



## UNITED NATIONS INDUSTRIAL DEVELOPMENT ORGANIZATION

### Terms of Reference (TOR)

**Statement of Work:** For the provision of services related to the development of project concepts and documents for the Pacific region.

**Project Title:** “First Operational Phase of the Pacific Centre for Renewable Energy and Energy Efficiency (140276)”.

Date: 5 November 2022

#### 1. GENERAL BACKGROUND INFORMATION

UNIDO supported the establishment of the Pacific Centre for Renewable Energy and Energy Efficiency (PCREEE), which was inaugurated on 26 April 2017 in Nuku’alofa, Tonga, at the margins of the Third Pacific Regional Energy and Transport Ministers’ Meeting. The center works towards integrated and inclusive markets for sustainable energy products and services by promoting economies of scale and equal progress between countries through regional exchange, tools and methodologies. PCREEE has a strong private sector mandate and promotes activities with high relevance for domestic businesses, entrepreneurs and industry.

PCREEE is co-hosted by the Pacific Community (SPC) and the Government of Tonga and operates under the umbrella of the two coordinating mechanisms for the Framework for Action on Energy Security in the Pacific (FAES) – the Pacific Energy Oversight Group (PEOG) and the Pacific Energy Advisory Group (PEAG). PCREEE receives technical support by UNIDO under the umbrella of the Global Network of Regional Sustainable Energy Centres (GN-SEC) and financial assistance by the Governments of Austria, Norway and Republic of Korea.

Recently, PCREEE has adopted its new Business Plan 2021-2030, which has a strong focus on sustainable energy for productive uses, clean tech entrepreneurship and innovation, electric mobility and energy efficiency for productive sectors. Climate resilience, gender and COVID-19 recovery are important cross-cutting areas. In cooperation with UNIDO and other international partners, PCREEE has built up a pipeline for programs and projects. Promising new initiatives include the Pacific E-Mobility Policy and Program, as well as a Pacific Climate-resilient Green Ports Program.

Under the GN-SEC platform, UNIDO is facilitating SIDS-SIDS and triangular cooperation with other regional centres of the network. PCREEE works closely with the Caribbean Centre for Renewable Energy and Energy Efficiency (CCREEE will), based in Barbados, and the ECOWAS Centre for Renewable Energy and Energy Efficiency (ECREEE), based in Cabo Verde, on joint SIDS energy issues and solutions.

#### 2. AIM OF THE PROJECT

To strengthen the technical portfolio of the PCREEE and to boost project-based partnerships with other GN-SEC centres, UNIDO is seeking flexible consulting support for the development of project concepts

and documents to be submitted to bilateral and multilateral donors for approval, (i.e. the Green Climate Fund (GCF), the Adaptation Fund, the Global Environment Facility (GEF), etc.).

These proposals are expected to have a strong focus on the nexus of “sustainable energy for industry” and “industry for sustainable energy”. Gender and climate resilience are important cross-cutting areas of these proposals. This work will require extensive consultations with local regional/national stakeholders, particularly in the Pacific region.

Relevant thematic project themes may include: integrated e-mobility and power systems, investment promotion for renewable energy, storage and smart grid infrastructure, distributed renewable energy systems and rural mini-grids, organic waste to energy and nature based energy solutions, industrial energy efficiency, climate resilient energy planning and infrastructure, green ports, as well clean tech entrepreneurship, innovation and cluster building.

**3. THE SCOPE OF THE PROPOSED CONTRACTED SERVICES, DELIVERABLES**

The contracted services will be requested by UNIDO within nine (9) months. Before starting the work on a specific assignment, UNIDO and the contractor will agree on the required scope of the work package. The detailed scope of work is described in the table below.

TASKS	DELIVERABLES	TENTATIVE WORKING DAYS	TENTATIVE PAYMENT SCHEDULE
<b>1. Inception meeting and work plan</b>	UNIDO and the contractor will agree on an indicative work plan and potential project development activities. The short work plan shall include a work-time diagram indicating the mile-stones of the assignment. The work plan requires approval by UNIDO and will guide the implementation of the assignment.	1	20% upon approval of the inception report/work plan
<b>2. Development of project concepts in line with donor requirements</b>	The contractor will develop three (3) quality project concept notes (max. 10 A4 pages each) in line with international donor requirements (e.g. GEF, GCF, EU) and the provided UNIDO templates. Each concept will be backed by a PP slide deck, which can be used as a pitch for counterparts or donors. The documents will be provided by the contractor fully edited, designed (incl. graphs) and ready to be published in English; For the PCREEE e-mobility program a draft project document is already available, but it requires revision.	24	30% upon approval of the project concept notes
<b>3. Development of project concepts in line with donor requirements</b>	Based on the concept notes, the contractor will develop three (3) full-sized quality project documents (incl. results framework and indicators, assessments, inputs of missions) in line with international donor requirements (e.g. GEF, GCF, EU) and the provided UNIDO templates. Each project document will be backed by a PP slide deck, which can be used as a pitch for counterparts, donors or potential validation meetings. The documents will be provided by the contractor fully edited, designed (incl. graphs) and ready to be published in English;	36	50% upon approval of the project documents

<b>4. Physical stakeholder consultations</b>	Two (2) missions to the Pacific to conduct stakeholder consultations (cost item includes flights, accommodation and working days). In case travel is not possible, due to unforeseen circumstances, it could be agreed between UNIDO and the contractor to earmark the time and resources for desk work.	14	
	<b>Total</b>	<b>75</b>	

In addition, the contractor will be required to deliver the following:

**All produced raw files and sheets** in editable form (e.g. xls). All files need to be handed over and become property of UNIDO. UNIDO will receive the editable design documents. This will allow UNIDO to incorporate future changes. UNIDO will also receive high-resolution photographs in electronic form showcasing relevant meetings with stakeholders, energy infrastructure or project sites.

#### 4. GENERAL TIME SCHEDULE

The activities under this contract shall be completed within a period of nine (9) months from the effectiveness of the contract. The proposed plan for implementation of activities and deliverables:

Deliverables	Months		
	1-3	3-6	6-9
	<b>Deliverable 1 – Minutes of the Inception meeting work plan</b>		
<b>Deliverable 2: 3 project concepts</b>			
<b>Deliverable 3 – 3 full-fledged project documents and related assessments</b>			
<b>Deliverable 4 – Mission reports</b>			

#### 5. COORDINATION AND REPORTING

The contractor will report to the UNIDO Project Manager (GN-SEC Coordinator) and his team in the UNIDO Headquarters (Vienna) and will closely coordinate with PCREEE and other GN-SEC centres as required. The PM and the project team will support the project development efforts of the contractor.

#### 6. PERSONNEL IN THE FIELD

While the presence of personnel in the Pacific is not indispensable for this assignment, it will be considered an advantage. In this case, the bidders have to clearly state in their financial and technical proposals the specific tasks and related working days, both for the personnel in the field and home based. There shall be no involvement of PCREEE staff in the technical proposals of bidders.

#### 7. LANGUAGE REQUIREMENTS

The working language for this assignment will be English.

#### 8. AVAILABLE BUDGET

UNIDO measures the effective working time of all its personnel and contractors in working-days. One (1) month of full-time work with exclusive dedication is equivalent to 21 working days per month, per employee. The budget for this assignment has been estimated by UNIDO in the range of EUR 70,000–80,000 based on the contractor's team composition and time allocation depicted in sections of this ToR. Bidders are advised but not constrained to develop their proposals, including team composition,

taking into account the budget only. Proposals exceeding the available budget may be required to provide additional justifications before any final engagement decision is taken.

## 9. QUALIFICATION REQUIREMENTS AND EVALUATION CRITERIA

Received bids need to comply with, and will be evaluated according to the following criteria:

MINIMUM QUALIFICATION REQUIREMENTS		VALUE	SCORE
1	Availability of the contractor on a flexible basis as demanded by UNIDO within 9 months; ability to travel despite COVID-19 restrictions;	Yes	qualify
		No	does not qualify
2	Registered consulting company or institution as a legal entity with at least five (5) years of public and private consulting experience in the area of renewable energy, energy efficiency and climate change (please provide a copy of the Certificate of Incorporation).	Yes	qualify
		No	does not qualify
3	Financial Strength of the company. Please provide the completed and signed <u>UNIDO Financial Statement Form</u> : <b>Profitability</b> Profit Margin Ratio or Return on Assets Ratio should be preferably positive. <b>Solvency</b> A solvency ratio should be preferably more than one (1). In case of negative profit margin ratio or solvency, UNIDO may request additional documents and/or adapt payment terms and conditions. <b>Turnover</b> The average annual turnover for the past three (3) years (or for the period of time the bidder has been in business, if it has not yet reached three (3) years) should be at least 1 time more than anticipated value of the contract.	Yes	qualify
		No	does not qualify
4	Completed and signed Statement of Confirmation	Yes	qualify
		No	does not qualify
5	Completeness of the technical and financial offer (e.g. CVs, track-record of previous assignments/projects, legal and financial documents, all-in price incl. all taxes)	Yes	qualify
		No	does not qualify
TECHNICAL ASSESSMENT CRITERIA		VALUE	SCORE
1	Quality and coherence of the overall technical offer, proposed methodology and efficiency of the proposed execution modality and team set-up; technical offers shall reflect the analytical capacity of the project team and avoid just a repetition of the text in the TOR); The employment of local expert(s) in the Pacific, in line with local consultancy rates, is a comparative advantage;	good	30%
		regular	20%
		poor	0%
2	More than ten (10) years of accumulated work experience of the project team and quality track-record of assignments regarding renewable energy and energy efficiency (e.g. policy, standards, regulation, investment projects). <i>Bidders shall provide a collection of technical documents they have produced during these assignments.</i> The Team Leader holds at least a master's degree in engineering and demonstrates at least seven (7) years of international consulting experience in renewable energy and energy efficiency; The work-time diagram reflects the substantial involvement of the Team Leader in the assignment.	good	25%
		regular	15%
		poor	0%
3	Provided track-record of the project team includes more than five (5) developed high-quality project concepts and documents, in line with international donor requirements. Experience with the Green Climate Fund (GCF) and the Global Environment Facility (GEF) is an asset. Experience with the development of regional projects is a strong comparative advantage.	good	25%
		regular	15%
		poor	0%

<i>Bidders shall provide concrete evidence and links to developed project documents and concepts.</i>		
<b>4</b> More than three (3) years of accumulated work experience of the project team in in Pacific islands, as well as Small Island Developing States (SIDS) in general. <i>Bidders shall provide a collection of technical documents, which they have produced during these assignments.</i>	good	20%
	regular	10%
	poor	0%
<b>MAXIMUM SCORE</b>		<b>100%</b>

In accordance with UNIDO procurement rules the technical acceptable bid with the lowest (**all-inclusive**) price will be awarded. Only technical proposals with a **quality score of 70%** or more will qualify. UNIDO reserves the right to request additional information from bidders if necessary.

## 10. APPLICATION PROCEDURE

Interested and qualified bidders shall submit their written proposals in English:

- **Technical Proposal** (including proposed approach and methodology, work and activity plan, detailed CVs of experts, copies of university degrees, certifications, licenses as well as a proven track record of implemented projects and assignments);
- **Financial Proposal** in EUR including all costs and taxes; offers without clearly stating the all-in price will be rejected; the offer shall indicate the price per translated page;
- Documents demonstrating the quality of the track-record of the project team with regard to previous assignment and project documents.

Bidders are requested to submit their proposals by registering on the UNIDO e-procurement portal (<https://procurement.unido.org/>). In case of difficulties, please contact the UNIDO Help Desk at [procurement@unido.org](mailto:procurement@unido.org).

**Note to suppliers:** A **circular economy** is an economic system that tackles global environmental challenges like climate change, biodiversity loss, waste, and pollution. It is a framework of four principles, driven by design: eliminate waste and pollution, keep products and materials in use, regenerate natural ecosystems and use of renewable energy. **Bidders are encouraged** to display the products' circularity and sustainability compliance with the Economic, Social and Governance principles under the UN Compact (<https://www.unglobalcompact.org/take-action/leadership/integrate-sustainability/roadmap/supply-chain>).

**DISCLAIMER:** All information, figures and data presented in this Terms of Reference are the property of UNIDO and protected by copyrights. No part or parts of this document shall be used for purposes other than preparing the proposal.

### Further Information

- [www.pcreee.org](http://www.pcreee.org)
- [www.gn-sec.net](http://www.gn-sec.net)
- Pacific E-Mobility Policy and Program: <https://www.pcreee.org/event/online-validation-regional-e-mobility-policy-and-program-pacific-islands>
- PCREEE Business Plan: <https://www.pcreee.org/document/pcreee-business-plan>