INDIVIDUAL CONSULTANT PROCUREMENT NOTICE

Ref : IC 02-08-2022

Country: Morocco

Description of the assignment: Consultant – Providing a benchmark study for the definition of the CSEA’s legal structure and elaborating the CSEA’s creation process

Project name: PAGE Initiative

Period of assignment/services (if applicable): 2 months

Proposal should be submitted by email to procurement.morocco@undp.org by 16th September, 2022, 16h00. Any request for clarification must be sent in writing, or by standard electronic communication to the address or e-mail indicated above. The procuring UNDP entity will respond in writing or by standard electronic mail and will send written copies of the response, including an explanation of the query without identifying the source of inquiry, to all consultants.

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1. BACKGROUND

The United Nations Secretary-General, M. Antonio Guterres, invited world leaders for a Climate Action Summit gathering on September 23rd, 2019 in New York to reaffirm the urgency of climate action and achieve the objectives of the Paris Accords. The set objective of this summit was for governments to deliver concrete plans to reduce greenhouse emissions by 45% over the next decade, enhance their Nationally Determined Contributions (NDCs) and present their initiatives among the nine proposed interdependent tracks to tackle global pending issues. The Special Envoy, Luis Alfonso De Alba, also reiterated the need to put forward proposals that would aim to mobilize a larger group of stakeholders.

During this gathering, the President of Ethiopia, H.E. Mrs. Sahle-Work Zewde, and the President Director-General of the Moroccan Agency for Sustainable Energy (Masen), Mr. Mustapha Bakkoury, have announced to the Heads of State the creation of the Coalition for Sustainable Energy Access (CSEA). At the time, the CSEA was the only proposal that focused on expanding energy access, a crucial component in line with the United Nations’ Sustainable Development Goal 7. The proposal was well received and was deemed as “one of the most concrete and federating initiatives” by the Climate Action
Team. It has particularly gained momentum given that southern countries (Ethiopia and Morocco) lead the initiative themselves, a first in the United Nations history.

1. Rationale and origin of the CSEA initiative

1.1. The CSEA builds upon the previous efforts made by the Ethiopian and Moroccan governments to develop a comprehensive strategy on South-South know-how exchange to mainstream good practices in the field of renewable energy. South-South Cooperation (SSC), is a major pillar of Morocco’s foreign policy. Morocco has developed and adapted its National Sustainable Development Strategy, which constitutes a reference for the UN Sustainable Development Goals, and in turn, the country would like to share its experience and lessons learned with other southern countries. In the case of Ethiopia, the role played by SSC is equally important considering the country’s deep engagement in the emerging cooperation with the Global South (particularly with China and India) as well as numerous neighboring countries to share its good practices and flagship projects’ know-how.

1.2. Least Developed Countries (LDCs) and Other Developing Countries (ODCs) share common sustainable development challenges yet have faced them differently, with varying degrees of success and at different points in time. For this reason, good practices can be learned from the experiences of some of the more advanced southern countries. Also, there remains tremendous potential and urgency in further exploring and harnessing the opportunities for SSC in delivering SDGs and particularly, energy access, and creating synergies but setting specific and common regional goals in line with the United Nations 2030 Agenda for Sustainable Development and the commitment to “leave no one behind”.

2. Objective of the CSEA

2.1. The CSEA aims to respond to a vital need of populations that are still in need of energy access, located in remote areas in the Least Developed Countries (LDCs) but also in Other Developing Countries (ODCs) such as SEforALL’s High Impact Countries (HICs) and the UN-member Small Island Developing Countries (SIDS).

2.2. Countries from the Global South have expressed their overall satisfaction in terms of the performance of the already existing initiatives but the difficulty for them lies in understanding how to position one initiative in relation to another to make the most of what they can bring. Another issue lies in the fact that these initiatives often focus on the same group of countries or topics, excluding others.

2.3. The Coalition will aim to be as inclusive as possible and act as a facilitator by increasing the visibility of the various initiatives/institutions and mobilizing those deemed relevant in relation to the specificities and needs of the beneficiary country. It will capitalize on the experiences of the southern countries and strengthen the exchange of know-how between them. It will also define action plans to bring more visibility to what remains to be done on the ground.
2.4. Southern countries members of the CSEA will also work at the regional level to decline the UN 2030 Agenda into specific objectives or actions that will focus on their own concerns and challenges. The objective is also to create a dynamic at the regional level that will accelerate the achievement of SDG7 and leave no one behind, as well as foster the positive impact of energy transition around industrial, economic and social development.

3. Governance structure

Provisional Governance Structure Chart

N.B.: This Chart is the outcome of the initial round of reflections between Masen, the Ministry of Energy Transition and Sustainable Development of Morocco and the Ministry of Water, Irrigation and Energy of Ethiopia and UNDP. It is provisional and should only serve as a guiding structure or as an example for the Consultant.

3.1. The highest governance body is to be formed (which might be the Advisory Board or another organ). The nomination process of the President and member selection and admission process of this body are yet to be defined.

3.2. The regions that have been identified for the Countries to represent are the following: (1) North and West Africa, (2) East Africa, (3) Central and Southern Africa, (4) Asia and the Pacific and Latin America, and finally, (5) the ODCs, which will consist in: the 28 remaining non-LDC UN-Member SIDS and the remaining 4 non-LDC SEForAll’s High Impact Countries (HICs) on the universal energy access rate, which are India, Kenya, Nigeria, Philippines (excluding North Korea).

3.3. The bureau of the Secretariat is to be hosted by Morocco.

3.4. According to the Provisional Chart, the Secretariat could be (but not necessarily) composed of a Secretary General/Director General, a Chief of Staff, an Administrative Staff, five Regional Technical Coordinators, that will be in charge of identifying and mapping the beneficiaries’ specific needs from that specific region and accompanying them in the project implementation phase, an Institutional Relationship Coordinator that will mobilize the supporting institutions and match them with the beneficiary countries according to their needs and lastly but not least, a Capacity Building Coordinator.
Coordinator who will design and follow-up the implementation of capacity building programmes with supporting partners.

3.5. The Head of the Secretariat will have to be designated. The nomination process is yet to be defined.

3.6. Expertise and capacity building programmes based on South-South cooperation and know-how exchange between Southern Countries will mainly be hosted by Ethiopia.

2. SCOPE OF WORK, RESPONSIBILITIES AND DESCRIPTION OF THE PROPOSED ANALYTICAL WORK

The consultancy seeks to create a governance and legal structure for the setting up of the Secretariat and for the official creation of the Coalition for Sustainable Energy Access. A benchmark study will allow to choose among various options of structures and to perceive the pros and cons of each option. The consultancy also seeks to learn more about the process of creating and implementing an initiative.

Since the CSEA was announced and launched at the UN’s Climate Action Summit, the consultant’s recommendation should take into account the wish for the Coalition to remain linked to the UN.

The deliverables expected from the Consultant are listed below:

- **Deliverable I: Benchmark Study**
  
  List of similar initiatives at international levels that are linked to UN bodies with a detailed analysis of their status, legal framework, operating and governance framework compiled in a comparative table listing the key differentiating aspects of each.

- **Deliverable II: Proposal for a Legal Status and Governance Models**
  
  a) **Legal Status of the Coalition based in Morocco**

  Proposal of at least two possible scenarios for the Legal Framework of the Coalition being hosted by Morocco, with the advantages and disadvantages of each scenario in terms of ease of operation, cost, time requirement of institutionalization, feasibility, sustainability, relevance, impact, capacity to raise financings, etc., to be compiled in the form of a Multi-Criteria Analysis (MCA in Excel format) and power point presentation.

  b) **Governance Structure**

  Proposal of at least two possible scenarios for the Operating Framework of the Coalition, with the advantages and disadvantages of each scenario. As such, the Consultant is expected to:

  - Provide recommendations with regards to existing and most effective Governance Models;
- Amend, if needed, the Provisional Governance Structure Chart on Page 3; (The total staff should not exceed 15)
- Define the **highest governance body** (be it the Advisory Board or any other body of the Consultant’s choosing) that might govern the overall framework, policies, and procedures of the Coalition, review the progress of the Coalition and provide guidance to the Secretariat’s Administrative Staff;
- Define the role and missions of the highest governance body, its prerogatives, its composition, its method of designation of its President, the terms of appointment of its members, the duration of their mandates, the benefits of such membership, the modalities of its decision-making and the frequency of meetings;
- Determine the procedures of the highest governance body for overseeing the Coalition’s performance, including risks and opportunities, and adherence or compliance with internationally agreed standards, codes of conduct and principles;
- Provide Mechanisms, if applicable, for stakeholders and employees to provide recommendations to the highest governance body;
- Define the principal organ responsible for coordinating the Coalition’s communication activities that will mainly focus on raising the profile of the Coalition;
- Define the principal organ responsible for the treasury management of the Coalition.

c) **Secretariat**

The Consultant is also expected to define the role and missions of the Secretariat, its prerogatives, its composition, its method of designation of its President and the duration of his or her mandate. On the other hand, for each Governance Structure proposal, the Consultant is expected to provide the following for the setting up of the Secretariat:

- A Human Resource Policy;
- A Salary Grid for each Job Grade within the Secretariat of the CSEA;
- A Job Description for each Grade;
- The Coalition’s Statute/Internal Rules of Procedure compliant with the chosen scenario and the Laws and Regulations already in place in Morocco (if applicable);
- An Employment Contract Type (including legal clauses such as Confidentiality Clause, Holidays, Non-concurrence Clause, type of contract such as open-ended or fixed-term contracts, etc.) for each Job Grade;
- A suitable Compensation Plan and Benefit Packages (including Local Taxes, Health Insurance and Retirement) according to the Salary Grid.

**Deliverable III: Implementation Steps for the Creation of the CSEA**

Proposal of a practical roadmap detailing the key steps to be taken for the institutionalization and operationalization of the selected options to be presented to the Coalition.

1. **Modalities of Intervention of the Consultant and Timeline**
1.1 The Consultant will work under the direction of the Director of International Cooperation in Masen and in close collaboration with the Moroccan and Ethiopian focal points of the CSEA and UNDP.

1.2 The Engagement should start in the month of July 2022 and finish by the month of September 2022. The tasks are expected to be completed within 2 months. The Consultant, therefore, is required to prepare and submit the entire plan in a way that allows the achievement of all deliverables within the time frame. A period of 3 weeks will be allocated for the benchmark study part and the rest for the Legal Status and Governance Models part.

1.3 Invoicing will be done at the reception of all deliverables.

2. Expected deliverables

<table>
<thead>
<tr>
<th>Deliverable</th>
<th>Deadlines</th>
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<tbody>
<tr>
<td>Deliverable 1: Benchmark Study</td>
<td>4 weeks after the signature of the contract</td>
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<tr>
<td>Deliverable 2: Proposal for a Legal Status and Governance Models</td>
<td>6 weeks after the signature of the contract</td>
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<tr>
<td>Deliverable 3: Implementation Steps for the Creation of the CSEA</td>
<td>8 weeks after the signature of the contract</td>
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Payment terms and schedule
Lump sum payable modality will be applied for this assignment. Payment will be conducted in the following installments, upon completion of the tasks and approval of deliverables by the UNDP Project Manager:

**Deliverable 1**: 30 % of the total amount
**Deliverable 2 and 3**: 70 % of the total amount

Payment will be issued according to the claims and in two installments upon completion of the tasks under each approval of deliverables by the UNDP.

Confidentiality
It is highly expected from the selected individual to maintain the highest level of confidentiality to the information provided before, during and after the completion of the assignment. He/she shall practice highest standard of professional and ethical values and norms in providing these consultancy services.

3. REQUIREMENTS FOR EXPERIENCE AND QUALIFICATIONS
The Consultant must justify the following minimum required qualifications:

I. Academic Qualifications:
   • Minimum of advanced degree in the fields related to Law and Human Resource Management or equivalent.

II. Years of experience:
   • Provide evidence of at least 5 years of professional experience in consultancy or track records on achieving benchmark studies on similar topics.

III. Competencies:
   • Previous experience of working for the United Nations, an International Organisation or Initiative.
   • A strong sense of organization, responsibility, thoroughness, and integrity.
   • Proficient in English writing.

Only the applicants who hold these qualifications will be shortlisted and contacted.

4. DOCUMENTS TO BE INCLUDED WHEN SUBMITTING THE PROPOSALS.

Interested individual consultants must submit the following documents/information to demonstrate their qualifications:
1. Proposal:
   (i) Explaining why they are the most suitable for the work
   (ii) Provide a brief methodology on how they will approach and conduct the work (if applicable)
2. Financial proposal
3. Personal CV including past experience in similar projects and at least 3 references

5. FINANCIAL PROPOSAL

The financial proposal shall specify a total lump sum amount, and payment terms around specific and measurable (qualitative and quantitative) deliverables (i.e. whether payments fall in installments or upon completion of the entire contract). Payments are based upon output, i.e. upon delivery of the services specified in the TOR. In order to assist the requesting unit in the comparison of financial proposals, the financial proposal will include a breakdown of this lump sum amount (including travel, per diems, and number of anticipated working days).

Travel:
All envisaged travel costs must be included in the financial proposal. This includes all travel to join duty station/repatriation travel. In general, 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.

In the case of unforeseeable travel, payment of travel costs including tickets, lodging and terminal expenses should be agreed upon, between the respective business unit and Individual Consultant, prior to travel and will be reimbursed.

6. EVALUATION

Individual contractors will be evaluated based on the following methodologies:

1. Cumulative analysis

When using this weighted scoring method, the award of the contract should be made to the individual contractors whose offers have been evaluated and determined as:

a) responsive/compliant/acceptable, and

b) Having received the highest score out of a pre-determined set of weighted technical and financial criteria specific to the solicitation.

* Technical Criteria weight: 70%
* Financial Criteria weight: 30%

Only candidates obtaining a minimum of 70 points would be considered for the Financial Evaluation

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<thead>
<tr>
<th>Criteria</th>
<th>Weight</th>
<th>Max. Point</th>
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<tbody>
<tr>
<td>Technical Competence based on CV, Technical Proposal and Interview (if required)</td>
<td>70%</td>
<td>70 pts</td>
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<tr>
<td>• Advanced degree in related field</td>
<td>10</td>
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<tr>
<td>• Previous experience relevant to the assignment based on references</td>
<td>25</td>
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<tr>
<td>• Experience of working for the UN, an International Organisation or an Initiative</td>
<td>10</td>
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<tr>
<td>• Technical approach and methodology</td>
<td>25</td>
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<tr>
<td>Financial Offer (Lower Offer/ Offer) x 100</td>
<td>30%</td>
<td>30 pts</td>
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<tr>
<td>Total Score</td>
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Technical Score x 70% + Financial Score x 30%

ANNEX

ANNEX 1- TERMS OF REFERENCES (TOR)

ANNEX 2- INDIVIDUAL CONSULTANT GENERAL TERMS AND CONDITIONS

ANNEX 3- OFFEROR’S LETTER TO UNDP CONFIRMING INTEREST AND AVAILABILITY