

TERMS OF REFERENCE
Energy Policy Research and Energy Act

Consultancy Title	International Consultant – Expert to Conduct an Energy Policy Research and Develop the Energy Act
Location	Funafuti
Application deadline	24 th June 2020
Type of Contact	Individual Contractor (IC) or Company
Post Level	International Consultant
Language required	English
Duration of initial contract	Six months (July - December) 2020

BACKGROUND

FASNETT 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. [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 that are also in line with low carbon development and involved in the sustainable development in the country through a barrier removal approach. This will be achieved through the implementation of four components: (1) Awareness Raising on Renewable Energy and Energy Efficiency Applications; (2) Energy Policy Improvement and Institutional Capacity Building; (3) Applications of Renewable Energy & Energy Efficiency Technologies & Techniques and (4) Financing of Renewable Energy and Energy Efficiency Initiatives. 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 7,400,000).

Challenges

The FASNETT project started in February 2018 and is in its second year of implementation. The project Mid-Term Review (MTR) is planned for 3rd quarter 2020. As of August 2019, the project has only completed 3 out of 41 project activities, which will contribute to the achievement of 3 out of 28 outputs and the realization of 1 out of 6 outcomes. Although the completed activities were a crucial pre-requisite before any of the demonstration activities could begin, these were part of the 2018 annual work plan. This means that none of the 20 activities that were planned for 2019 are complete. At this alarmingly slow rate, the project may take ~13 years to complete all 41 activities, instead of the 4-year timeframe. The project is at risk of termination unless there is very strong evidence to prove that all 20 activities for 2019 are complete and the rate of activity completion for 2020 is either well on-track or over-performing.

Plans to accelerate project implementation

In 2020, the FASNETT project is hiring a group of international and local consultants to undertake the following:

- (i) support the Project Management Unit (PMU) with the coordination of project activities;
- (ii) provide technical advice to the PMU on the planning and implementation of project activities;
- (iii) design and implement a capacity development programme;
- (iv) design and implement an information management system;
- (v) conduct research on Energy Policy and develop an Energy Act; and
- (vi) design, transport, install, test and commission the demonstration activities.

The FASNETT PMU has so far successfully hired an international consultant to support it with the coordination of the implementation of project activities. The PMU is now proceeding to hire a Chief Technical Advisor (CTA) to provide technical advice to the PMU on the planning and cost-effective implementation of the project activities.

This Terms of Reference, is for the conduct of research on Energy Policy and development of an Energy Act.

DUTIES AND RESPONSIBILITIES

The primary responsibilities of the consultant is to undertake the following:

- Policy research, analysis and assessment on low carbon community development, as well as the associated institutional mechanisms that are compatible to the Tuvaluan context.
- Recommend standards, policies and implementing rules and regulations (IRRs) on the promotion and application of Energy Efficient/Renewable Energy (EE/RE) technologies, and financing schemes for EE/RE applications as embodied in an energy bill based on completed researches and results of implemented low carbon (EE/RE) technology application demonstrations in Tuvalu and other similar Small Island Developing States (SIDS).

Expected Deliverables

The consultant is expected to produce the following deliverables:

Deliverable 1

- Final report on the policy research, analysis and assessment on low carbon community development, as well as institutional mechanisms applicable to Tuvalu considering experiences in successful implementation and lessons learned in other similar small island developing states (SIDS) and their impacts (social, economic and environmental).

Deliverable 2

- Approved Energy Act.

Payment Schedule

Funds will be made available in three installments as indicated below and upon receipt of a payment request in USD as follows;

Schedule of payments	Deliverables	Date
1 st installment is 20% of the total	Upon submission of a work plan	July 2020
2 nd installment is 40% of the total	Acceptance of Deliverable 1 i.e. Final report on the policy research, analysis and assessment on low carbon community development, as well as institutional mechanisms applicable to Tuvalu considering experiences in successful implementation and lessons learned in other similar small island developing states (SIDS) and their impacts (social, economic and environmental).	September 2020
3 rd installment is 40% of the total	Acceptance of Deliverable 2 i.e. approved Energy Act	December 2020

Reporting

The FASNETT PMU and the Department of Energy will monitor the progress of this consultancy. The consultant shall submit to the FASNETT PMU weekly updates on the status of his/her work based on the approved workplan.

Institutional Arrangement

- a) The work of the consultant will be monitored, overseen and supervised by the FASNETT PMU in close cooperation with the Department of Energy and Ministry of Transport, Energy and Tourism.
- b) The consultant is expected to produce reports upon successful completion of activities according to the agreed schedules.
- c) The consultant is expected to use his/her own computer in the conduct of this consultancy assignment.

Duration of the Work

- a) The consultancy duration is for six months and is expected to commence from mid-July 2020;
- b) The consultant shall be engaged to undertake the consultancy according to a planned work schedule and is expected to complete the work by 15th December 2020.
- c) The consultant is expected to propose a workplan inclusive of budget and timelines to achieve the expected outputs with the appropriate methodology.
- d) The consultant is also expected to submit a financial proposal in carrying out the tasks to achieve the objectives/goals of this activity.

Duty Station

The consultant will be home-based and required to be based in Funafuti, Tuvalu for a period of 1 week every month from September onwards (i.e. 1 week in September, 1 week in October, 1 week in November, and 1 week in December).

REQUIRED SKILLS AND EXPERIENCE

Following is the required qualifications and experience:

Educational Qualifications:

- Minimum Master's degree in energy and legal/political background, or development economics, public finance, Renewable Energy and/or related field.

Experience

- Minimum of 5 years working experience in energy legislation and energy policy-making.
- 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 Financial Institutions 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.

Competencies:

- Demonstration integrity and commitment to UNDP 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.

Documentation required

Interested international consultants must submit the following documents/information to demonstrate their qualifications.

Letter of confirmation and availability

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 (3) professional references.