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|  | **UNITED NATIONS DEVELOPMENT PROGRAMME****Terms of reference** | cid:image003.png@01CDA53F. BC826FC0 |
| **I. Other information**  |
| **Mission Title:** Energy Program Specialist**Duty Station:** Banjul, The Gambia**Duration:** 5-6 months**Start date** : As soon as the contract is signed **Contract Type:** National Consultant |
| **II. Background** |
| The United Nations Development Programme (UNDP) is present in more than 170 countries and territories and contributes to the eradication of poverty, the reduction of inequalities and the increase of sustainability. In this challenging context, the development of partnerships is a crucial aspect for the achievement of UNDP objectives and the engagement of various institutions in the private and public sectors. In the area of environment and sustainable development, UNDP's mandate is to assist countries in integrating the environment, energy and climate change into national policies, strategies and programmes, adapting to climate change and ensuring access to environmental and energy services for the poorest. Climate change today is the greatest challenge humanity has ever faced, threatening the water and food security, health, livelihoods and security of billions of people. The global response to this challenge must be equitable, inclusive and leave no one behind, while seeking the most effective climate solutions that simultaneously advance multiple Sustainable Development Goals. Under the new Strategic Plan (2022-2025), energy is one of UNDP's six flagship solutions – alongside poverty and inequality, governance, resilience, environment and gender equality – to support countries in three directions of change: structural transformation, leaving no one behind, and resilience. Intensified programming efforts on energy access and energy transition will be coordinated by the new Center for Sustainable Energy (SEH), which represents part of the organization's systematic and programmatic approach to addressing the energy and climate change agendas. In line with UNDP's new strategic plan for 2022-2025, UNDP's main objective is to increase access to energy for the most backward people. By accelerating investments in distributed renewable energy solutions, especially for the hardest-to-reach people and in crisis contexts, it aims to increase access to clean and affordable energy for 500 million people by 2025. Through the Centre for Sustainable Energy, UNDP will harness networks, experience and innovation to scale up energy programming efforts and shape policies, building on the existing portfolio of energy projects, covering more than 100 countries, to harness clean energy and support energy access and energy transition, as well as UNDP's climate promise, the sustainable finance centre and UNDP's digital offering. UNDP will also work with programme country governments to help them recover and move forward after COVID-19, as well as with investors to unlock and harness public and private funding to drive progress towards the multiple SDGs. Finally, recognizing that change will be disruptive, UNDP will work to ensure that these transitions are just and that their impact on vulnerable people is understood and duly mitigated. Sub-Saharan Africa is home to an estimated 600 million people who lack access to clean and affordable energy, making the region a focal point of UNDP's new strategic plan, Energy Focus and Expanded Energy Supply, which aims to provide access to clean and affordable energy for 500 million people through strategic partnerships and targeted stakeholder engagement.UNDP's renewed strategic offering in Africa, or "Africa Promise", aims to "strengthen UNDP's position as Africa's leading partner for the 2030 and 2063 agendas". Affordable and sustainable energy is one of the six strategic impact areas of UNDP's Africa Promise, which focuses on energy interventions to act as catalysts for development. The Africa Promise has committed to providing access to energy to at least 100 million people by the end of the current strategic plan.The Regional Programme for Africa (2022-2025) is the means to realize UNDP's renewed strategic offering in Africa. The new Regional Programme will explicitly position itself as a regional catalyst and incubator for people, prosperity, planet and peace.The Gambia is also one of the 10 countries covered by the UN Integrated Strategy for the Sahel (UNISS) and targeted by the flagship *UNDP Offer for the Sahel –* *a Regeneration*. This offer includes energy as one of its core components through UNDP’s Energy4Sahel initiative.  The Gambia Country Office (CO) will utilize the funds available under this programme to encourage Energy Access, which currently stands at 60%, leaving an estimated 966,8002 people without access to electricity. This iniative will be aligned with The Gambia’s Electricity Roadmap which has the optimistic objective of providing universal access by 2025. The roadmap states that this can achieved through a mix of grid-connected and off-grid solutions. The roadmap also places great emphasis on diversifying the energy mix through the introduction of renewable energy solutions, such as, solar and wind. With the above in mind, the CO will be working closely with the Ministry of Petroleum and Energy and the Mbolo Association to implement the following activities;* The feasibility study for the installation of a Green-Mini-Grid (GMG) at Jinack ;
* Engage with private sector to install and operationalize a GMG at Jinack ;
* Complete a feasibility study for the establishment of a cooperative of young solar professionals. The study will explore and recommend how the cooperative members can engage in income generating activities in off-grid communities;
* Build the capacity of beneficiary communities in productive energy uses.
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| **III. Objective and scope of work** |
| The objective of the consultancy is to assist the CO in implementation of the above mentioned activities, through the following actions:* Complete a feasibility study for the establishment of a cooperative of young solar professionals, recommending how the of young professionals can engaged in income generating activities in off-grid communities;
* Supervise and/or monitor the progress of private sector actors, consultants and contractors engaged under the programme;
* Support for planning and programming on energy related matters under the Environment and Energy Programme Unit;
* Provision of technical support to energy-related project activities;
* Coordination of strategic partnership and institutional energy capacity with key partners (i.e. Ministry of Petroleum and Energy, NAWEC and the Mbolo Association)
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| **V. Timeline/Timelines for Deliverables**  |
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| **Deliverables** | **Estimated / method of verification**  | **Review and Approvals**  |
| Feasibility study on the establishment of a cooperative of young solar professionals with clear recommendations on how cooperative members can be linked to income generating activities. | 1st draft of feasibility study / 30 days1st draft of feasibility study / 20 days | UNDP Head of Unit and Mbolo Association  |
| Inputs on the Jinack GMG assessment being conducted by a separate consultancy firm | Inputs on 1st draft submitted by consultancy firm / 10 daysInputs on the final draft submitted by consultancy firm /5 days | UNDP Head of Unit and Ministry of Petroleum and Energy  |
| Monitoring plan for Jinack GMG installation and active participation in planned monitoring activities (Working in close collaboration with Ministry of Petroleum and Energy and UNDP Environment Unit) | 1st draft of Monitoring Plan / 10 daysFinal draft of Monitoring Plan / 5 daysFinal monitoring report after monitoring is concluded / 15 days | UNDP and Ministry of Petroleum and Energy |
| Support in the facilitation of the procurement process to identify a private sector actor that will install the GMG at the Jinack site | Final evaluation report from regional Procurement team / 20 days | UNDP Head of Unit |
| Support to NAMA Support Project and/or any other Energy initiatives the Environment Programme Unit is working on | Report highlighting support provided to implementation of Programme Unit activities / 40 days | UNDP Head of Unit |
| Country Office Energy Support Plan based on the above tasks | First Draft / 25 daysFinal Draft / 5 days | UNDP Head of Unit and DRR/RR |
| Political Economy Intelligence report: develop a Political Economy report (for each country) gathering intelligence on some existing political, commercial and market risks and barriers that may hinder the scaling up of actions to close the energy access gap and accelerate the energy transition. The report will include information such as potential corruption risks, economic interests that may hinder progress and benefit of status quo, etc. that may be revealed in the stakeholder engagement process. This report will not be made public and as such will not be included in the final report but will be submitted as a standalone separated annex. | 1st Draft /10 daysFinal Draft / 5 days | UNDP RR/DRR or Unit head |
| Total days | 200 |  |

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| **VI. Terms of payment** |
| Payment to the consultant will be made upon completion of each deliverable, with the corresponding number of days. |
| **VII.**  **Qualification**  |
| **Academic Qualifications:****Education:**A Master's degree in energy, engineering, environment, economics, energy finance or related field required.**Experiment:*** At least 3 years of professional experience in policy advice and programme support in the general areas of energy access and renewable energy in different development contexts, preferably for off-grid electrification;
* Proven experience in the design and/or implementation of development projects to promote investment in the energy sector;
* Excellent oral and written skills; excellent drafting, formulation and reporting skills;
* Precision and professionalism in the production and editing of documents;
* 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;
* Have a strong interest in innovations in the energy sector to enable the achievement of the broader SDGs, volunteering as a sustainable development mechanism, and the UN system.
* Demonstration of a high level of professionalism and an ability to work independently and in situations of high pressure, within tight deadlines.
* Superior ability to conduct qualitative and quantitative research
* Experience working with UN agencies or other international organisations would be an asset.

**Language requirements:**Perfect mastery of EnglishKnowledge of French would be an asset |
| **VIII.**  **Skills**  |
| **Company Competencies*** Demonstrate integrity by adopting UN values and ethical standards.
* Promote the vision, mission and strategic objectives of UNDP.
* Demonstrate sensitivity and adaptability in terms of culture, gender, religion, race, nationality and age.
* Treats all people fairly, without favouritism.
* Fulfills all obligations regarding gender sensitivity and zero tolerance for sexual harassment.

**Technical skills:*** Excellent oral and written communication skills, with analytical ability and proven ability to synthesize complex information into high-quality documents/reports and effective presentations to different audiences. Skills in facilitating meetings in an effective and efficient manner.
* Ability to develop and maintain partnerships/relationships, including with clients, focusing on client/partner outcomes and responding positively to feedback.

**Professionalism:** * Excellent analytical and organizational skills.
* Demonstrate the highest level of accountability and be able to deal with confidential and politically sensitive issues in a responsible and mature manner.

**Communication:*** Active listening and dialogue (recognizing the views of others and responding constructively).
* Excellent written and verbal communication skills.
* Communicate effectively in writing and orally to a diverse and wide audience, in a simple and concise manner.

**Teamwork:*** Projects a positive image and is ready to take on a wide range of tasks.
* Focuses on results for the client.
* Welcomes constructive comments.
* Good interpersonal and networking skills, ability to establish and maintain effective working relationships, support and encourage open communication within the team, and facilitate teamwork.
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| **IX. How to apply** |
| Qualified and interested candidates are welcome to apply. The application file must contain the following elements:* Cover letter
* Personal CV, indicating the training/professional qualifications, any experience gained in the context of a similar assignment, as well as the contact details (email and telephone number) of the candidate and at least three (3) professional references.
* Financial proposal indicating the total lump sum price of the contract, supported by a breakdown of costs (including professional fees and other specified costs, if any, but excluding travel and daily subsistence allowance).

**Note :*** The information contained in the breakdown of the lump sum offered provided by the offer or will be used as a basis for determining the best value for money, and as a reference for any modification of the contract.
* The agreed contract amount will remain fixed regardless of any factor resulting in an increase in the cost of any of the elements of the breakdown that is not directly attributable to UNDP.
* Local travel approved for this mission will be organized and paid for by UNDP Sierra Leone.
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| **IX. How to apply** |
| **Technical criteria weight 70****Weight of financial criteria 30%.**Only candidates who have obtained a minimum of 70% of the total technical points (49 points) will be considered for the financial evaluation which awards a maximum of 30%.

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| 1. **Technical capacity and related qualifications**
 | Points to get |
| 1. | Advanced degree (Master's degree or equivalent) in energy, engineering, environment, economics, energy finance or related field required; | 10 |
| 2. | At least 3 years of professional experience in policy advice and programme support in the general areas of energy access and renewable energy in different development contexts, preferably for off-grid electrification; | 25 |
| 3. | Proven experience in the formulation and evaluation of programmes and projects  | 25 |
| 4. | Advanced skills in conducting research  | 15 |
|  | **Total possible points** | **70** |

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