



Terms of Reference

General Energy Transition Consultancy Services

Concept Note | 10 Feb 2022

Background Information – Southeast Asian Energy Transition Partnership (ETP)

1. The Southeast Asia Energy Transition Partnership (ETP) brings together governments and philanthropies to work with partner countries in the region. We support the transition towards modern energy systems that can simultaneously ensure economic growth, energy security, and environmental sustainability. Enabling the transition toward greener energy systems will greatly contribute to the achievement of the UN's Sustainable Development Goals (SDGs) and the Paris Climate Agreement objectives.
2. ETP is initially focusing on Indonesia, the Philippines and Vietnam, which are the countries in the region with the highest energy demand, a substantial pipeline for fossil fuel-based projects, and a significant and cost-effective potential for renewable energy and energy efficiency. ETP provides High Level Technical Advisory Support, Holistic Support to Governments on financing and technical needs, capacity and skill development and facilitation of dialogues in all related areas.
3. A Secretariat, incorporated into UNOPS will support the Steering Committee (SC) and facilitate the implementation of SC's decisions. The Secretariat will operate as per defined Terms of Reference approved by the SC. The Secretariat will undertake day-to-day management and operation of the ETP Fund: (1) it launches Calls for Proposal and carries out proposals assessments; (2) it provides assistance and support to implementing partners; (3) facilitates the design, development and implementation of an overall M&E strategy; (4) monitors progress made by each project during the implementation phase.
4. ETP Secretariat hosted at UNOPS Thailand Hub Offices will support the SC and facilitate the implementation of SC's decisions. The Secretariat will operate as per defined Terms of Reference approved by the SC. ETP Secretariat will undertake day-to-day management and operation of the ETP Fund: (1) it launches Calls for Proposal and carries out proposals assessments; (2) it provides assistance and support to projects; (3) facilitates the design, development and implementation of an overall M&E strategy; (4) monitors progress made by each project during the implementation phase.
5. ETP Secretariat will work in close cooperation with the SC, the Advisory Panel and UNOPS Services. The members of the secretariat will be selected following the UNOPS rules and regulations. Within the framework of the delegated authority, the incumbent is assigned all or part of the following duties which are performed according to organizational needs and structure:

Expected Outputs:

6. The selected entity will help advise, design and develop energy transition related studies in the Philippines and support ETP by providing expert

technical inputs on wide reaching subjects including but not limited to renewable energy generation, smart grid development, policy and regulatory frameworks etc.

Functional Responsibilities:

7. The entity will support coordination and development of technical assistance and capacity development of the ETP program in the Philippines for ETP Steering Committee consideration for approval in 2022 and ETP Secretariat with the identification of potential collaboration opportunities with the national Government - especially the government decision-makers, the private sector and civil society. Specific duties and responsibilities include the following:

ETP Program Development:

8. Support the ETP Secretariat with current and ongoing activities centered around technical assistance within the energy transition
9. Support the Secretariat to identify and develop ownership among the national Government, private sector and civil society program of technical assistance and capacity
10. Support ETP Secretariat in arranging high visibility activities as per the ETP's communications strategy, in collaboration with ETP's Secretariat and by participating and delivering technical content where necessary.

Project Identification:

11. Contribute to the identification, design, formulation of concept papers, negotiation of new projects and programs and drafting of terms of reference and key performance indicators
12. Support ETP with the development of its pipeline of activities, technical assistance and capacity building, ensuring donor coordination and creation partnerships with the development partners active in the energy transition
13. Support ETP's interactions with the Government decision-makers to solicit feedback and ownership in the program proposed for ETP and arrange for a workshop to conclude on the specific interventions.

Specific Deliverables:

14. Provide ad-hoc services, giving technical and national insights and analysis upon request.
15. Carry out a desk review of all documents provided by ETP as well as other background documentation for ensuring a clear overall understanding of ambitions and opportunities for ETP operations in the Philippines.
16. Develop a priority pipeline in collaboration with ETP Secretariat and support preparation of terms of reference and results indicators and

targets, for enabling their implementation with a clear results focus in alignment with the Paris Agreement Goals and ETP's result-based monitoring framework.

17. Provide a stakeholder and political economy update related to Energy Transition in the Philippines.
18. Establish and support attainment of an agreement for ensuring official standing for ETP's operations in the Philippines under an MOU or an alternative instrument.
19. Organizing the relevant meetings for concluding agreements with the national Government decision-makers and stakeholders on the proposed pipeline, terms of reference, and results matrices.
20. Write and/or contribute to ETP reports which cover a range of subjects in the energy transition

Work Hours and Schedule:

The work hours and the schedule for this consultancy services is expected to be in line with the below chart:

Task	Timeline
Inception Meeting	Within 1 week of contract start date
Weekly Meetings	1 hour per week, or as required
Analysis and Report Writing	36 Person Days over 3 months

Expected Contract Period:

21. The duration for these services is an initial 6 months, with the possibility of extension based on performance and financial availability.

Qualifications and Experience of the Consultant

22. The service provider should have the following experiences:
 - a. Minimum 3 years of experience in working in similar capacities
 - b. Have proven experience working with NGOs, government agencies, or intergovernmental organizations
 - c. Have access to a pool of experts, flexible and able to respond dependent on the needs of the individual assignments
 - d. The service provider is expected to identify designated employee(s) to produce above outputs and submit CVs accordingly.

Qualification of Personnel Assigned:

23. Consultants would require a Minimum advanced university degree (master's or equivalent) in Energy Economics, Engineering, International Relations, Public Relations, Public Policy, International Development, or related field.

24. Consultants should have the following level of experience:

- a) Level 1 : 3-5 years of experience
- b) Level 2 : 5-10 years of experience
- c) Level 3 : more than 10 years of experience

Quality Assurance:

The company should be responsible for the quality of the work submitted by the consultants assigned for the work with ETP/UNOPS, and should demonstrate the quality assurance mechanism.

Language:

Fluency in oral and written English is required

Payment Terms

Payment will be made monthly, on a reimbursable basis, based on the exact number of days that the consultant spent on each month of assignment

Brief Information about Blanket Purchase Agreement

Objective

UNOPS is soliciting quotations for the establishment of Blanket Purchase Agreement(s) as defined in this tender. Quotations must be submitted by using the Requirement as contained in the attachments 'Section II: Schedule of Requirements' and 'Section III: Returnable Bidding Forms'. The overall objective of this solicitation is to establish Blanket Purchase Agreement(s) (BPA) to allow UNOPS to quickly and easily raise a purchase order (PO) for Supply and delivery of requirements as and when the services are required, for the duration of the agreement.

Number of BPAs and Non-Exclusivity

UNOPS will enter into BPA(s) agreement with selected companies as a result of this procurement process as per evaluation methodology and criteria specified herein. The BPA shall be considered by UNOPS as **non-exclusive** and UNOPS will not be committed to purchase any minimum quantity.

Call-off Order Mechanism and Prices

Once the BPA is signed, if there is a specific requirement for the provision of General Energy Transition Consultancy Services, UNOPS appointed focal person shall issue a Purchase Order (PO) to the selected supplier. The PO will include details on the type and number items/services to be supplied and other practical details. The pricing will be based on prices in the BPA contract as quoted in the RFQ.

Contract Management/Service Level Agreement

The BPA supplier shall provide quarterly reports to the UNOPS focal point indicated in the BPA. UNOPS will regularly monitor the performance of the BPA supplier(s), based on the following Key Performance Indicators (KPIs):

- **KPI 1:** On-time delivery. Supplier shall deliver within the delivery time indicated in the schedule of requirement.
- **KPI 2:** Quality of the service. Supplier(s) shall deliver their services as per description included in the release order.
- **KPI 3:** Price Compliance. Supplier(s) shall supply services as per unit prices identified in the BPA.
- **KPI 4:** Accuracy of payment documentation. Supplier shall provide complete payment documentation including accurate invoices with correct quantities, unit price, order reference number, etc.

Contract Duration : 6 months, with possibility of extension

Performance of the Services

If the supplier fails to meet UNOPS' performance requirements detailed above, it will receive in the first instance a warning to improve their performance. Continued failure to meet performance requirements may result in termination of the BPA.

Bidders are required to complete, sign, and stamp the below table to demonstrate compliance with UNOPS requirements. Bidders are NOT allowed to make any change to the stated "UNOPS requirements". Such changes might disqualify your quotation.

Eligibility and Formal Criteria – evaluated on Pass/Fail basis

Criteria	Documents to establish compliance with the criteria
1. Offeror is eligible as defined in Instructions to Offerors, Article 4	<ul style="list-style-type: none"> ● Form A: Quotation submission form
2. Completeness of the Proposal. All documents and technical documentation requested in Instructions to Offerors Article 10 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 VI	<ul style="list-style-type: none"> ● Form A: Quotation submission form

Qualification criteria – evaluated on Pass/Fail basis

Criteria	Documents to establish compliance with the criteria
1. Company should be in business of providing similar services for the past 3 years	<ul style="list-style-type: none"> Corporate registration document, deed of establishment

Technical criteria – evaluated on Pass/Fail basis

Section number/description	
1.	Offeror's qualification, capacity and expertise
2.	Proposed Implementation Plan
3.	Key Personnel proposed

Section 1: Offeror's qualification, capacity and expertise	
1.1	Brief description of the organization, including the year and country of incorporation.
1.2	Description of the organization's experience in working with NGOs, government agencies, or intergovernmental organizations

Section 2: Proposed Implementation Plan and Quality Assurance	
2.1	Description of the bidder's implementation plan, showing how the deliverables will be managed throughout the specified timeline in the Terms of References
2.2	Description of bidder's quality assurance plan

Section 3: Key personnel proposed	
3.1	Qualifications of key personnel proposed aligned with the Terms of References