

## **TERMS OF REFERENCE**

### **A. Background Information - Southeast Asia Energy Transition Partnership**

1. The Southeast Asia Energy Transition Partnership (ETP) supports the delivery of the Paris Climate Agreement on climate change by bringing together government donors, philanthropies and Southeast Asian (SEA) governments to accelerate energy transition in the region. More specifically, ETP aims to deliver joint action, improved coordination, and effective dialogue to accelerate the Energy Transition in the region by addressing impediments to renewable energy, energy efficiency and sustainable infrastructure.
2. The government leadership in coordination events is meager and even its presence in the technical working groups is patchy, if existent. It is important to strengthen dialogue to enhance acceleration of energy transition results through efforts to bring the government parties behind under a coherent energy transition strategy. Hence, it can bring the government energy transition agencies closer with the development partners to enhance the results-focus and coordination among the interventions and the government's targets.
3. Learning from past coordination efforts, a multi-stakeholder platform may be helpful for generating stronger coherence among the government parties behind one energy transition platform and action plan. The objective would be to provide a forum that ultimately be led by government parties, gradually bring together on the various energy sector plans, and to provide a forum where all donors can support the government's pathway for results in energy transition. Borrowing from past coordination commitments, the principles for the coordination could include:
  - a. Strengthening country ownership over coherency of energy transition programmes;
  - b. Building more effective and inclusive partnerships for energy transition; and
  - c. Delivering and accounting for results.

### **B. Assignment**

4. ETP is seeking a firm (the Consultant) for an assignment to review, recommend and implement methodological improvements to data collection for ETP's donor mapping in the countries of operations and Southeast Asia region. The Consultant will develop a reporting regime for strategic analytical assessments on the donor mapping database and identify gaps and possible overlaps of issue based donor activities and prepare regularly strategic and pioneering reports on donor activity, identification of gaps and risk of overlaps.
5. The geographic scope for this assignment is in the three countries of ETP's operations: Indonesia, Vietnam and Philippines, but the scope may be expanded to include other countries in Southeast Asia region.

### **Specific Deliverables**

6. Review ETP's donor mapping, recommend and implement methodological improvements to data collection, including capturing public (bilateral and multilateral) private external assistance, particularly including assistance by the philanthropies, and establish a reporting regime that provides strategic information on external assistance to energy transition, identification of potential gaps and risks of overlap.
  - a. **Identify a reporting regime for identifying, collating and reporting on the ETP's Steering Committee members' development assistance** and identifying a process for collating and dialoguing on collaboration and coordinating among the programs to pursue acceleration of energy transition;
  - b. **Identify a data collection and maintenance strategy** to bring together data from the broader donor community and provide for mapping of this data. In addition, the consultant is also expected to maintain and ensure an updated and accurate data on planned and on-going donor-funded programs in each country and in the region;
  - c. **Prepare 2 reports per annum in a publishable English and standard**, segmented by subsector, topical areas, and geography, together with a catchy powerpoint presentations to the Steering Committee for strategic planning purposes and a report on the diagnostic and conclusions narratives;
  - d. **Provide additional two issue-based specific and significant** (topics to be agreed) donor activity mapping and strategic analysis of the content, gaps, and possible overlaps and progress and impediments under these activities.
7. **Provide continuous support to ETP in identifying donor assistance in specific sub-sector domains to be included in ETP's concept notes** (10 concept papers) with analysis of the content of the funded work, to facilitate identification of gaps and tailoring of ETP interventions. The analysis will identify donor coordination needs and opportunities to capitalize on existing analysis with respect to ETP's operations, thus supporting design of appropriate interventions and guiding ETP to ensure that its support fills gaps and links assistance to energy transition results.

### **C. Work Schedule**

8. The selected entity will deliver the outputs of this consultancy in line with the below schedule:

| Tasks/Deliverables  | Timeline   | Payment           |
|---|--|-------------------|
| <p><b>Inception Report:</b></p> <p>Identify a reporting regime for identifying, collating and reporting on the ETP's Steering Committee members' development assistance <b>(Deliverable 6 a)</b></p> <p>Identify a data collection and maintenance strategy <b>(Deliverable 6 b)</b></p>  | 2 weeks from mobilization  | 20%               |
| <p><b>Prepare 2 reports per annum in a publishable English and standard,</b> segmented by subsector, topical areas, and geography, together with a catchy powerpoint presentations to the Steering Committee for strategic planning purposes and a report on the diagnostic and conclusions narratives <b>(Deliverable 6 c)</b></p> <p><b>Provide additional two issue-based specific and significant</b> (topics to be agreed) donor activity mapping and strategic analysis of the content, gaps, and possible overlaps and progress and impediments under these activities. <b>(Deliverable 6 d)</b></p> | <p>1st report:<br/>6 weeks from mobilization and</p> <p>2nd report:<br/>6 months from mobilization</p> | 40%<br>(20% each) |
| <p><b>Continuous support to identification of donor assistance</b> in specific subsector areas to be featured in ETP's concept notes on need basis. <b>(Deliverable 7)</b></p> <p>Maintenance of updated and accurate data on planned and on-going donor-funded programs in each country and in the region <b>(Deliverable 6 b)</b></p>   | <p>Throughout contract period until end of 30 June 2023</p> <p>(min 10 concept notes)</p>              | 40%               |

#### D. Expected Contract Period

9. 1 July 2022 - 30 June 2023

## **E. Qualifications and Experience of the Service Provider**

10. The organization should have experience in the renewable energy industry in Southeast Asia for the past 3 years.
11. The organization should have experience in working with NGOs, government agencies, or intergovernmental organizations
12. The service provider will assign personnel under this contract. The service provider is expected to identify designated employees to produce each of the above outputs, keeping in mind that UNOPS follows a best value for money principle .
13. The lead individual(s) should have the following qualifications (CV should be attached to the application):

### **a. Education**

- i. Master's Degree in Energy, Economics, Climate Change, Social Sciences, Political Sciences, International Relations, International Development or related fields are required.
- ii. Additional two years of similar experience with a Bachelor Degree is considered equivalent.

### **b. Work Experience**

- i. Professional experience in more than one country context is essential.
- ii. Professional experience in Southeast Asia is preferred.
- iii. Knowledge of energy sector developments, and energy transition, in Southeast Asia, is essential.
- iv. Previous successful involvement with, and good knowledge of, government, private sector and civil society is desired.
- v. Knowledge of the political, economic and social situation in Indonesia, Philippines and Viet Nam is desirable.
- vi. Computer literacy in G-Suite and / or Microsoft packages (MS Word, MS Excel, MS Access, MS Power Point) are required and SPSS is an asset.
- vii. Excellent skills in conducting energy sector and sub-sector research is an asset.
- viii. Experience with data collection and reporting on development assistance is desired.
- ix. Excellent skills in developing graphical presentations is desired.
- x. Excellent writing and data analytical skills.

### **c. Language**

- i. Fluency in both written and spoken English is essential.

**F. Eligibility and Formal Criteria - evaluated on Pass/Fail basis**

| <b>Criteria</b>  | <b>Documents to establish compliance with the criteria</b>   |
|--|--|
| Offeror is eligible as defined in Instructions to Offerors, Article 4  | Form A: Quotation submission form  |
| Completeness of the Proposal. All documents and technical documentation requested in Instructions to Offerors Article 10 have been provided and are complete | All documentation as requested under Instructions to Offerors Article 10, Documents Comprising the Proposals |
| Offeror accepts UNOPS General Conditions of Contract as specified in Section VI  | Form A: Quotation submission form  |

**G. Qualification Criteria - evaluated on Pass/Fail basis**

| <b>Criteria</b>  | <b>Documents to establish compliance with the criteria</b> |
|--|--|
| Company should be in business of providing similar services for the past 3 years | Corporate registration document, deed of establishment     |

**H. Technical Criteria - evaluated on Pass/Fail basis**

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

| <b>Section 1: Offeror's qualification, capacity and expertise</b> |  |
|---|--|
| 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 |

| <b>Section 2: Proposed Implementation Plan and Quality Assurance Plan</b> |   |
|---|---|
| 2.1   | Description of the bidder's implementation plan, showing how the deliverables will be managed throughout the specified timeline in the Terms of Reference |
| 2.2   | Description of bidder's quality assurance plan, including discussion on potential risks and its mitigation plan   |

| <b>Section 3: Key personnel proposed</b> |  |
|--|--|
| 3.1                                      | Qualifications of key personnel proposed aligned with the Terms of Reference |