TERMS OF REFERENCE


<table>
<thead>
<tr>
<th>Reference No.</th>
<th>PN/FJI/102/22</th>
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<tbody>
<tr>
<td>Location</td>
<td>Funafuti, Tuvalu</td>
</tr>
<tr>
<td>Application deadline</td>
<td>15 August 2022</td>
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<tr>
<td>Type of Contract</td>
<td>Individual Contractor</td>
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<tr>
<td>Post Level</td>
<td>National Consultant - Outcome 4.1 &amp; 4.2 Component 4: Financing RE/EE Initiatives</td>
</tr>
<tr>
<td>Languages required</td>
<td>English</td>
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<tr>
<td>Duration of Initial Contract</td>
<td>Fifty (50) workdays spread over the period (1 September 2022 – 31 December 2022)</td>
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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 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

This TOR covers the implementation of remaining activities and outputs towards achieving Outcome 4.1: Improved availability of, and access to, financing for climate resilient renewable energy and energy efficiency and Outcome 4.2: The GoT, the financial sector and donor agencies providing accessible financing for climate resilient renewable energy and energy efficiency projects. These two (2) Outcomes are under Component 4: Financing of Renewable Energy and Energy Efficiency Initiatives as defined in the FASNETT ProDoc. The International Consultant (IC) will lead the completion of the following remaining tasks under each Outcome with the assistance of a National Consultant (NC):

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...
DUTIES AND RESPONSIBILITIES

Scope of Work and Expected Outputs

The scope of work of this TOR for National Consultant includes providing inputs and support in the remaining activities and outputs under Outcomes 4.1 and 4.2, as defined in the FASNETT Project Document (ProDoc). These will be done with guidance and direction by the International Consultant (IC) for Outcomes 4.1 and 4.2 covered by the IC Contract/TOR.

Outcome 4.1:
- **Output 4.1.1: Completed design and development of feasible inclusive financing models and schemes to facilitate financing of EE and RE projects**

  The Activities under this Output are currently being implemented by the Development Bank of Tuvalu (DBT) for RE/EE users as discussed in the above background. To date, there some grant funds still available until project completion.
  
  - Evaluation of the related outputs and outcomes of the Outcome 4.1 activities regarding the FASNETT-assisted financial window in DBT.
  - Complete the survey of clients’ feedback on the existing DBT scheme vis-à-vis the project objectives; analyze the results as to the challenges, lessons learned and best practices from the client’s point of view and recommend means of improvement.
  - Design and develop improved financing models and schemes for a long-term sustainable financing plan for RE/EE users to expand the LC development and CO₂ emission reduction potential in the coming years.

Outcome 4.2:
- **Output 4.2.1: Established and operational low carbon technology (RE/EE) application support program**

  This Output will involve the design and development of the framework and action plan for the establishment of the overall financial support program for the National Energy Plan as authorized by the Energy Bill/Act under Component 2. While the whole process of adoption and establishment of the overall national–level financial support program might not be workable within the remaining period of FASNETT implementation, a post-project sustainability strategy and plan shall be recommended to the GoT/MTET and, if acceptable, will be committed by the GoT for eventual establishment and implementation.

- **Output 4.2.2: Developed and recommended financing schemes for implementation and capitalization by the GoT and/or private sector financial institutions.**

  This Output will elaborate on the detailed financial schemes of the overall financial support program. If the GoT will accept, these schemes can be included the post-project sustainability plan to be turned over to the GoT.

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1. The Consultant is advised to refer to the UNDP Operational Guide on Low Value Grants, also known as micro-capital grants.
Output 4.2.3: Completed RE and EE technologies application projects financed either through the established financing scheme or by private sector investments.

This Output will involve the listing of possible RE-based power generation projects in line with the ten-year power supply and demand projection developed in Component 2. The listing will include generation capacities, timetable and estimated costs that could be in be integrated to become the financial requirements and investment planning for TEC and non-TEC power installations that can guide the financial resource mobilization by the GoT from government budgets, multilateral funding agencies (e.g. ADB, World Bank, etc.), bilateral donors, grants and private sector financial institutions. The outputs herein can be included in the integrated National Energy Plan. Since the development and adoption of this plan could go beyond the FASNETT timeframe, it can be included in the post-project sustainability plan to be turned over to the GoT.

Output 4.2.4: Completed evaluation and continuing enhancement of suggested financing policies and schemes for supporting initiatives on low carbon development.

This Output will involve the development and adoption of a framework and action plan for the evaluation and continuing enhancement of the financial policies and schemes developed in Outputs 4.2.2 and 4.2.3. Similarly, this process could go beyond the FASNETT timeframe, the evaluation framework and action plan can be included in the post-project sustainability plan to be turned over to the GoT.

Common to Outcomes 4.1 and 4.2

Output 4.1.2: Completed capacity building to increase confidence of the existing banks (including the Development Bank of Tuvalu) and private sector on technical and financial viability of residential/commercial climate-resilient EE and RE projects

- This Output will involve the combined capacity building for RE/EE users and financial requirements of the National Energy Plan. It will involve the development and conduct workshops to disseminate info on the RE/EE users financing experience and to train and build capacity of the DBT, DOE, pertinent government agencies, local leaders and private sector regarding the identified and adopted financing plan for the National Energy Plan for technically and financially viable climate-resilient RE/EE applications. This shall foster higher level of confidence and provide information on and access to the established financing schemes in the context of the Tuvalu situation and market.

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 4.1.1 and 4.2.1
- Evaluation report of the related outputs and outcomes of the activities regarding the FASNETT-assisted financial window in DBT.
- Report on the survey of clients’ feedback on the existing DBT scheme vis-à-vis the project
objectives including analysis from the client’s point of view and recommend means of improvement

• Design and implementation plan for the improved financing models and schemes for a long-term sustainable financing plan for RE/EE users

• Report on the framework and action plan for the establishment of the overall financial support program for the National Energy Plan

**Deliverable #3: Outputs 4.2.2, 4.2.3 and 4.2.4**

• Detailed financial schemes of the overall financial support program

• Report on listing of possible RE-based power generation projects in line with the ten-year power supply and demand projection developed in Component 2

• Report on development and adoption of a framework and action plan for the evaluation and continuing enhancement of the financial policies and schemes developed in Outputs 4.2.2 and 4.2.3

**Deliverable #4: Output 4.1.2 (Common to Outcomes 4.1 and 4.2) and Summary report on the financial post-project sustainability plan**

• Report on combined capacity building for RE/EE users and financial requirements of the National Energy Plan and on training/workshops conducted

• Summary report on the overall financial post-project sustainability plan as developed in the related Outputs as discussed above.

**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 National Consultant will perform and take responsibility for the following tasks to be done on-site with guidance and advisorship by the IC for Outcomes 3.1 and 3.2: The National Consultant will work in close coordination with the Project Implementation Support Officer on the day-to-day matters.

• Gather data and information and provide inputs and reports to the International Consultant in the implementation of the activities that will result to the abovementioned Outputs

• Draft reports, news articles and provide photographs and documents for dissemination of information in multimedia on the RE/EE Demos and other ongoing and planned RE/EE projects in the country

• 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 related activities in producing the Outputs

• Document all outputs and activities with pictures and reports including recommendations on areas for improvement and best practices for sustainability and post-project planning.

• All other tasks as maybe assigned by the IC for the successful implementation of the consultancy services.
Duration of the Work

• The consultancy duration is for five (4) months and is expected to commence from 1 September 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 NC, to 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 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/familiarity in financial stategies, schemes and evaluation as applied to suitable RE/EE technology application covered by FASNETT in the context Tuvalu’s energy supply and demand and familiarity in relevant experiences and practices in similarly situated countries in south Pacific islands
• 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: Outputs 4.1.1 and 4.2.1 – 30% of total contract amount
- Deliverable #3: Outputs 4.2.2, 4.2.3 and 4.2.4 – 30% of total contract amount
- Deliverable #4: Output 4.1.2 and Summary report on the overall post-project financial sustainability plan - 30% 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 Development Management, Business Management, Energy, Environmental Science, Economics, Public Administration/Management with background in Renewable Energy/Energy Efficiency, or related field.– Max 10 points

- **Criteria 2**: Minimum of 5 years working experience in RE/EE technology designs, application and performance assessment in Renewable Energy and Energy Efficiency and Development and 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 with UNDP Projects and local communities on matters concerning energy policy and regulation-Max 10 Points

Criteria 5: Previous experience in formulation of energy development and utilization projects and undertaking similar consultancies are an advantage. – Max 10 Points

Criteria 6: 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 that 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