



Terms of Reference

Consultancy Services for the GEF project “Strategic program to promote renewable energy and energy efficiency investments in the electricity sector of Sao Tome and Principe”

1. Introduction

The Ministry of Infrastructure, Natural Resources and Environment (MINRE), the United Nations Industrial Development Organization (UNIDO) and the ECOWAS Centre for Renewable Energy and Energy Efficiency (ECREEE) are jointly developing the Global Environment Facility (GEF) funded project “Strategic program to promote renewable energy and energy efficiency investments in the electricity sector of Sao Tome and Principe”. The GEF project addresses the existing energy challenges of STP by promoting renewable energy and energy efficiency investments in the electricity sector.

The combined and integrated interventions in the areas of technology demonstration, policy support, capacity building and SIDS-SIDS cooperation will create an enabling environment. The project will contribute to the transformational change of the electricity sector to a sustainable low-carbon development path. The attached Project Identification Form (PIF) has been recently approved by the GEF. In this context, the project partners seek the support of a qualified consultancy company to undertake a baseline assessment and develop the GEF CEO Endorsement Document.

2. Background

The Democratic Republic of Sao Tome and Principe (STP) consists of two main volcanic islands and several islets located off the west coast of Central Africa. Principe is the closest island to mainland Africa and has an area of 142 km² with a population estimated at 7,500 inhabitants. São Tomé, the largest island, lies further out and covers an area of 859 km² with about 180,000 inhabitants (World Bank, 2016). As a Small Island Developing State (SIDS), STP faces specific challenges in relation to its size, remoteness from large markets, dependence on a small number of economic sectors, direct investment and remittances inflow, lack of resources and a significant trade deficit. Moreover, the country is dependent on expensive fossil fuel imports and key sectors of the economy are highly vulnerable to natural, climate, and external economic shocks.

Universal access to sustainable energy services in STP requires the replacement of old diesel generators and investments into new generation, transmission and distribution infrastructure. Upcoming investment decisions in the energy sector will determine the GHG emission profile of the country for the next decades. Because of the electricity generation dependence on diesel imports at fluctuating prices, significant parts of the foreign exchange income generated from agro-business (e.g. cacao), fishery and tourism are spent in the energy sector. Moreover, there are no energy efficiency standards for buildings and electric household appliances (e.g. lighting, air conditioning) in place.

3. Objectives and deliverables of the assignment

The overall objective of the consultancy assignment is to support UNIDO and MINRE with the successful finalisation of the project preparatory phase. Concretely, the assignment includes the following tasks: (a) baseline report on the renewable energy (RE) and energy efficiency (EE); (b) development of the GEF CEO Endorsement Document (incl. a list of pre-assessed priority renewable energy investment projects); and (c) inputs for the execution of a validation workshop to present the project to key stakeholders. Interested bidders shall propose an effective implementation methodology and activity plan for the assignment in their technical offers. The contractor shall provide the following deliverables:

Deliverable 1: Inception report

Based on an initial telephone/skype conference meeting, the contractor will provide an inception report in Portuguese on the assignment. The inception report will include a detailed activity plan, time schedule, a list of key literature to be reviewed, a list of key stakeholders to be consulted, schedule of stakeholder meetings, assessment questionnaire to collect data and identify priority activities and projects.

Deliverable 2: Baseline report on the renewable energy and energy efficiency Markets in STP

The renewable energy and energy efficiency baseline report (in Portuguese) will be developed in close cooperation with UNIDO and the national focal point at MINRE. The report will at least include: general status of the energy sector and particularly the power sector (on- and off-grid), energy sector stakeholder analysis, the status of renewable energy investments and markets, an assessment of the feasibility and viability of various renewable energy technology options in comparison to other alternatives and a renewable energy gap analysis concerning policy, incentive mechanisms and existing capacities. The report will conclude with recommendations for priority activities and projects to be implemented under the GEF project. The baseline report will include gender analysis and include gender specific data.

Deliverable 3: Development of the GEF CEO Endorsement Document

In close cooperation with the UNIDO Project Team, ECREEE and the national coordinator in the Ministry, the contractor will develop the full GEF CEO Endorsement Document (in English and Portuguese). The contractor will coordinate closely with a hydro expert tasked to assess the existing non-operational hydro power stations in the country. A list of roughly assessed feasible and viable renewable energy on- and off-grid projects will be included in the annex of the CEO Endorsement Document. The full set of available technologies and potentials will be considered (e.g. PV, bioelectricity, hydro, bioenergy, wind, solar thermal). The contractor will assist in mobilizing co-funding letters, develop the GHG emission reduction model (xls calculations), the result framework (incl. gender indicators), the environmental and social management plan (GEF template) and an effective implementation strategy.

Deliverable 4: Inputs for the national validation workshop

The contractor will provide inputs for the project validation workshop (e.g. presentations, project brochure) and will participate in the meeting.

4. Scope of work and time schedule

TASKS	DELIVERABLES	ESTIMATED WORKING DAYS (w/d) SPREAD OVER 4 MONTHS	PAYMENT SCHEDULE
1. Inception meeting and report	Inception report (in Portuguese) approved by UNIDO and MINRE (incl. detailed activity plan, time schedule, list of key literature and stakeholders, schedule of stakeholder workshops and meetings, assessment questionnaire(s), tables of contents of the RE&EE Baseline Report).	2 working/days	20 %
2. Develop a baseline report on renewable energy and energy	Baseline report on renewable energy and energy efficiency markets in STP (max. 50 A4 pages) (incl. graphs and editable calculation sheets; fully edited and ready to be published in Portuguese)	20 working/days (including one 5-days mission to STP at the beginning of the assignment)	40%

**efficiency
markets in STP**

3. Develop the CEO Endorsement Document for submission to the GEF	CEO Endorsement Document in English and Portuguese (max. 25 pages) (incl. GHG emission reduction model (xls calculation), result framework (incl. gender indicators), the environmental and social management plan, implementation strategy and list of roughly assessed priority investment projects).	8 working/days	40%
4. Participate in the project validation workshop in STP and provide inputs	Inputs for the validation workshop (PP presentation, agenda, photos);	2 working/days	
TOTAL		32 w/d (home based and 2 mission to STP)	40%

The activities under this contract should be completed within a period of **four (4) months** from the effectiveness of the contract. The assignment will require two travels to STP (one initial travel for the baseline report and stakeholder meetings) and one travel to participate in the validation workshop. The proposed plan for implementation of activities and deliverables:

Deliverables	Months			
	1 (January)	2	3	4 (April)
Deliverable 1 – Inception Report	█			
Deliverable 2 – RE&EE Baseline Report	█	█		
Deliverable 3 – CEO Endorsement				█
Deliverable 4 – Validation workshop	█			

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

- Item **High-resolution photographs (min. 3 MB, at least 20)** – that illustrate the undertaken activities. The consultants will cede all appertaining rights to unlimited use of the respective pictures to UNIDO, the Government of Sao Tome and Principe and ECREEE.
- Item **All used raw files and calculation sheets** in editable form (e.g. xls)

5. Coordination and Reporting

The consulting company will report to the UNIDO Project Manager and will closely coordinate with the project focal points in the MINRE and ECREEE. Moreover, the contractor will coordinate with a separate hydro consultant tasked to undertake an assessment of the existing non-functional hydro power stations. All draft and final deliveries are subject to the approval of UNIDO’s Project Manager, before these can be concluded. All documents (incl. used raw files and calculation sheets) become property of UNIDO.

6. Qualification and Evaluation Criteria

QUALIFICATION REQUIREMENTS

Envisaged Profile of the contractor the offered project team:

Interested bidders need to comply with the following requirements:

- Registered consulting company with at least five (5) years of public and private consulting experience in the area of sustainable energy; Team members demonstrate strong background in the field of renewable energy and/or energy efficiency; the team leader has at least a Master Degree in renewable energy or an related field;
- The proposed project team has a track-record of at least five (5) years of consulting experience in renewable energy and/or energy efficiency areas. Experience in the development of baseline studies and similar project documents is an added value;
- Team offered project team has a minimum track-record of five (5) years of work experience in energy in Sub Sahara Africa; experience in Sao Tome and Principe or other Portuguese speaking small island developing countries (e.g. Cape Verde, Guinea Bissau) is an added value;
- Experience in the formulation of GEF financed projects is a strong asset;
- Demonstrate strong analytical writing skills;
- Ability to coordinate an inter-disciplinary team and manage complex assignments in a multi-cultural setting;
- Strong problem solving, communication, research and analytical writing skills;
- Proficiency in both English and Portuguese is a precondition for this assignment.

7. Application Procedure

Applicants shall submit their written proposals in English:

- Short technical proposal (including proposed approach and methodology, work and activity plan, detailed CVs of experts, copies of university degrees, certifications, licenses as well as proven track record of implemented assignments).
- Financial proposal in USD including all costs and taxes (includes a detailed work-time-expert-diagram indicating daily rates for individual team members).
- Documents of similar assignments if available;

8. Further information

Applicants are requested to submit their proposals no later than 17 Dec, 2017, 18:00 hrs., CET, by registering on the UNIDO procurement page (www.unido.org/procurement). In case of difficulties, applications could exceptionally be sent to procurement@unido.org. The bidder should, however, provide an objective and convincing justification for not having submitted via the procurement system.

Further information is available in the attached Project Identification Form (PIF).