022
Type of Contract	Individual Contractor
Post Level	International Consultant – Energy Act, IRR Development and Institutional Mechanisms (Outcome 2)
Languages required:	English
Duration of Initial Contract:	Sixty (60) workdays spread over the period (August 2022 – 31 December 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. 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. The overall project goal 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 towards achieving **Outcome 2: Coherent and integrated implementation of enhanced policies, regulations and projects on energy development and utilization with the country’s energy act in support of national economic development**. It comes under Component 2 resulting to Outcome 2, covering Outputs 2.2 to 2.7 as defined in the FASNETT ProDoc. It involves the development and facilitation of promulgation of the Energy Act, development and adoption of the requisite implementing rules and regulations (IRRs) and establishing the institutional mechanisms and structure to effectively implement the Energy Act, in consultation with DOE, TEC and key stakeholder groups related to the energy sector 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.

The FASNETT 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 2, particularly, Outputs 2.2 to 2.7 as defined in the FASNETT Project Document (ProDoc). The International Consultant will be supported by two (2) National Consultants (viz. National Consultant I and II) with specific Outputs as delineated below:

- **To be Supported by National Consultant I:**
 - *Output 2.2: Recommended standards, policies and implementing rules and regulations (IRRs) on the promotion and application of EE/RE technologies, and financing schemes for EE/RE applications embodied in an energy bill*

A draft Energy Bill has been developed in consultation with DOE, TEC and other stakeholders and was endorsed by the Cabinet to the Attorney General's Office for review and submission to the Parliament, which will start its sessions in mid August 2022. The International Consultant (IC), working hand in hand with the National Consultant (NC), will develop and implement a strategy on how the finalization of the draft Energy Bill will proceed based on the deliberations; identify and recommend a list and descriptions of necessary standards, policies and implementing rules and regulations (IRRs) in the context of Tuvalu; and, facilitate the initiation of activities and necessary documentations and recommendations for the Government of Tuvalu (GoT), through MTET and the FASNETT Project, to realize this Output towards the promulgation of the Energy Act and the priority IRRs as much as possible before the end of the FASNETT project on February 2023.

- *Output 2.3: Formulated and enforced policies by well-informed legislators and administrators on the provision of energy services, including the publication and dissemination of guides and reference documents for the integrated energy planning and low carbon development in the context of Tuvalu*

This Output will include the following:

- Development and dissemination of implementing rules and regulations and organizational requirements (*Activity 2.3.1*)
- Launching and dissemination of relevant information on policy and management of the RE/EE program at the institutional level (*Activity 2.3.2*)
- Capacity building of key officials and staff in the energy organization authorized by the Energy Act
- Preparation and documentation for the acquisition of necessary tools such as integrated energy planning software, linking with data bases, and other related requirements (*Activity 2.3.3*)
- Preparation, facilitation of the approval and implementation of the Tuvalu National Integrated Energy Plan (*Activity 2.3.4*)

- *Output 2.4: Formulated and enforced institutional framework that supports the implementation of low carbon development policies, and IRRs*

This Output will involve the conduct of studies and provide recommendations on the improvement of the institutional working arrangements and implementing guidelines for National Advisory Committee on Energy NACE (*Activity 2.4.1*). The policy directions under the Energy Bill/Act also cover the NACE organizational strengthening.

▪ **To be Supported by National Consultant II:**

- *Output 2.5: Adopted and enforced: (a) sustainable low carbon standards, policies, and IRRs; and (b) suitable institutional mechanisms that integrate low carbon development with the socio-economic, climate change and disaster management objectives of the country*

This Output will involve the development and facilitation of the adoption of standards for RE/EE systems and components reaching Tuvalu to address the issues raised by RE/EE stakeholders. The IC will coordinate, through the PMU and National Consultants with the EPC Contractors of the FASNETT Demo Projects, viz. Floating Solar PV (FSPV), Solar/CDI Water purification, Demand Management and Response System (DMRS) and Funaoa SASH village solar PV electrification. The technical standards for roof-mounted solar PV generation systems recommended by TEC will be included in the standards under this Output. The IC will develop a strategy and framework for the RE/EE standards to be enforced by GoT with the provision of incentive mechanisms for good quality and reliable RE/EE products and guidance to consumers in making intelligent decisions for their selection, purchase and use.

- *Output 2.6: Performance evaluation report on the adopted policy and institutional framework and mechanisms*

This Output will involve the development and operationalization of a monitoring, reporting, evaluation and enhancement system for sustainable, reliable and self-reliant energy supply based on RE and EE applications consistent with Tuvalu 100% RE goal by 2025. The IC will oversee the NC, in coordination with TEC, in facilitating the development and implementation of the M&E system for the assessment of the policy impacts, technology provisions and financing assistance program for RE/EE applications in the country. Details about the related activities can be seen in the ProDoc Activity 2.6.

- *Output 2.7: Approved follow-up and sustainability plan for the enforcement of consistent government policies on RE/EE applications to support national development*

This Output will involve the development and approval of follow-up and sustainability plan for the monitoring, evaluation and enhancement of low carbon development plans and policies, as well as enhancements of the institutional framework and mechanisms for sustainably enforcing consistent government policies on RE/EE to support national development. Based on the approved policy and institutional framework, the RE/EE program adopted by the government, the reports of the M&E system in **Activity 2.6**, and the institutional structure to implement the program under the Energy Act, a sustainability and follow-up plan and financing scheme for RE/EE program shall be developed and endorsed before the project ends in February 2023. However, a draft follow-up and post-project sustainability plan shall submitted by end November 2022 in line with the Terminal Evaluation of the Project.

The timeliness of outputs as well as the completeness and quality of the above-mentioned Outputs will be the overall responsibility of the International Consultant (IC) working in tandem with the two (2) 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: Outputs 2.2, 2.3 and 2.4

- Final Draft of the Energy Bill endorsed by the Attorney General's Office to the Parliament
- Strategy on how the finalization of the draft Energy Bill will proceed based on the deliberations;
- identified and recommended list, descriptions and prioritization of necessary standards, policies and implementing rules and regulations (IRRs) in the context of Tuvalu;
- Report on recommendations on the improvement of the institutional working arrangements and implementing guidelines for the DoE, TEC and NACE and creation of Technical Working Groups
- Progress report on the activities and necessary documentations and recommendations on the institutional framework and action plan for the Government of Tuvalu (GoT), through MTET and the FASNETT Project, to realize goals of the Project

Deliverable # 3: Output 2.5

This Output will involve the facilitation by the IC and NC, through the DOE and TEC the initiation of the adoption and enforcement of the following:

- Sustainable low carbon standards, policies, and IRRs;
- Suitable institutional mechanisms

Deliverable #4: Outputs 2.6 and 2.7

- Developed and operationalized monitoring, reporting, evaluation and enhancement system for sustainable, reliable and self-reliant energy supply based on RE and EE applications consistent with Tuvalu 100% RE goal
- Approved follow-up and sustainability plan for the enforcement of consistent government policies on RE/EE applications to support national development.

Institutional Arrangement

The principal responsibility of the IC is to implement the remaining Activities under Outcome 2 together with the support of two (2) National Consultants their respective tasks, 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 under overall guidance of Project Manager. The IC will work closely with Project

Implementation Support Officer and Chief Technical Advisor. Likewise, The IC will provide guidance to both the NCs 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 NCs 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 six (5) months and is expected to commence from August 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 31 December 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 NCs, based in Funafuti, Tuvalu, will provide the data/info gathering, direct support, material inputs, on-site implementation and local facilitation. If possible and allowed by national protocols the IC may possibly be 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 happens, the travel cost will be reimbursed by the project on actual economy 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 with 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 Energy Act and Policy formulation, IRR Development and Institutional Mechanisms and 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 2.2, 2.3 and 2.4 – 40% of total contract amount
- Deliverable #3: Output 2.5 – 30% of total contract amount
- Deliverable #4: Output 2.6 and 2.7 - 20% 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 on Energy Act, Policy and IRR development and Institutional management or other environmental management capacity building area: 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