



## TERMS OF REFERENCE

Reference No.	PN/FJI/087/22
Location	Funafuti, Tuvalu
Application deadline	2 August 2022
Type of Contract	Individual Contractor
Post Level	National Consultant - Capacity Development Evaluation and Awareness Program
Languages required:	English
Duration of Initial Contract:	40 work-days spread over the period( July 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:

- (a) RE resources availability
- (b) Household energy and appliance survey and potentials for energy conservation and replacement incentives for old appliances to improve energy efficiency
- (c) Sustainable EE & RE technology applications in island communities;
- (d) 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 ;
- (e) Formulated and approved policies and regulatory frameworks in support of EE/RE applications and low carbon development in Tuvalu; and,
- (f) 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 the design, organization and conduct of this awareness and capacity development programs will be undertaken and ensured by the National Consultant (NC) in terms of inputs to and support for the dual commitment with and active guidance of the International Consultant (IC), both working in tandem following the approved timetable 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 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 awareness and capacity building.

### **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 to be done on-site with guidance and advisorship by the IC:

- Gather data and information and provide inputs to the International Consultant in the conduct of the evaluation of the implementation and results of the capacity development program (Output 1.3) which was implemented in another consultancy contract
- Provide inputs to the International Consultant in the conduct of activities under Output 1.5 on publication and dissemination of information on RE/EE technology application in Tuvalu
- Draft news articles and reports for dissemination of information in multimedia on the awareness and capacity building conducted
- Other 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. for the conduct of the capacity development program evaluation and awareness activities
- 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.
- All other tasks as maybe assigned by the IC for the successful implementation of the consultancy services.

#### **Duration of the Work**

- a) The consultancy duration is for five (5) months and is expected to commence from July 2022;
- b) 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 30 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, 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**

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 fixed 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 – 20% of total contract amount
- Deliverable #3: Output 1.5 – 25% 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:** Bachelor's Degree or equivalent in Electrical Engineering (preferably mechanical, electrical, or civil), or in Development Management, Energy, Environmental Science, Economics, Public Administration/Management with background in Renewable Energy and Energy Efficiency and Development and related field. – Max 10 points
- **Criteria 2:** Minimum of 5 years of working experience in capacity building program development and conduct of training in Renewable Energy and Energy Efficiency and Development with background in Renewable Energy/Energy Efficiency or 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 UNDP Projects and local communities on matters concerning energy policy and regulations. - Max 10 points
- **Criteria 5:** Proven track record of project team experience working with government, NGOs and other key stakeholders. - Max 10 Points
- **Criteria 6:** Previous experience in formulation of energy development and utilization projects and undertaking similar consultancies are an advantage, - Ma 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](mailto:pts.fj@undp.org)