

Strengthening Implementation of Government Regulation on Energy Conservation (Indonesia)



Terms of Reference | 21 March 2024

This project aims to support the effective implementation of the new Government Regulation on Energy Conservation by conducting a comprehensive analysis, developing detailed derivative regulations, coordinating efforts among development partners, proposing strategy and study to address the current and potential challenges, providing actionable recommendations to the government, and enhancing institutional capacity and knowledge networks through knowledge-sharing activities.

To achieve these goals, the project will conduct a comprehensive review and assessment of the existing energy efficiency studies and projects delivered by development partners to enhance the effectiveness of energy efficiency programs. Additionally, it will deliver a high-level implementation of strategy and studies to strengthen the development of derivative energy conservation regulations. Furthermore, it will provide a transparent and sound regulation framework to facilitate financing and investment in EE projects.

Table of Contents

I. Introduction	3
II. Project Details	3
A. Rationale	3
B. Impact	4
C. Objective, Outcome, and Outputs	4
D. Sustainability, Gender Equality and Social Inclusion Mainstreaming	5
III. Project Deliverables	5
Other key information:	15
IV. Project Timeline	16
V. Key Beneficiaries	17
VI. Results-Based Monitoring Framework and Risk	18
VII. Qualification and experience of the service provider and evaluation criteria	20
A. Qualification and Experience of the Service Provider	20
B. Evaluation Criteria	21
Eligibility and Formal Criteria	21
Qualification Criteria	22
Technical Criteria	22
Section 1: Offeror's qualification, capacity and expertise	23
Section 2: Proposed Methodology, Approach and Implementation Plan	24
Section 3: Key personnel proposed and Sustainability Criteria	25
Annex 1	33

I. Introduction

1. The Southeast Asia Energy Transition Partnership ([ETP](#)) is a multi-stakeholder platform that aims to accelerate the energy transition in SE Asia towards 2035. ETP works focuses on three priority countries, namely Indonesia, the Philippines, and Vietnam which its program delivery is expected to contribute to the achievement of the UN's Sustainable Development Goals (SDGs) and the 2030 Paris Climate goals by bringing together the governments, development partners, and philanthropies.
2. ETP supports the transition towards modern energy systems that can simultaneously ensure economic growth, energy security, and environmental sustainability. To achieve this goal, ETP will mobilize and coordinate the necessary technical and financial resources to create an enabling environment and address impediments to renewable energy (RE), energy efficiency (EE), and sustainable infrastructures in the region.
3. ETP also aims to deliver joint action, improved coordination, and dialogue to accelerate the energy transition in the region. Therefore, ETP's strategy and work plans are built around four interrelated pillars of strategic engagement that are aligned to address the barriers to energy transition. These are (i) policy alignment with climate commitments, (ii) de-risking EE and RE investments, (iii), expanding sustainable and resilient infrastructures, and (iv) knowledge and capacity development.
4. Energy conservation, defined as an initiative to optimize energy usage for present and future needs, is crucial for sustaining energy resources and achieving climate targets. It is also the main factor of the successful energy transition implementation which should be one of the focus in achieving a net zero emission (NZE) target. Thus, as the continuous efforts to enhance energy transition and achieve NZE, The Government of Indonesia (GOI) introduced Government Regulation (GR) No. 33 of 2023 on Energy Conservation. This regulation outlines a comprehensive framework for energy conservation, focusing on systematically conserving domestic energy resources while simultaneously improving their utilization efficiency.

II. Project Details

A. Rationale

5. The Ministry of Energy and Mineral Resources (MEMR) has undertaken a detailed and comprehensive assessment of the new energy conservation regulation's implementation, which includes evaluating each necessary derivative regulation and securing commitments from development partners to support and play their roles in these derivative regulations.
6. To ensure the smooth implementation of this regulation and assist the government in achieving its energy conservation targets, the Directorate of Energy Conservation, MEMR determined a working group and requested ETP to provide support for the working group activities. This

support involves coordinating efforts among various development partners to ensure a unified approach to implementing the regulation, maximizing its impact, and evaluating the results of the working group. This evaluation includes identifying gaps in derivative and relevant regulations, proposing new analyses and assessments to address these gaps, outlining specific guidelines and mechanisms for effective regulation implementation, and formulating actionable recommendations for the government.

7. In addition, MEMR will have a crucial role in leading and implementing the 5th Working Group (WG) of the Just Energy Transition Partnership (JETP) Indonesia Secretariat. The primary focus of the WG is to promote EE, electrification, and decarbonization. Achieving this goal will require close collaboration among various government agencies such as the Ministry of Industry (MOI), Ministry of Transport (MOT), Ministry of Public Works and Housing (MOPW), Ministry of Finance (MOF), Financial Service Authority (OJK), Ministry of Home Affairs (MOHA), regional governments as well as development partners. To ensure the success of EE programs, alignment among the WG is necessary, and comprehensive efforts are essential to guarantee synergy and coordinated EE implementation.

B. Impact

8. This project's impact is essential to assist Indonesia's climate action objectives. Firstly, it promotes the EE projects to accelerate the nation's transition by providing a regulatory framework that enables investment. This aligns with climate agreements, notably reducing greenhouse gas (GHG) emissions, with estimates of reduced fossil fuel consumption and energy cost. Secondly, the project fosters green job creation through innovative approaches thus contributing to sustainable employment opportunities. This multifaceted impact strengthens Indonesia's commitment to climate action and sustainable development.

C. Objective, Outcome, and Outputs

8. The successful establishment of the energy conservation regulations as well as the implementation of the MEMR and JETP Indonesia Working Group on EE, Electrification, and Decarbonization will contribute to the emission reduction from the EE sector which create green jobs, and further promote sustainable economic growth and environmental responsibility.
9. The outcome of this project is to assist Indonesia in reducing energy intensity by 1%, achieve 17% energy savings by 2025, and decrease emissions from the EE sector by 132 million tons of CO₂ by 2030 respectively. These have been mandated by GR No. 79/2014 on National Energy Policy (KEN), Presidential Regulation 22/2017 on National Energy Plan (RUEN), and the enhanced Nationally Determined Contribution (NDC) 2022, respectively.
10. The primary outputs of this project are:
 - a. Comprehensive assessment of the studies and projects undertaken by the development partners working under MEMR and JETP Indonesia Secretariat as well as relevant

government agencies, including regulatory gap identification within government regulation on energy conservation and its derivative complemented by strategic analysis and studies proposed to address identified gaps in programs and projects to bolster EE development.

- b. Develop a consolidated Energy Efficiency and Electrification pathway for the updated Comprehensive Investment and Policy Plan (CIPP) 2024, aligning with existing targets and the Indonesia National Electricity Plan (Rencana Umum Ketenagalistrikan Nasional/ RUKN) and Net Zero Roadmap.
- c. Harmonized implementation strategy among development partners working in MEMR and JETP working groups and relevant government agencies supported by an effective EE study and project implementation framework. The high-level implementation of the proposed strategy and study is expected to cover gaps and strengthen EE derivative regulations preparation.
- d. Action plan roadmap report providing a detailed explanation of the contribution of the implemented strategy, framework, study, and programs leading to actionable recommendations for the government in accelerating EE development.
- e. At minimum 2 (two) ministry regulations on the implementation of energy conservation as part of the derivative regulation of the GR 33/2023 are drafted.

D. Sustainability, Gender Equality and Social Inclusion Mainstreaming

11. ETP is committed to advancing gender equality and social inclusion (GESI) in ETP projects. The consultant is required to incorporate GESI best practices throughout the project, encompassing adherence to GESI policies within the organization and, but not limited to, the integration of a GESI perspective into project planning and execution. As part of conducting gap analysis and assessment of the EE programs and regulatory frameworks in Indonesia, the consultant shall integrate GESI considerations in the analysis and assessment. The consultant shall ensure gender balanced representation of the invited stakeholders to consultations meetings and workshops. This task necessitates a well-defined methodology and approach which must be outlined in the inception report.

III. Project Deliverables

12. In line with the outputs and outcomes expected from this project (see Project Details), this section provides additional information on specific deliverables that will be required to accomplish the above project outputs by the consultant.
13. Table 1 outlines the key deliverables that are expected in this project. Additional details on associated activities for each deliverable follow Table 1.

Table 1. Key Deliverables

#	Deliverables	Target delivery and payment date	Percentage of Payment
1	Inception report including a detailed work plan and communications strategy/plan	Month 1 after contract signing	10%
2	Comprehensive gap analysis report Contains a result from a thorough review of studies and projects undertaken by MEMR and JETP working groups and relevant agencies, identifying areas for enhancement to optimize results for government energy conservation regulations. In addition, it should identify regulatory gaps to facilitate targeted/specific adjustments and to propose strategy and study, thereby improving implementation effectiveness and preparation of relevant energy conservation derivative regulations.	Month 3 after contract signing	20%
3	Consolidated Energy Efficiency and Electrification Pathway of JETP Develop a consolidated Energy Efficiency and Electrification pathway for the updated Comprehensive Investment and Policy Plan (CIPP) 2024, aligning with existing targets and the Indonesia National Electricity Plan (Rencana Umum Ketenagalistrikan Nasional/ RUKN) and Net Zero Roadmap, and facilitate relevant meetings in coordination with JETP Secretariat.	Month 5 after contract signing	10%
4	Strategic implementation framework report Provides a harmonized implementation strategy among development partners working in MEMR and JETP working groups, and relevant ministries. It should be supported by an effective implementation framework, including specific guidelines and mechanisms established for streamlining the process for all stakeholders. At the same time, a high-level implementation of the proposed strategy and study will improve EE derivative regulations preparation.	Month 8 after contract signing	25%
5	Action plan roadmap report Elaborates the detailed contribution of the previous deliveries to strengthen the draft of EE derivative regulations and providing actionable recommendations for the government aimed at optimizing the regulation's effectiveness and alignment with national energy conservation goals leading to financing and investment.	Month 10 after contract signing	15%

#	Deliverables	Target delivery and payment date	Percentage of Payment
6	Draft of ministry regulations Prepares at least 2 (two) drafts of ministry regulations as the derivate from the GR No.33/2023.	Draft no. 1: Month 5 after contract signing; Draft no. 2: Between month 5-14 after contract signing	10% ¹
7	Final Report	Month 15 after contract signing	10%
8	Monthly report	Monthly, starting from 2 to 14	Not applicable

14. **Deliverable 1: Inception Report.** The consultant must develop and submit a detailed inception report detailing the work plan, ensuring the expectations of ETP are aligned with the understanding of the project from the consultant. It is also expected to provide a communication strategy/plan on how this project can be leveraged to gain attention and visibility which further add value to the energy efficiency development.

15. The inception report should contain, as a minimum:

- a. Introduction and project background
- b. Scope of services
- c. Methodology and work plan, including approach, methodology, project Gantt chart, and outline/table of contents of all deliverables
- d. A detailed approach as to how each deliverable will be met and what each submission will contain, including how GESI will be mainstreamed throughout the project
- e. A donor mapping and coordination strategy
- f. Audience mapping and analysis and communication/outreach plans as well as identification and the rationale of suitable media channels to be used for communicating the project
- g. Project management inclusive of organisational chart detailing key personnel, their roles, and responsibilities, as well as their locations (strong in-country team and project management is expected)
- h. Risks, mitigations, and assumptions
- i. Monitoring and Evaluation Framework, presented in the form of the ETP Results Based Monitoring Framework (RBMF)
- j. Communications Plan as described in the below table.

¹ Payment of 10% for deliverable 6 will be released upon ETP/UNOPS's acceptance of both drafts.

16. The consultant is responsible for drafting a detailed communications plan which will be embedded in the Inception Report. The consultant shall implement the communication plan. The minimum requirements for the communications materials are as follows:

Table 2: The Minimum Requirements of the Communications Plan

Item	Communications materials	Quantity (minimum)
1	Social media posts (liaising with ETP)	5, spread throughout the project linked to various key milestone events
2	Press releases	1 per public workshop/ event published in at least 5 publications
3	Newspaper articles	1 per public workshop/ event in 5 publications
4	Opinion Editorial (Op-Ed) / Policy Brief	At least 2 publications
5	Online presentations of project progress and highlights (target audience: ETP Secretariat and/or ETP Funders).	2 (1-hour maximum/ each)
6	Maintain/develop a database of photographs/ videos/ vox pops from events/ activities	4 high-quality images per workshop/event Min. 2 high-quality short videos (raw footage) (2-3 mins) per workshop/event (ideally, key speeches and/or highlights reel)

17. **Deliverable 2: Comprehensive Gap Analysis report**, which is a standalone report, presents a thorough mapping and evaluation of studies and projects on EE conducted by development partners in collaboration with, or under guidance from, MEMR, JETP Secretariat, and relevant government bodies. This review aims to glean insights from past and ongoing EE programs, pinpointing areas for improvement in policy, regulation, technical, financial, and capacity-building aspects to enhance outcomes aligned with government energy conservation objectives. The deliverable includes:
- Study and project identification: Categorizing projects and stakeholders, mapping past and ongoing activities by development partners with government beneficiaries. It identifies activity areas, objectives, results, lessons learned, and potential investment, contributing to EE implementation enhancements.
 - Review and gap analysis: Building upon the initial mapping, this section assesses the potential and challenges of EE programs in Indonesia. It proposes activities to address identified gaps, focusing on technical, financial, investment, and regulatory aspects, with clear objectives and implementation timelines.
 - Regulation framework assessment: Evaluates existing government regulations facilitating EE development, identifying areas needing supplementation for effective implementation.

Coordination among government entities is crucial, requiring a thorough examination and clear assignment of responsibilities to sharpen proposed programs and strategies.

- d. Proposed strategy and study: It is a necessity following an understanding of gaps and challenges to advance with innovative strategy and study that can address the current and potential challenges. These strategies and studies should demonstrate an example of coordinated efforts to accelerate the development of energy efficiency.
- e. This report will serve as a comprehensive resource for policymakers and stakeholders, presenting mapping results, gap analysis, and recommendations as well as proposed strategy and study to bridge identified gaps in EE implementation and energy conservation derivative regulations.

18. Deliverable 3: Report on Consolidated Energy Efficiency and Electrification Pathway of JETP,

As part of the coordination and alignment between MEMR regulation and JETP implementation, the consultant is required to actively engage and assist ETP UNOPS in the JETP Working Group on Energy Efficiency, and Electrification, and Decarbonization, dedicating a minimum of one working day per week for the following tasks:

- a. Develop a Energy Efficiency and Electrification pathway, collaborating closely with the JETP secretariat and the Energy Efficiency and Electrification Working Group to ensure alignment with JETP objectives.
- b. Engage relevant ministries and institutions to gather input on energy efficiency and electrification, and to identify priority projects and programs to be incorporated in JETP CIPP.
- c. Conduct a financial analysis and develop an investment strategy for the proposed projects and programs, considering potential funding sources and investment opportunities.
- d. The consultant shall organize at least 5 (five) half-day hybrid consultation workshops with the following logistic information:
 - i. At least 5 half-day event within the JETP working group time frame² at either a hotel, meeting venue, or government office
 - ii. Hybrid meeting, with live interpretation through Zoom or other software
 - iii. Workshop located in Jabodetabek area
 - iv. Minimum 30 in-person participants per workshop
- e. The payments for all tasks for event-related items given in 18.d will be reimbursable. The budget to be proposed is based on the requirements of the logistic organisations that are listed.
- f. Other detailed information on workshop organization can be found in the section below, para 26.
- g. Specific to this deliverable, one week after the workshop/ meetings/ dissemination events/ policy dialogue, the consultant is required to submit a workshop report that includes the following components:
 - i. Description of the workshop (e.g., background, objective, organisation)

² The Energy Efficiency and Electrification Working Group of JETP is potentially scheduled for implementation from March to November 2024.

- ii. Workshop agenda and participant components
- iii. Workshop proceedings (e.g., summary of presentations, key points raised, important insights, significant outcomes or decisions)
- iv. Gender considerations
- v. Stakeholder engagement
- vi. Monitoring and implementation
- vii. Media and communication
- viii. Conclusion and next steps
- ix. Annexes (supporting materials such as slides of the presentations, workshop handouts, participant list, list of comments, etc.)

19. **Deliverable 4: Strategic Implementation Framework report,** provides a unified implementation strategy for development partners involved in MEMR and JETP working groups, along with relevant ministries. This strategy is reinforced by an efficient framework, integrating specific guidelines and mechanisms to streamline processes for all stakeholders. Concurrently, a high-level implementation of the proposed strategy and study needs to be carried out to improve preparation for EE derivative regulations. This will include the following key elements:

- a. Coordination meetings: Given the extensive support across the EE sector to various government agencies, it's vital to conduct regular and effective meetings among donors to support the implementation of activities for the MEMR and JETP working groups. Following the guidance of MEMR, the consultant should arrange monthly online coordination meetings, or offline meetings which will be held at the government's office, to ensure donor synergy, leading to a harmonized strategy in implementing EE programs.³ If requested by the beneficiary, the consultant should provide lunch boxes for these coordination meetings.⁴
- b. Coordination workshops: The consultant shall organize 5 (five) half-day hybrid workshops over the project time frame, with live interpretation through Zoom or other software for up to 30 in-person participants. MEMR will guide the workshop topics based on the dynamic of the EE sector development as follows (among others): energy service companies (ESCO) business, appliances standard and labeling, EE incentives, EE database and monitoring and reporting, and energy conservation implementation by government. The workshop venue shall be organized in the Jabodetabek area at a hotel venue (up to 4-star hotel).⁵
- c. Other detailed information on workshop organization can be found in the section below, para 26.
- d. Guideline, mechanism, and framework preparation for converging processes: Despite differing objectives, donors are encouraged to reach a consensus on setting guidelines,

³ These meetings shall not incur additional non-personnel costs.

⁴ Bidders shall propose non-personnel costs for the arrangement of lunch boxes for 20 pax for 5 meetings. These costs will be paid on a reimbursable basis.

⁵ Bidders shall provide a breakdown of all non-personnel costs in the financial proposal. The payment for logistical arrangements for the coordination workshops will be released as a **lumpsum** together with deliverable 4 report.

mechanisms, and frameworks to facilitate harmonised coordination and implementation of EE programs. This convergence aims to support Indonesia in achieving its emission reduction targets outlined in the enhanced NDC by 2030.

- e. Implementation of the proposed strategy and study: The preparation of derivative regulations for GR 33/2023 necessitates comprehensive information gathered from relevant analysis and studies. Hence, the implementation of the strategies and studies outlined in the preceding deliverable is crucial. This ensures that the resulting regulations can be effectively enforced, thereby fostering enhanced EE development in Indonesia.
- f. Summary report to be prepared for policymakers⁶ highlighting the guideline, mechanism, and framework proposed to gather donors' consensus. In addition, a high-level summary of the implemented strategy and study linked to specific energy conservation derivative regulations.

20. **Deliverable 5: Action Plan Roadmap report**, describes how the previous deliverables could improve EE derivative regulations and provide actionable recommendations for the government complemented by a responsibility assignment matrix. These suggestions aim to enhance regulation effectiveness, align with national energy goals, and foster sector financing and investment. The deliverable covers:

- a. Description of strategy and study implementation: It aims to thoroughly detail the implementation activities of the proposed strategy and studies outlined in previous deliverables. It should encompass a general overview of identified gap areas addressed in the selected derivative regulation, implementation stages, challenges encountered, outcomes and impacts, and insights gained from these endeavors.
- b. Actionable recommendations for government: following the analysis, proposing frameworks, and implementing studies to tackle gaps and challenges, recommendations will be crafted for the government's subsequent actions complemented by a responsibility assignment matrix. These suggestions are designed to expedite the development of EE complemented by innovative financing mechanisms which further will contribute to reaching climate change targets through EE initiatives.
- c. The Action Plan Roadmap report will support the government and relevant stakeholders in preparing necessary policy and action plans embedded with a responsibility assignment matrix to measure its effectiveness throughout the designed timeline.

⁶ The summary report will serve as a concise document tailored for policymakers. It will adopt a similar structure to the deliverable report but with reduced content, focusing on key aspects relevant to policymakers.

21. **Deliverable 6: Draft of ministry regulations on EE**, the enactment of GR 23/2023 requires preparation of derivative regulations in approximately 7 (seven) areas⁷, offering detailed technical guidance for EE development. To deliver this activity, the consultant is required to:
- Under MEMR's supervision, the consultant must draft 2 (two) derivative regulations, drawing on studies and programs conducted by other development partners or from this project's deliverables.
 - Coordination workshops: The consultant shall organize 5 (five) full day hybrid workshops as part of the process of producing draft regulations. The hybrid workshops should have live interpretation through Zoom or other software for up to 30 in-person participants. The workshop venue shall be organized in the Jabodetabek area at a hotel venue (up to 4-star hotel).⁸
 - Other detailed information on workshop organization can be found in the section below, para 26.
22. **Deliverable 7: Final Report**: The Final Report serves as a comprehensive document that not only records the project's progress but also provides a roadmap for future initiatives in EE program development. It integrates both the energy efficiency and electrification pathway with a gap assessment designed to extract insights from past and ongoing EE programs. This approach identifies areas for improvement across policy, regulation, technical aspects, financial considerations, and capacity-building efforts, all with the aim of enhancing outcomes aligned with government targets. These insights are then translated into a strategic framework and proposed action plan. It should be well-structured, evidence-based, and accessible to a wide range of stakeholders to ensure its impact and usefulness.
- At a minimum, should encompass:
 - Executive Summary: A concise overview of the project, highlighting its purpose, key findings, and recommendations. This section should provide a quick understanding of the project's significance.
 - Project Background and Rationale:
 - Background: A detailed description of the project's background, including the context in which it was initiated, the need it addresses, and the goals it aims to achieve.
 - Rationale: An explanation of why the project is essential, focusing on its alignment with the JETP Indonesia target, and the enhanced NDC 2030, and the Indonesian Net Zero Emissions (NZE) target by 2060.

⁷ Seven (7) derivative regulations determined by GR33/2023: Energy conservation data management and indicators; Energy service company; Energy conservation implementation by government; Energy conservation implementation success criteria; Energy management, MEPS and labelling; and Energy conservation incentives and disincentives.

⁸ Bidders shall provide a breakdown of all non-personnel costs in the financial proposal. The payment for logistical arrangements for the coordination workshops will be released as a lumpsum together with deliverable 6 report.

- Methodology: A description of the methodologies, tools, and approaches used during the project's execution. This should include information on data collection, analysis, and stakeholder engagement.
 - Stakeholder Engagement: An overview of how stakeholders were engaged throughout the project, including their roles and contributions.
- iii. Findings and Recommendations:
- Key Findings: A presentation of the project's key findings, including insights gained from donor mapping and analysis, coordination meetings, stakeholder engagement and feedback, and data analysis.
 - Recommendations: Concrete recommendations for further actions, improvements, or policy changes based on the project's findings. These recommendations should be actionable and specific.
- iv. Impact Assessment: A comprehensive evaluation of the project's influence on Indonesia's energy transition, particularly within the context of the EE development. This entails analyzing the project's role in enhancing Indonesia's EE programs, fostering sustainable economic growth, facilitating job creation in the context of a sustainable energy future, and methodically reducing greenhouse gas (GHG) emissions.
- v. Lessons Learned: Reflection on the lessons learned during the project's execution, including what worked well and areas for improvement in future initiatives.
- vi. Sustainability and Future Steps:
- Sustainability Plan: A discussion of how the project's outcomes and initiatives will be sustained beyond its completion.
 - Future Steps: Recommendations for the next steps or follow-up actions that can build upon the project's achievements.
23. **Monthly report**, in addition to the listed deliverables, the consultant will need to provide monthly progress reports as per the provided template. Failure to submit this report may result in the payments being withheld. The monthly progress report includes a concise narrative of the activities completed and the next steps.
24. The monthly progress report serves as the mentoring report and is an internal facing between the consultant and the ETP team. The monthly progress report must also include the following standard items:
- a. Updated Gantt Chart
 - b. Updated Results Based Monitoring Framework (RBMF) in a provided template
 - c. Risks and mitigations
 - d. Minutes of meetings and consultations, if relevant

25. The final monthly progress report will include the above items and the following:
- a. Summary of lessons learned from the project
 - b. Recommendations on the project's next steps

Detailed requirements related to workshop organization

The detailed agenda needs to be discussed with the beneficiary and ETP. Gender consideration has to be taken into consideration in organising the consultation workshop. The minimum percentage of women participants is 35%. All key stakeholders related to the topic, particularly governmental entities, should be engaged.

26. The consultant is expected to handle all tasks related to the coordination workshops including organising the logistics, drafting invitation letters, booking the venue, and executing the actual coordination meeting. Concerning the invitation letter, MEMR and JETP Secretariat as the main beneficiary of this project, will sign the invitation letter and the consultant will assist in inviting the participants and speakers.
27. The consultant is required to submit a post-workshop report, as part of the deliverable report, that includes the following components:
- a. Description of the meeting (e.g., background, objective, organisation)
 - b. Meeting agenda and participant components
 - c. Meeting proceedings (e.g., a summary of presentations, key points raised, important insights, significant outcomes or decisions)
 - d. Gender considerations
 - e. Conclusion and next steps
 - f. Annexes (supporting materials such as slides of the presentations, handouts, participant list, list of comments, etc.)

Other key information:

- All public-facing deliverables are expected to be professionally formatted after the content is approved. It is therefore required that the project team contain the skills of graphic design, copy editing, and desktop publishing.
- A public-facing, publishable Executive Summary (approximately 2 pages) in professional English must be submitted with each deliverable.
- Consultants will be required to deliver and record presentations on the outputs for communications purposes.
- Consultants will be expected to engage with various technical working groups and represent ETP as and when required.
- A public-facing, catchy PowerPoint presentation highlighting key information must be submitted with each deliverable.
- All project deliverables and presentations must be submitted in English and Bahasa Indonesia.

- All deliverables are subject to review by ETP, and beneficiary entity(ies) where applicable, before approval. If there are comments and suggestions, the deliverables need to be revised accordingly before payment is released.
- The consultant is required to update the results and achievements of the project following the agreed project-level project Results-Based Monitoring Framework, as per the approved template. All results, where applicable, must be gender disaggregated
- The consultant is required to organize and execute all aspects of the workshops, including organisation and logistics.
- The consultant must consider and highlight specific gender considerations in their proposal.
- The consultant must be available to attend 1 in-person workshop with the ETP secretariat in the region. The bidders are not required to budget this component in the current submission as the detailed requirement will be communicated to the selected contractor during the implementation stage.
- The consultant, or an active organization within the applying consortium, must have a full-time in-country presence.

IV. Project Timeline

28. The project will require 15 months. The actual project timeline will be presented by the consultant and agreed upon in the Inception Report.

Table 3. Proposed timeline of the project's deliverables

Deliverables	1	2	3	4	5	6	7	8	9	10	11	12	13	14	15
1. Inception Report including the outline of all main reports															
2. Comprehensive gap analysis report															
3. A report on Consolidated Energy Efficiency and Electrification Pathway of JETP															
4. Strategic implementation framework report															
5. Action plan roadmap report															
6. Draft ministry regulations															
7. Final Report															

8. Monthly report																	
-------------------	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--

V. Key Beneficiaries

29. The key beneficiaries of this project are provided in Table 4.

Table 4. List of beneficiaries of this project

Beneficiary	Benefit	Explanation
MEMR	Established coordination working group and draft ministry regulations	MEMR benefits from an active coordination working group to align development partners' support for EE programs. Additional derivative regulations are anticipated to guide EE program implementation, aiding MEMR in meeting the enhanced NDC target from the EE sector by 2030.
JETP Indonesia Secretariat	Alignment support fosters financing and investment on EE projects	The JETP Secretariat benefits from receiving additional support to strengthen the comprehensive finance and investment plan of EE projects including the electrification and decarbonization of selected entities/activities.
MOI and Industry Association	Incentives for relevant industries who implement EE activities	Implementing energy efficiency (EE) in the industrial sector can cut energy consumption and emissions. Having clear EE regulations will aid the sector in devising transparent and measurable energy reduction action plans.
Ministry of Transport	Energy management for the transport sector	As a major energy consumer, the transportation sector must engage in EE efforts. This can involve direct actions to enhance fuel efficiency or transportation management. Derivative EE regulations will aid the sector in reducing emissions through EE implementation.
Ministry of Public Works and Housing	Enhancement to the green building implementation	MOPWH mandates green building development which includes the EE measurement. MEMR regulations will specify implementation details, comprising technical and human resource aspects of EE in the building. Hence, derivative regulations will enhance green building in Indonesia.
MOF	Gained added value for the economy from EE implementation	While MOF is expected to provide fiscal incentives for EE businesses, EE can inherently generate substantial economic value. Consequently, the forthcoming derivative regulations aim to ensure that EE enterprises become catalysts for economic growth.
OJK	Potential investment area to support sustainable finance framework	Since 2015, OJK has issued regulations supporting sustainable finance. Despite EE being categorized as sustainable, it has received limited financing support from finance institutions, partly due to weak regulations in the EE sector. Strong

		derivative regulations are thus anticipated to broaden investment opportunities for financial institutions.
Ministry of Home Affairs and regional/local governments	Energy saving implementation facilitated by comprehensive regulations frameworks	Based on GR No.33/2023, local governments must conduct energy efficiency (EE) activities. Clear derivative regulations will outline their obligations. EE implementation will lead to reduced energy consumption and costs for these governments.
Energy Service Company (ESCO)	Incentivized Energy Efficiency Initiatives	ESCOs benefit from the established regulations that will become the legal basis of related business schemes in implementing EE projects. It will also guide the development of targeted energy efficiency initiatives, allowing ESCOs to offer more appealing services that attract clients and drive energy savings.
Financial Institutions	Convinced EE Investment Legal Framework	Financial institutions gain confidence to finance EE projects as the government provides a set of regulations needed to support the investment.

30. The contractor is expected to identify and engage with other relevant stakeholders as part of this project.

VI. Results-Based Monitoring Framework and Risk

31. The Results of the Project are monitored through the following Framework in Table 5. All reports will update the achievement of the indicators.

Table 5. Results-Based Monitoring Framework Outline

Strengthening Implementation of Government Regulation on Energy Conservation

IMPACT

- GHG Emissions avoided or reduced – estimates of fossil fuel mix replaced in % (Coal, Natural Gas, Oil)
- Average Air Quality Index (AQI) improved thus impact of pollution on health minimised
- Green Jobs in low-carbon industries added
- Climate action plans w.r.t. climate agreement targets and commitments

OUTCOME

1. Strengthened EE and RE policy enabling environment
2. Increased flow of public and private investments to EE projects in the end-user sectors
4. Increased development of and accessibility to EE knowledge

OUTPUT

1.1 National EE and RE policies, regulations, standards, and energy plans reflect a clear commitment to Energy Transition agenda and integrated into sectoral plans to contribute to the achievement of Paris Agreement

1.2 National Fiscal policies, regulations, and Investment policies have undergone reforms to create an Investment Climate that is conducive to investment flow into EE and improves its energy transition readiness for capital and investments

2.1 National budgets indicate a resolve to maximise EE capacity by allocating increased amount of public funds and attracting FDI in the EE sector

2.2 De-risked project finance is accessible via financial institutions generating a pipeline of large-scale EE/RE projects

4.1. Stakeholders⁹ involved in the EE/RE value chain, are knowledgeable and better informed to advance the energy transition agenda.

INDICATOR	TARGET
IN 1.1-03 - No. of EE and RE policies, laws, regulations, and/or technical standards developed/revised and presented to the government entities	At least 2 ministerial regulations stemming from Government Regulation No 33/2023 have been revised/developed and presented to the government
IN 1.1-02.2 - No. of national fiscal policies, regulations, and investment policies revised and adopted by the government entities	At least 2 fiscal and investment policies or regulations relevant to Government Regulation No 33/2023 have been revised/developed and presented to the government
IN 2.2-01 - No. of new and existing, national and international, financing options/instruments de-risked and opened for private and blended financing	At least 1 new and existing, national and international, financing options/instruments de-risked and opened for private and blended financing
IN 4.1-01 – No. of studies, research, new evidence gathered and published, for raising awareness, improving knowledge base, driving decisions, and dissemination	At least 1 study, research, new evidence gathered and published, for raising awareness, improving knowledge base, driving decisions, and dissemination
IN 4.1-02 - No. of training, knowledge sharing events, and/or awareness workshops organised at national and regional levels building institutional capacity and knowledge networks	At least 5 knowledge sharing events, and/or awareness workshops organised at national and regional levels building institutional capacity and knowledge networks
IN 4.1-02 A - Total Number of participants	At least 300 participants from relevant stakeholder joining training, knowledge sharing events, and/or awareness workshops
IN 4.1-02 B - Number of female participants	At least 35% of the participant is female

⁹ Government entities, Public sector companies, Financial institutions, Private entities, Academia, and Consumers.

ACTIVITIES

- Facilitate technical working groups, consultation workshops, and capacity building programs throughout the project with relevant stakeholders, such as MEMR, JETP Secretariat, relevant ministries, regional government, industry and building sectors, ESCO, etc.
- Conducting a comprehensive assessment of working groups' results to assess, including pinpointing gaps within derivative regulations.
- Enhancing Regulatory Framework, including a recommendation on strategic and study enhancements through thorough analysis and assessments, aimed at bridging identified gaps and ensuring regulatory robustness.
- Developing an implementation roadmap, including specific guidelines and operational mechanisms to streamline the effective implementation of the regulation, providing a clear roadmap for stakeholders.
- Conducting the proposed strategy and study to address the current and potential challenges of EE development as well as to cover the substantive gaps of the energy conservation derivative regulation preparation.
- Developing actionable recommendations for the government, designed to bolster the regulation's effectiveness and align it with broader energy conservation objectives.
- Drafting Ministry Regulations based on the findings of each working group
- Support the government in turning recommendations into policy-analyzed EE projects and finance practices, constraining factors, and tariff levels.

32. The results are reported with additional supporting information and evidence where applicable and necessary.

VII. Qualification and experience of the service provider and evaluation criteria

A. Qualification and Experience of the Service Provider

33. The consultant's project team should demonstrate the capacity to execute the work and should include all essential roles filled with personnel with relevant experience. CV's of the personnel proposed should be used to verify this information.
34. The following are the minimum positions that should be included on the team. Bidders should assess the additional positions needed (if any) to complete the assignment as per the Terms of Reference:
- a. Team Lead
 - b. Energy Efficiency Expert (Building and Appliances)
 - c. Energy Efficiency Expert (Industry)
 - d. Energy Efficiency Expert (Transport)
 - e. Legal Expert
 - f. Financial/Investment/Business Development Expert
 - g. Communication and Government Relations Expert

35. Considering the importance of close coordination with stakeholders in Indonesia, it is expected that the team proposed consists of consultant(s) who understand the local context in Indonesia.
36. The bidder should also assign a Contract Manager who would liaise on the non-technical part of the contract implementation, including coordination, liaising with key counterparts, and liaising with UNOPS on submission of invoice and payment-related documents.

B. Evaluation Criteria

Eligibility and Formal Criteria

37. The criteria contained in the table below will be evaluated on Pass/Fail basis and checked during Preliminary Examination of the proposals.

Criteria	Documents to establish compliance with the criteria
1. Offeror is eligible as defined in Instructions to Offerors, Article 4. In case of JV, all JV members should fulfill this requirement	<ul style="list-style-type: none"> • Form A: Joint Venture Partner Information Form, all documents as required in the Form, in the event that the Proposal is submitted by a Joint Venture. • Form B: Proposal Submission Form
2. Completeness of the Proposal. All required Questionnaires (if any), Returnable Bidding Forms, and other documentation requested under the Document Checklist section have been provided and are complete	<ul style="list-style-type: none"> • All documentation as requested under Instructions to Offerors Article 10, Documents Comprising the Proposals
3. Offeror accepts UNOPS General Conditions of Contract as specified in Section IV: Contract Forms	<ul style="list-style-type: none"> • Form B: Proposal Submission Form

Qualification Criteria

38. The criteria contained in the table below will be evaluated on Pass/Fail basis and checked during Qualification Evaluation of the proposals.

Criteria	Documents to establish compliance with the criteria
1. The company should have a minimum of 5 years of continuous experience in delivering similar projects in the past with a track record of success.	<ul style="list-style-type: none"> • Certification of incorporation of the Offeror • Form F: Performance Statement Form

Criteria	Documents to establish compliance with the criteria
In case of JV, at least one of the JV members should fulfil this criteria	
2. Offeror must provide a minimum of two (2) customer references from which similar services have been successfully provided, within any of the last 5 years. In case of JV, the customer references of JV members can be combined	<ul style="list-style-type: none"> • Form F: Performance Statement Form
<p>3. Financial Capacity/financial stability: Bidder should have a minimum annual turnover of USD 300,000 in any of the past 2 years.</p> <p>In case of a joint venture, the annual turnover is calculated based on the total annual turnover of the JV members.</p>	<ul style="list-style-type: none"> • Audited Financial statements or documents authorised by the local government authorities of the country of registration of the bidder. Audited Financial statements or documents authorised by the local government authorities of the country of registration of the bidder.

Technical Criteria

39. Technical evaluation will be carried out on bids that pass the eligibility, formal, and qualification criteria, with requirements as follows:

- a. The maximum number of points that a bidder may obtain for the Technical proposal is 80. To be technically compliant, Bidders must obtain a minimum of 56 points
- b. Minimum pass score: 70% of maximum 80 points = 56 points

40. Technical proposal points allocation

Section number/description		Points Obtainable
1.	Offeror's qualification, capacity and expertise	20
2.	Proposed Methodology, Approach and Implementation Plan	35
3.	Key Personnel proposed and Sustainability Criteria	25
Total Technical Proposal Points		80

Section 1: Offeror's qualification, capacity and expertise

Section 1: Offeror's qualification, capacity and expertise		Points	Sub-points
1.1	Brief description of the organization, including the year and country of incorporation, and types of activities undertaken, including relevance of specialized knowledge and experience on similar engagements done in the past. Bidders partnering up with a local entity to provide strategic consultation, and translations; as well as the communications expertise is considered a valuable asset.	15	
	1. Experience in managing projects and providing similar services with a comparable size, type, complexity, and technical specialty, in the region, especially in Indonesia.		10
	2. Understanding of local context, and partnering up with an Indonesian entity to provide for the strategic consultation, translations; as well as the communications expertise		5
1.2	General organizational capability which is likely to affect implementation: management structure, and project management controls. (Max 4 pages written text)	5	
	1. Management structure, management controls, and the extent to which any part would be subcontracted		5
Total points for section		20	

Section 2: Proposed Methodology, Approach and Implementation Plan

Section 2: Proposed Methodology, Approach, and Implementation Plan		Points	Sub-points
2.1	Description of the Offeror's approach including risk(s) and mitigation measure(s), and methodology for meeting or exceeding the requirements of the Terms of Reference	25	
	1. Description of the offeror's approach to identification of data sources, energy efficiency issues for the		5

Section 2: Proposed Methodology, Approach, and Implementation Plan		Points	Sub-points
	deep-dive in the gap analysis and guiding the government policymakers for regulatory framework preparation and program development.		
	2. Description of the offeror's approach to develop the Energy Efficiency and Electrification pathway for Indonesia.		6
	3. Description of the offeror's approach to the development and implementation of energy efficiency strategy and programs covering regulation framework, technical assistance, financing mechanism, and capacity building to improve energy efficiency in Indonesia.		6
	4. Description of the offeror's approach to detail explains the strategy and program implementation as well as preparing workable recommendations for government and stakeholders.		5
	5. Description of the offeror's approach to prepare and carry out the regulation preparation and drafting based on comprehensive analysis to ensure synchronized implementation of relevant regulations.		3
2.2	Quality Assurance Plan	5	
	1. A plan outlining how the bidder intends to ensure oversight and quality assurance throughout the assignment. Quality Assurance plan should include discussion on risk assessment and its mitigation plan		5
2.3	Implementation Timeline	5	
	1. Bidder submits a detailed implementation timeline which includes detailed activities to be undertaken during this assignment, and is completed with a Gantt chart		5
Total points for section		35	

Section 3: Key personnel proposed and Sustainability Criteria

Section 3: Key personnel proposed and Sustainability Criteria		Points	sub-points
3.1	Qualifications of key personnel proposed aligned with the Terms of Reference	20	
	<p><u>Team Lead</u></p> <p>Education: A Master's Degree in Energy Management, Environmental Policy, Economics, Business Administration, Electrical Engineering or a related field.</p> <p>Experience:</p> <ul style="list-style-type: none"> • A minimum of 5 years of relevant experience in a similar role, with a minimum of 2 years of leadership experience. • Proven track record in managing and leading complex projects, particularly those related to energy efficiency and electricity. • Experience in stakeholder management and engagement, including working with governmental entities, industry stakeholders, and financial sectors is preferable. • Experience as an advisor in international development cooperation projects (i.e. GIZ, WB, ADB, UNDP, etc.) is preferable. • Certification or professional accreditation in energy management or energy auditing is preferable <p>Additional requirement:</p> <ul style="list-style-type: none"> • Considered an asset if based in Indonesia but not strictly required. 		<p>1</p> <p>3</p>
	<p><u>Energy Efficiency Expert (Building and Appliances)</u></p> <p>Education: A Master's Degree in Energy Management, Environmental Engineering, Electrical or Mechanical Engineering, or a related field.</p> <p>A Bachelor's Degree with 2 years of relevant experience is considered as an equivalent.</p>		0.5

	<p>Additional requirement:</p> <ul style="list-style-type: none"> ● Considered an asset if based in Indonesia but not strictly required. 		
	<p><u>Energy Efficiency Expert (Transport)</u></p> <p>Education:</p> <p>A Master's Degree in Urban Planning, Energy Management, Mechanical Engineering, or a related field is required.</p> <p>A Bachelor's Degree with two years of relevant experience is considered as an equivalent.</p> <p>Experience:</p> <ul style="list-style-type: none"> ● A minimum of 5 years of experience in energy efficiency, with a specific focus on the transport sector. ● Experience in identifying, implementing, and assessing energy efficiency projects and solutions within the transport system. ● Experience in analyzing efficient transport management systems, energy consumption data, and recommending energy-saving measures is preferable. ● Experience in conducting training and capacity-building programs related to energy efficiency in the transport sector is preferable. ● Certification or professional accreditation in energy management in transport is preferable. <p>Additional requirement:</p> <ul style="list-style-type: none"> ● Considered an asset if based in Indonesia but not strictly required. 		<p>0.5</p> <p>1.5</p>
	<p><u>Legal Expert</u></p> <p>Education:</p> <p>An advanced University Degree in law, public policy, energy policy, or any related field is required. A law background is preferred.</p> <p>First-level university degree in the above-mentioned fields with an additional two years of relevant experience is considered an equivalent.</p> <p>Experience:</p>		<p>0.5</p> <p>2.5</p>

	<ul style="list-style-type: none"> • At least five (5) years of experience in energy, industry, transport, and environmental regulations or legal drafting is preferable. • Experience in advising clients on public policy matters, particularly in the energy/industry/transport/environment sector is preferable. • Good knowledge of Indonesian energy regulations and policies is desirable. • Experience in engagement with donors, government, private sector, and civil society is desired. • Experience in working with government agencies, international organizations, and other energy-related stakeholders is desirable. <p>Additional requirement:</p> <ul style="list-style-type: none"> • Must be an Indonesian citizen. 		
	<p><u>Financial/Investment/Business Development Expert</u></p> <p>Education:</p> <ul style="list-style-type: none"> • A Master's Degree in Finance, Economics, Business Administration, or a related field. • A Bachelor's Degree with an additional two years of relevant experience may be considered. • Professional certifications such as Chartered Financial Analyst (CFA) or Certified Public Accountant (CPA) is desirable. <p>Experience:</p> <ul style="list-style-type: none"> • A minimum of 5 years of experience in financial management, analysis, and planning, preferably in the energy or sustainability sector. • Experience in conducting financial modeling and analysis, including cost-benefit analyses and assessing the financial feasibility of projects is preferable. • Experience in conducting financial risk assessment and mitigation strategies is desirable. • Knowledge of international and local financial institutions, relevant regulation frameworks, funding mechanisms, and investment trends in the energy efficiency and sustainability sectors is preferable. <p>Additional requirement:</p> <ul style="list-style-type: none"> • Considered an asset if based in Indonesia but not strictly required. 		<p>0.5</p> <p>2.5</p>

	<p><u>Communication and Government Relations Expert</u></p> <p>Education:</p> <ul style="list-style-type: none"> • Master's Degree in Communications, Public Relations, Journalism, Public Policy or a related field is required. Advanced degrees or certifications in communications are a plus • A Bachelor's in the above fields with 2 years of experience is considered an equivalent. <p>Experience:</p> <ul style="list-style-type: none"> • A minimum of 5 years of professional experience in communications, public relations, public policy analysis or related roles. • Experience in developing and executing strategic communication plans tailored to diverse stakeholders, including government, investors, and the public. • Experience in engaging with journalists, securing media coverage, and managing media inquiries. • Experience in producing high-quality content for various communication materials, including press releases, website content, and social media posts is preferable. <p>Additional requirement:</p> <ul style="list-style-type: none"> • Considered an asset if based in Indonesia but not strictly required. 		<p>0.5</p> <p>1.5</p>
3.2	The bidder shall provide a clear statement, approach, and methodology that demonstrates its commitment to support and mainstream gender equality and social inclusion through its operations and project implementation activities.	5	
Total points for section		25	