

## Terms of reference

### Recruitment of Firm Level consultancy to Renewable Energy Initiative Technical Support

#### I. Other information

**Assignment Title:** Renewable Energy Initiative Technical Support

**Duty Station:** Banjul, The Gambia

**Duration:** 8 months

**Start date :** As soon as the contract is signed

**Contract Type:** International Firm

#### II. Background

Affordable and sustainable energy is one of the six strategic impact areas of UNDP's Africa Promise, which focuses on energy interventions to act as catalysts for development. The Africa Promise has committed to providing access to energy to at least 100 million people by the end of the current strategic plan. The Regional Programme for Africa (2022-2025) is the means to realize UNDP's renewed strategic offering in Africa. The new Regional Programme will explicitly position itself as a regional catalyst and incubator for people, prosperity, planet and peace. The Gambia is also one of the 10 countries covered by the UN Integrated Strategy for the Sahel (UNISS) and targeted by the flagship *UNDP Offer for the Sahel – a Regeneration*. This offer includes energy as one of its core components through UNDP's Energy4Sahel initiative.

The Gambia Country Office (CO) will utilize the funds available under the UNDP Energy Initiative to encourage Energy Access, which currently stands at 60%, leaving an estimated 966,8002 people without access to electricity. This initiative will be aligned with the Gambia's Electricity Roadmap which has the optimistic objective of providing universal access by 2025. The roadmap states that this can be achieved through a mix of grid-connected and off-grid solutions. The roadmap also places great emphasis on diversifying the energy mix through the introduction of renewable energy solutions, such as, solar and wind.

In Gambia, the project will support (i) Completion of a feasibility assessment at Jinack Island for a Green Minigrid in line with the Gambia's target of universal energy access by 2025, (ii) Electrify two rural off-grid communities through support towards the installation of Green Minigrids (GMG) and (iii) Strengthen UNDP Country Office technical team on energy to better implement ongoing renewable energy projects and initiatives. With the above in mind, the CO wishes to engage an International Firm for the following activities;

- Complete a feasibility study for the establishment of a cooperative of young solar professionals. The study will explore and recommend how the cooperative members can engage in income generating

activities in off-grid communities.

- Oversee a feasibility study for the installation of a Green-Mini-Grid (GMG) at Jinack Island (providing comments on draft reports developed by a UNDP recruited firm);
- Review and offer inputs on ITB documents developed as part of procurement of private sector actor for GMG installation in a location pre identified by Government.

The firm, will work closely with the Energy and Environment Unit of UNDP Gambia, the Ministry of Petroleum and Energy and the Mbolo Association.

### III. Objective and scope of work

The objective of the consultancy is to support the UNDP Gambia Country Office in the implementation of the above-mentioned activities, through the following actions:

1. Complete a feasibility study for the establishment of a cooperative of young solar professionals, recommending how the group of young professionals can be engaged in income generating activities in off-grid communities (Currently, UNDP is engaging with Mbolo association and has trained young women in solar installation and maintenance, hence the study will leverage on this ongoing work)
2. Supervise and engage the private sector company responsible for the installation of the GMG; including review of the ITB developed for the project's proposed green minigrid installation.
3. Provision of high-level technical support to partners under the initiative including sharing best practices; recommendations and advisory based on experiences from other regions.

### V. Timeline/Timelines for Deliverables

Deliverables	Estimated / method of verification	Review and Approvals
Feasibility study on the establishment of a cooperative of young solar professionals (with clear recommendations on how cooperative members can be linked to income generating activities)	1st draft of feasibility study / 15 days  Final feasibility study report / 10days	UNDP Head of Unit and Mbolo Association
Inputs on the Jinack GMG feasibility study being conducted by a separate consultancy firm	Inputs on draft feasibility report submitted by consultancy firm / 10 days	UNDP Head of Unit and Ministry of Petroleum and Energy
Monitoring plan for GMG installation and active participation in planned monitoring activities  (Working in close collaboration with Ministry of Petroleum and Energy and UNDP Environment Unit)	1st draft of Monitoring Plan / 10 days  Final monitoring report after monitoring is concluded / 10 days	UNDP and Ministry of Petroleum and Energy
Review of the ITB to be used in identifying a private sector actor that will install the GMG	Final evaluation report from regional Procurement team /	UNDP Head of Unit

at site pre-identified by the Government.	10 days	
Country Office Energy Support Plan (with the Environment Programme Unit) - Based on country background briefs to be developed by UNDP-HQ with a focus on key indicators and data set regarding energy access and transition and main development projects and interventions taking place in the country level	Draft Report highlighting support provided to implementation of Programme Unit activities First Draft / 10 days  Final Plan / 5 days	UNDP Head of Unit and DRR/RR
Political Economy Intelligence report: develop a Political Economy report (for each country) gathering intelligence on some existing political, commercial and market risks and barriers that may hinder the scaling up of actions to close the energy access gap and accelerate the energy transition. (The report will include information such as potential corruption risks, economic interests that may hinder progress and benefit of status quo, etc. that may be revealed in the stakeholder engagement process. This report will not be made public and as such will not be included in the final report but will be submitted as a standalone separated annex).	1st Draft Report /10 days  Final Report/ 5 days	UNDP RR/DRR or Head of Unit
Total days	95	

## VI. Terms of payment

Payment to the consultant will be made upon completion of each deliverable, with the corresponding number of days.

## VII Approach and Methodology

The Firm's proposal should be organized to follow this format for the Technical Proposal. Where the service provider is presented with a requirement or asked to use a specific approach, the service provider must not only state its acceptance, but also describe how it intends to comply with the requirements. Where a descriptive response is requested, failure to provide the same will be viewed as non-responsive.

### SECTION 1: Service provider's qualification, capacity and expertise

1. Brief description of the organization, including the year and country of incorporation, and types of activities undertaken.
2. General organizational capability which is likely to affect implementation: management structure, financial stability and project financing capacity, project management controls, extent to which any work would be subcontracted (if so, provide details).
3. Relevance of specialized knowledge and experience on similar engagements done in the region/country.
4. Quality assurance procedures and risk mitigation measures.
5. Organization's commitment to sustainability.

## **SECTION 2: Proposed Methodology, Approach and Implementation Plan**

This section should demonstrate the service provider's responsiveness to the TOR by identifying the specific components proposed, addressing the requirements, providing a detailed description of the essential performance characteristics proposed and demonstrating how the proposed approach and methodology meets or exceeds the requirements. All important aspects should be addressed in sufficient detail and different components of the project should be adequately weighted relative to one another.

1. A detailed description of the approach and methodology for how the service provider will achieve the Terms of Reference of the project, keeping in mind the appropriateness to local conditions and project environment. Details how the different service elements shall be organized, controlled and delivered.
2. The methodology shall also include details of the firm's internal technical and quality assurance review mechanisms.
3. Explain whether any work would be subcontracted, to whom, how much percentage of the work, the rationale for such, and the roles of the proposed sub-contractors and how everyone will function as a team.
4. Description of available performance monitoring and evaluation mechanisms and tools; how they shall be adopted and used for a specific requirement.
5. Implementation plan including a Gantt Chart or Project Schedule indicating the detailed sequence of activities that will be undertaken and their corresponding timing.
6. Demonstrate how you plan to integrate sustainability measures in the execution of the contract.
7. Any other comments or information regarding the project approach and methodology that will be adopted. The service providers are expected to follow a collaborative and participatory approach with stakeholders ensuring close engagement with the Project Management Unit (PMU).

## **SECTION 3: Bidder's Comments and Suggestions on the Terms of Reference**

Provide comments and suggestions on the Terms of Reference, or additional services that will be rendered beyond the requirements of the TOR, if any.

## **SECTION 4: Management Structure and Key Personnel**

1. Describe the overall management approach toward planning and implementing the project. Include an organization chart for the management of the project describing the relationship of key positions and designations. Provide a spreadsheet to show the activities of each personnel and the time allocated for his/her involvement.
2. Provide CVs for key personnel that will be provided to support the implementation of this project using the format below. CVs should demonstrate qualifications in areas relevant to the Scope of Services.

## **Contract Duration**

The consultancy will have 95 man-days spread over 8 months and to be finalised not later than April 2023. The service provider should provide a weekly breakdown of their proposed timeline in conducting the assignment and clearly mark the deliverables.

The service provider shall provide reasonable time for UNDP Gambia and its partners to review reports and any submitted work. UNDP and its partners, as listed in the reviews and approval sections above, will review and certify

each milestone within the consultancy. Any possible delays in delivery should be communicated, together with justification, in advance in written form to UNDP.

## **Duty Station**

The consultancy's primary duty station is Banjul with expected frequent travel to project sites for GMGs for feasibility studies, assessments, supervision, monitoring and community engagement. The firm is expected to have in-country representation to support coordination of field activities.

## **Qualification**

The ideal firm should meet the following qualifications, experience and attributes:

The firm should:

- Demonstrate experience in the design and/or implementation of development projects to promote investment in the energy sector (with a preference on Green Minigrids)
- Have experience in policy and programme support in renewable energy in different development contexts, preferably for off grid electrification
- Demonstrate experience in related projects in Sub-Saharan Africa (West-Africa is highly preferable)
- Have qualified key personnel as at a minimum as follows:

### ***1. Team Leader- Renewable Energy expert***

- A Master's degree in energy, engineering, environment, economics, energy finance or related field required.
- At least 5 years of professional experience in policy advice and programme support in the general areas of energy access and renewable energy in different development contexts, preferably for off-grid electrification;
- At least 3 years' experience in supporting the preparation through feasibility studies, design, partnerships and implementation of GMGs
- Prior engagement with partners- such as Government and Private Sector in renewable energy partnership and financing models
- Precision and professionalism in the production and editing of documents;
- Strong general computer skills, including proficiency in various MS Office applications (Excel, Word, etc.) and e-mail/Internet; familiarity with database management and office automation equipment;
- Have a strong interest in innovations in the energy sector to enable the achievement of the broader SDGs, volunteering as a sustainable development mechanism, and the UN system.
- Superior ability to conduct qualitative and quantitative research
- Experience working with UN agencies or other international organisations would be an asset.

### ***3. Junior Expert in Productive Use of Energy***

- Master's degree or Bachelor's degree with 2 years' experience, in economics, community development or related field
- Minimum 2 year experience in supporting communities in identifying and engaging in small and micro-scale economic activities; micro enterprise development (with a preference in facilitating formation and support towards cooperatives)
- Fluency in English is required

#### **4. *National Field Coordination specialist (based in-Country)***

- Master's Degree or higher in a relevant field such as project management, development studies, environmental studies or natural resources management
- Minimum 3 years in project management and coordination of related projects, preferably in Energy and in West Africa
- Experience in managing and coordinating partnerships
- Experience in supporting communities in renewable energy, climate change and NRM is preferred

### **Skills**

#### **Company Competencies**

- Demonstrate integrity by adopting UN values and ethical standards.
- Promote the vision, mission and strategic objectives of UNDP.
- Demonstrate sensitivity and adaptability in terms of culture, gender, religion, race, nationality and age.
- Treats all people fairly, without favouritism.
- Fulfills all obligations regarding gender sensitivity and zero tolerance for sexual harassment.

#### **Technical skills:**

- Excellent oral and written communication skills, with analytical ability and proven ability to synthesize complex information into high-quality documents/reports and effective presentations to different audiences. Skills in facilitating meetings in an effective and efficient manner.
- Ability to develop and maintain partnerships/relationships, including with clients, focusing on client/partner outcomes and responding positively to feedback.

#### **Professionalism:** Excellent analytical and organizational skills.

- Demonstrate the highest level of accountability and be able to deal with confidential and politically sensitive

issues in a responsible and mature manner.

**Communication:**

- Active listening and dialogue (recognizing the views of others and responding constructively).
- Excellent written and verbal communication skills.
- Communicate effectively in writing and orally to a diverse and wide audience, in a simple and concise manner.

**Teamwork:**

- Projects a positive image and is ready to take on a wide range of tasks.
- Focuses on results for the client.
- Welcomes constructive comments.
- Good interpersonal and networking skills, ability to establish and maintain effective working relationships, support and encourage open communication within the team, and facilitate teamwork.

**Governance and Resources provided**

- The firm will report to the UNDP Head of Unit through the Environment Specialist who is the primary focal point for the consultancy.
- The service provider will be expected to provide periodic progress reports to UNDP and the PMU and validate findings and outcomes with primary stakeholders including local authorities and at any other committee as advised by UNDP and Ministry .

**Assessment criteria**

**Technical criteria weight 70%**

- Expertise of the Firm 30%
- Methodology, Its Appropriateness to the Condition and Timeliness of the Implementation Plan 40%
- Management Structure and Qualification of Key Personnel 30%

Summary of Technical Proposal Evaluation Forms		Points Obtainable
1.	Bidder's qualification, capacity and experience	300
2.	Proposed Methodology, Its Appropriateness to the Condition and Implementation Plan	400
3.	Management Structure and Key Personnel	300
	<b>Total</b>	<b>1000</b>

Section 1. Bidder's qualification, capacity and experience		Points obtainable
1.1	Reputation of Organization and Staff Credibility / Reliability / Industry Standing	50
1.2	General Organizational Capability which is likely to affect implementation: management structure, financial stability and project financing capacity, project management controls, extent to which any work would be subcontracted	90
1.3	Relevance of specialized knowledge and experience on similar engagements done in the region/country	70
1.4	Quality assurance procedures and risk mitigation measures	60
1.5	Organizational Commitment to Sustainability (mandatory weight) -Organization is compliant with ISO 14001 or ISO 14064 or equivalent – 20 points -Organization is a member of the UN Global Compact -5 points -Organization demonstrates significant commitment to sustainability through some other means- 5 points, for example internal company policy documents on women empowerment, renewable energies or membership of trade institutions promoting such issues	30
Total Section 1		300
Section 2. Proposed Methodology, Approach and Implementation Plan		Points obtainable
2.1	Understanding of the requirement: Have the important aspects of the task been addressed in sufficient detail? Are the different components of the project adequately weighted relative to one another?	80
2.2	Description of the Offeror's approach and methodology for meeting or exceeding the requirements of the Terms of Reference	100
2.3	Details on how the different service elements shall be organized, controlled and delivered	50
2.4	Description of available performance monitoring and evaluation mechanisms and tools; how they shall be adopted and used for a specific requirement	50
2.5	Assessment of the implementation plan proposed including whether the activities are properly sequenced and if these are logical and realistic	70
2.6	Demonstration of ability to plan, integrate and effectively implement sustainability measures in the execution of the contract	50
Total Section 2		400



Section 3. Management Structure and Key Personnel			Points obtainable
3.1	Composition and structure of the team proposed. Are the proposed roles of the management and the team of key personnel suitable for the provision of the necessary services?		50
3.2	Qualifications of key personnel proposed		
3.2 a	Team Leader- <b>Renewable Energy Expert</b>		120
	<i>General Experience-</i> At least 5 years of professional experience in policy advice and programme support in the general areas of energy access and renewable energy in different development contexts, preferably for off-grid electrification;	30	
	<i>Specific Experience relevant to the assignment -</i> At least 3 years' experience in supporting the preparation through feasibility studies, design, partnerships and installation of GMGs	50	
	<i>Regional/International experience -</i> Prior engagement with partners- such as Government and Private Sector in renewable energy partnership and financing models, experience in the region will be an added advantage	40	
	<i>Language Qualifications-</i> Ability to conduct qualitative and quantitative research	10	
3.2 b	Junior Expert		50
	<i>General Experience-</i> 2 years' experience in supporting communities in identifying and engaging in small and micro-scale economic activities; micro enterprise development	25	
	<i>Specific Experience relevant to the assignment-</i> Experience with communities in formulation and registration of cooperatives in multiple value chains- including renewable energy	15	
	- Regional/International experience	10	
3.2c	National Field Coordination specialist (based in-Country)		80
	<i>General Experience -</i> 3 years in project management and coordination of related projects, preferably in Energy and in West Africa	30	
	<i>Specific Experience relevant to the assignment-</i> Experience in supporting communities in renewable energy, climate change and NRM is preferred	50	
Total Section 3			300
Weight of financial criteria 30%.			

- Only firms who have obtained a minimum of 70% of the total technical points (49 points) will be considered for the financial evaluation which awards a maximum of 30%.

**Note :**

- The information contained in the breakdown of the lump sum offered provided by the offer or will be used as a basis for determining the best value for money, and as a reference for any modification of the contract.
- The agreed contract amount will remain fixed regardless of any factor resulting in an increase in the cost of any of the elements of the breakdown that is not directly attributable to UNDP.
- All planned travel for the consultancy should be included in the firm's financial proposal.