



TERMS OF REFERENCE

Department of Resources and Development Energy Division
Facilitation of the Implementation of Micronesia Public Sector Building Energy Efficiency
Project

Reference No.	PN/FJI/126/22
Location	Federated States of Micronesia, Pohnpei
Application deadline	23 September 2022
Type of Contract	Individual Contractor Home based and one visit to FSM for 10 days
Post Level	Technical Advisor- Building EE Policy & Regulation Specialist (International Consultant)
Languages required:	English
Duration of Initial Contract:	<ul style="list-style-type: none">• Number of working days: 60 days• Commencement date (tentative): Tentative 1 October 2022• Completion date (tentative): February 2023

BACKGROUND

Under this Project, UNDP aims to support the UNDP-GEF funded Micronesia Public Sector Building Energy Efficiency (MPSBEE) Project by conducting the procurement of Energy Efficiency Equipment. MPSBEE is implemented through Division of Energy, Department of Resources and Development (DE/DRD) of the Federated States of Micronesia (GoFSM) as the National Implementation Body. Improved application of energy conserving and energy efficient techniques and practices in the design, retrofit, operation and maintenance of public sector buildings in FSM is the objective of the MPSBEE Project.

The project consists of four substantial components, namely: 1) Energy Conservation and Energy Efficiency Policies and Regulations Improvements in Public Sector Buildings; 2) Energy Performance Monitoring and Evaluation of Public Sector Buildings; 3) Energy Conservation and Energy Efficiency Improvements in Public Sector Buildings; and 4) Energy Conservation and Energy Efficiency Capacity Building in Public Sector Buildings.

The deliverable of the assignment support component (1) Energy Conservation and Energy Efficiency Policies and Regulations Improvements in Public Sector Buildings and also the component (4) Energy Conservation and Energy Efficiency Capacity Building in Public Sector Buildings.

Objectives

1. To review the local and international EC&EE policies and regulations
2. To identify and recommend established local and international EC&EE policies and regulations that can be modified to fit FSM environment
3. To identify and recommend established local and international EC&EE policies for gender inclusivity and women empowerment
4. To identify and recommend established local and international EC & EE policies for financial management of savings generated by EE initiatives.

DUTIES AND RESPONSIBILITIES

Scope of Work

- a) Responsible to provide a detailed technical design, delivery, and development of EC&EE policies and regulations;
- b) Provide strategic policy advice in the areas of financial planning and management;
- c) Identify barriers and constraints in EC & EE policies and regulation implementation and recommend effective courses of action;
- d) Identify, assess and provide recommendations on how to integrate other international policies and regulations on EC&EE to the Energy policy of MFS
- e) Find and incorporate lessons learned from other relevant EC&EE projects in regards to policies and regulation implementation
- f) Conduct training workshop on EE&EC initiatives, O&M EE&EC for public sector buildings

Expected Outputs and Deliverables

The consultancy assignment shall involve the following tasks:

1. Inception Report
2. Report on analysis of survey on the effectiveness of existing enforced policies and regulations for the building sector in FSM in public sector.
3. Report on a comparative evaluation of domestic and foreign EC & EE policies and regulations for building sector in FSM
4. Develop propose policies or regulations on the practice and application of EC & EC in public sector based on the comparative analysis
5. Develop policies on the enhanced involvement of qualified women in the promotion and implementation of EC & EE technology designs and application in public sector buildings.
6. Develop polices of institutional and financial policies regarding the savings/revenue generated by public sector buildings
7. Report on recommendations on the integration of international EC&EE policies or regulations to fit FSM environment.

Institutional Arrangement

- g) The work of the IC will be monitored, overseen and supervised by the FMSBEE PMU in close cooperation with the Division of Energy, Department of Resource and Development and UNDP through the fortnightly project oversight and coordination meetings.

Duration of the Work

- The consultancy duration is for five (5) months and is expected to commence from 1st of October
- The Consultants shall be engaged to undertake the consultancy according to a Time Schedule/Work Plan and is expected to complete the work by February 2023.

Duty Station

The IC will work as home-based assignment with one visit to FSM. UNDP with support of PMU will assist in obtain government permit to travel to FSM. PMU will endeavor to secure the necessary government permits and travel clearance when allowable. The consultant will deliver the capacity building work while being in FSM. If the travel happen the travel cost will be reimbursed by the project on actual basis.

COMPETENCIES

Strong analytical, reporting and writing abilities skills;
Openness to change and ability to receive/integrate feedback;
Ability to plan, organize, implement and report on work;
Comprehensiveness knowledge of building energy efficiency;
Excellent presentation and facilitation skills.
Demonstrates integrity and ethical standards;
Positive, constructive attitude to work;
Displays cultural, gender, religion, race, nationality and age sensitivity and adaptability.
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, WhatApp, etc..
Maturity and confidence in dealing with senior members of national institutions.
Excellent written communication skills, with analytic capacity and ability to synthesize relevant collected data and findings for the preparation of quality policy analysis
Excellent coordination skills and result oriented collaboration with colleagues

REQUIRED SKILLS AND EXPERIENCE

Educational Qualifications:

- Masters in Electrical engineering with a focus on energy end uses and EE/RE;

Experience

- At least 10 years of relevant professional experience in similar assignment at national or international level
- Sufficient demonstrated experience in energy end use analysis and energy efficiency in buildings; EE policy development;
- Experience in RE/EE/EC policy development in the developing countries
- Excellent analytical skills; very good inter-personal skills and ability to work with a multitude of stakeholders' environment.;
- Experience of providing capacity building support to government and private sector counterparts.

Language requirements

- Excellent communication skills;
- Strong interpersonal and communication skills;
- Full proficiency in English, both written and verbal.

Price Proposal and Schedule of Payments

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, 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 and as per below percentages:

- Deliverable 1, Submission of the inception report: 10% of total contract amount
- Deliverable (2) Report on analysis of survey on the effectiveness of existing enforced policies and regulations for the building sector in FSM in public sector and Deliverable (3) Report on a comparative evaluation of domestic and foreign EC & EE policies and regulations for building sector in FSM (30%)
- Deliverable (4) Develop proposed policies or regulations on the practice and application of EC & EC in public sector based on the comparative analysis and Deliverable (5) Develop policies on the enhanced involvement of qualified women in the promotion and implementation of EC & EE technology designs and application in public sector buildings. (20%)

- Deliverable (6) Develop polices of institutional and financial policies regarding the savings/revenue generated by public sector buildings (20%)
- Deliverable (7) Report on recommendations on the integration of international EC&EE policies or regulations to fit FSM environment. (20%)

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:** Master's in electrical engineering with a focus on energy end uses and EE/RE; – Max 10 points
- **Criteria 2:** At least 10 years of relevant professional experience in similar assignment at national or international level - Max 10 Points
- **Criteria 3:** Sufficient demonstrated experience in: energy end use analysis and energy efficiency in buildings; EE policy development- Max 10 Points
- **Criteria 4:** Experience in RE/EE/EC policy development in the developing countries-Max 10 points
- **Criteria 5:** Excellent analytical skills; very good inter-personal skills and ability to work with a multitude of stakeholders' environment-Max 10 points
- **Criteria 6:** Experience of providing capacity building support to government and private sector counterparts-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