



United Nations Development Programme

TERM OF REFERENCE (ToR) RECRUITMENT OF INTERNATIONAL FIRM FOR BASELINE REVIEW FOR THE NAMA SUPPORT PROJECT

Services/Work Description:	Baseline Review
Project/Program Title:	NAMA Support Project
Post Title:	International Firm
Duty Station:	UNDP Gambia Country Office
Expected Places of Travel:	In-country travel (NBR, LRR, CRR, URR)
Duration:	4 weeks from date of contract signing
Expected Start Date:	October 2022

I. BACKGROUND / PROJECT DESCRIPTION

The electricity sector of the Gambia is characterized by heavy dependency on fossil fuel imports to generate electricity= mainly light fuel oil (LFO) and heavy fuel oil (HFO). This makes the energy sector to be one of the major sources of Greenhouse Gas (GHG) emissions in The Gambia.

UNDP and UNCDF, in collaboration with national stakeholders, are supporting the implementation of a 10.5MW renewable energy project entitled “Investing in grid-connected solar PV in The Gambia” in two rural areas of the Gambia. This will be achieved through the construction of a 6.0MWp and a 4.5MWp solar PV power plants at Farafenni and Basse respectively.

The key objectives of the NAMA Support Project (NSP) are to:

- Reduce GHG emissions by 12,896 tCO₂e annually;
- Provide reliable renewable energy to 144,500 people in the targeted regions;
- Reduce fossil fuel importation by 3,964,941 liters annually;
- Build the capacity of NAWEC staff on the development and implementation of a Power Purchase Agreement (PPA) with an IPP;
- Provide reliable energy supply to support businesses, electricity dependent vocational skills, and other livelihoods.

Given the hiatus between the approval of the project in 2019 and the pending construction and operationalization of the solar PV plants, it has become necessary to reassess the values of some baseline indicators.

In the light of the above, UNDP solicits bids (submission of technical and financial proposal) from suitable consultancy firm to conduct baseline review for the NAMA Support Project (NSP) in the regions of interest - North Bank Region, Central River Region, Lower River Region and Upper River Region.

II. SCOPE OF WORKS

1. Survey Design and Implementation: The consultancy firm will be required to develop a sample type and size for the exercise, recruit and train a survey team, carryout questionnaire pre-test and implement the overall survey in the regions mentioned above.
2. Multi-tier analysis of collected data: The consultancy firm will conduct multi-tier basic descriptive analysis of the collected and cleaned data on;
 - a. Type and number of electricity dependent livelihoods and businesses
 - b. Reliable electricity supply
 - c. Level of electricity demand and willingness to pay grid-connected electricity
 - d. Consumer satisfaction
3. Data management: The consultancy firm will be required to build a database for the management of analysed and clean data to enable continued monitoring for the project management unit
4. Creation of a GIS and GPS database: The consultancy firm should conduct data collection with GIS/GPS supported devices that will be able to record and carry out start and end timestamps of samples for integration into GIS/GPS supported database.

II. OBJECTIVE

The objective of the consultancy is to compare the baseline indicator values of the design phase to the current realistic values, putting into consideration changes in the electricity sector since 2019.

III. EXPECTED OUTPUT

1. Comprehensive survey designed for the baseline review
2. Functional GIS/GPS supported database containing the outcome of the baseline review and capable of tracking changes for monitoring purpose.
3. A comprehensive report that covers the entire scope of the consultancy

IV. SPECIFIC TASKS

The successful consultant(s) /consultancy firm will be required to carry out the following:

1. Embark on field visits (as much as necessary) to design and implement surveys in collaboration with relevant local and national stakeholders.
2. Carry out recruitment of a survey team/ enumerators and train them on how to implement the survey for the baseline review as per the designed details in the scope above.
3. Train the NAMA PMU, MoPE and NAWEC staff on data collection, analysis and management beyond the scope of the consultancy for future monitoring, reporting and verification.
4. Jointly work with NAMA PMU, MoPE and NAWEC staff during the piloting and implementation of the survey
5. Conduct regional and national workshops as necessary to solicit inputs from stakeholders and validate the outcome consultancy report(s).
6. Train the PMU and NAWEC staff on how to manage the database that would be developed as stated in the scope of work (4) above.

V. EXPECTED OUTPUTS AND DELIVERABLES

No.	Deliverables / Outputs	Estimated Duration to Complete	Review and Approvals Required
1	Survey design/ plan for the baseline review of the NSP indicator values	End of week 1	Environment Programme Unit
2	Submit a functional database for management of the baseline data and for future MRV purposes in line with the scope and specification of the ToR	End of week 3	Environment Programme Unit
3	Training report detailing the outcomes of knowledge transfer to the relevant stakeholders, including the participation, stakeholder feedback and evaluation on methodology, delivery and learnings, as well as findings and potential impact on future monitoring of the project post-PMU support	End of week 4	Environment Programme Unit
4	Final report that incorporates inputs from all relevant stakeholders including but not limited to UNDP, MoPE and NAWEC	End of week 4	Environment Programme Unit

VI. INSTITUTIONAL ARRANGEMENT / REPORTING RELATIONSHIPS

The consultancy firm will be reporting to UNDP through the Environment Programme Unit and by extension the NAMA Project Management Unit (PMU). The PMU will be the liaison between the consultants and national stakeholders for the facilitation of first engagements.

VII. LOGISTICS AND ADMINISTRATIVE SUPPORT TO PROSPECT CONSULTANTS

The consultants will be responsible for their mobility/transportation and other logistics during the execution of the assignment.

United Nations Development Programme

VIII. DURATION OF THE ASSIGNMENT

The assignment should not exceed 4 weeks from the date of contract signing to the date of final deliverable. There is a possibility of agreeing on a common timeline during contract negotiation and finalization upon written request from the successful bidder.

IX. REQUIREMENTS

PROPOSAL:

The consultancy firm must submit technical and financial proposals

QUALIFICATION OF PERSONNEL:

The technical proposal must include the CVs of the team leader, senior consultants, junior consultants and enumerators.

EVALUATION CRITERIA

Summary of Technical Proposal Evaluation Forms		Score Weight	Points Obtainable
1.	Expertise of Firm / Organisation submitting Proposal	30%	200
2.	Proposed Work Plan and Approach	50%	300
3.	Personnel	20%	500
Total			1000

Expertise of firm / organisation submitting proposal		
1.1	Reputation of Organisation and Staff (Competence / Reliability)	20
1.2	Litigation and Arbitration history	15
1.3	General Organisational Capability which is likely to affect implementation (i.e. loose consortium, holding company or one firm, size of the firm / organisation, strength of project management support e.g. project financing capacity and project management controls)	50
1.4	Extent to which any work would be subcontracted (subcontracting carries additional risks which may affect project implementation, but properly done it offers a chance to access specialised skills.	15
1.5	Quality assurance procedures, warranty	15
1.6	Relevance of: - Specialised Knowledge - Experience on Similar Programme / Projects - Experience on Projects in the Region Work for UNDP/ major multilateral/ or bilateral programmes	85
		200

Proposed Work Plan and Approach		
2.1	To what degree does the Offeror understand the task?	30
2.2	Have the important aspects of the task been addressed in sufficient detail?	25
2.3	Is the conceptual framework adopted appropriate for the task?	65
2.4	Is the scope of task well defined and does it correspond to the TOR?	100
2.5	Is the presentation clear and is the sequence of activities and the planning logical, realistic and promise efficient implementation to the project?	80
		300

Key Personnel		Points Obtainable
3.1	Team Leader (international)- Statistician	
	MSc. in Statistics, Data Science, or related academic field	20
	At least 10 years of professional experience conducting surveys and research or other relevant work experiences	40
	Experience working with partners- such as government, NGOs and private sector in the context of survey and statistics, preferably environmental related research.	50
	Demonstrate experience in designing multi-tier survey and coordinated data collection and analysis in the past preferably in Environment and/ or energy sector.	30
	Precision and professionalism in the production and editing of documents.	20
	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;	10
	Demonstrate excellent ability to conduct qualitative and quantitative research	15
	Experience working with UN agencies or other international organizations would be an asset.	15
		200
3.2	Senior Consultant(international) : GIS Specialist	
	At least BSc in Computer Science, Data Science, Statistics, Information Management System or relevant field of study	70
	Demonstrate at least five years works experience in data collection and analysis	30
	Demonstrate excellent work experience in surveys and using common GIS platforms/ software including ARCGIS	20
	Experience in remote sensing / GPS data collection and analysis	10
	Excellent work experience in cartography	10
		150
3.3	Senior Consultant (either national or international): Data Management Specialist	
	At least BSc in Computer Science, Data Science, Statistics, Information Management System or relevant field of study	50
	Demonstrate at least five years of work experience in development and management of data base for monitoring, reporting and verification purpose	30
	Demonstrate to have conducted capacity building for stakeholders and training of trainers.	20
		100
3.4	5(Five) Junior Consultants (nationals): Field coordinator	
	BSc. In Statistics, Data Management, Information Management System, Computer Science or related field of study.	15
	At least two years' work experience	5
	Possesses Gambian citizenship or a permanent resident in The Gambia	10
		30
3.5	20 (Twenty) Enumerators	
	Completed High School and preferably have BSc in mathematics	10
	Residing in the Gambia	5
	Possess soft skills (computer literacy etc)	5
		20
	TOTAL FOR KEY PERSONNEL	500



United Nations Development Programme

X: COMPENTENCIES

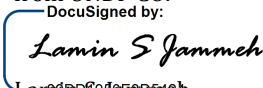
The team should demonstrate ability and knowledge to carry out the following:

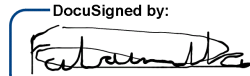
- 1. Effective leadership
- 2. Excellent teamwork and coordination
- 3. Good communication and interpersonal relationship
- 4. Ability to work under pressure and adapt to changes

Installment of Payment/ Period	Deliverables or Documents to be Delivered	Approval should be obtained	Percentage of Payment
1st Installment	Upon satisfactory completion of deliverable 1	RR	50%
2nd Installment	Upon submission of deliverable 2	RR	20%
3rd Installment	Upon submission of deliverable 3 and 4	RR	30%

XI. CONFIDENTIALITY AND PROPRIETARY INTEREST

Proprietary interests in all materials and documents prepared by the consultants under the assignment shall become and remain that of UNDP. The outcome of the consultancy should not be shared or transmitted without prior written permission from UNDP CO.

DocuSigned by:

Lamin S. Jammeh
NAMA Project Manager

DocuSigned by:

136F4251A92349B...
Fatoumata Sanyang
Environment Programme Specialist