



## **UNDP Project Document**

### **UNDP-GEF Medium-Size Project (MSP)**

Government of the Republic of the Marshall Islands

United Nations Development Programme

### **Action for the Development of Marshall Islands Renewable Energies (ADMIRE)** (PIMS# 3094)

#### Brief Description

This proposed project builds upon the work done in the PIREP, which was regional project development exercise to assess the barriers to the widespread application and commercialization of feasible renewable energy technologies (RETs) in the Pacific. The goal of the project is the reduction of the GHG emissions from the unsustainable uses of fossil fuels (primarily diesel fuel oil) in the RMI through the utilization of the country's renewable energy (RE) resources. The project objective is the removal of barriers to the utilization of available RE resources in the country and application of renewable energy technologies (RETs). This project objective will be achieved through (i) Increased number of RE hardware installations on the ground which enhances productivity and income generation (ii) Enhanced institutional capacity to coordinate, finance, design, supply and maintain RE installations (iii) Improved accessibility of capital for RE businesses (iv) Strengthened legal and regulatory instruments to support RE dissemination, financing and marketing, and (v) Improved awareness, skills and knowledge.

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## Acronyms

APC	Atoll Project Coordinators
BPoA	Barbados Programme of Action
DFO	Diesel Fuel Oil
EPPSO	RMI's Economic Policy – Planning and Statistics Office
EUEI	European Union Energy Initiative
IR	Inception Report
IW	Inception Workshop
JICA	Japan International Cooperation Agency
KADA	Kwajalein Atoll Development Agency
KAJUR	Kwajalein Atoll Joint Utility Resource
MEC	Marshall Energy Company
MDGs	Millennium Development Goals
MICNGOs	Marshall Islands Council of NGOs
MRD	Ministry of Resources and Development
NEP	National Energy Policy
NEX	National Execution
OEPPC	Office of the Environmental Planning, Policy and Coordination
PAC	Project Advisory Committee
PI-GCOS	Pacific Islands Global Climate Observing System
PICs	Pacific Island Countries
PIESD	Pacific Islands Energy for Sustainable Development Initiative
PIEPSAP	Pacific Islands Energy Policy and Strategic Action Planning
PIGGAREP	Pacific Islands Greenhouse Gas Abatement through Renewable Energy Project
PIREP	Pacific Islands Renewable Energy Project
REP	RMI's Renewable Energy Policy
REP-PoR	UNDP's Regional Energy Programme for Poverty Reduction Project
RETs	Renewable Energy Technologies
RIC	RE Information Centre
RMI	Republic of Marshall Islands
SEFP	Sustainable Energy Financing Project
SHS	Solar Home Systems
SIDS	Small Island Developing State
TPR	Tripartite Review
TTPI	Trust Territory of the Pacific Islands
UNDP	United Nations Development programme
UNFCCC	United Nations Framework Convention on Climate Change

## **SECTION I: Elaboration of the Narrative**

### **PART I: Situation Analysis**

As a Small Island Developing State (SIDS) which has not fully exploited its potential indigenous energy sources, RMI is currently heavily dependent on imported fossil fuels, with petroleum accounting for more than 85% of the country's commercial energy consumption. Petroleum consumption is largely responsible for GHG emissions in the RMI, mainly from the combustion of fossil fuels for power generation and in transportation. RMI, like the other Pacific Island Countries (PICs), has long been concerned about the serious impacts of human-induced climate change, natural climate variability and sea level rise in the region, particularly those impacts affecting the low-lying atolls. While it is not obligated under the UNFCCC to lower its emissions, the RMI accepts that its total emissions are nil, yet its emission per capita by PICs standard is high. To mitigate GHG emissions, the country has considered the use of renewable energy (RE) as instrumental in achieving its sustainable socio-economic development. Although a number of small-scale rural renewable energy (RE)-based electrification and small energy efficiency projects have been carried out in the country over the last two decades, their impacts have been minimal. These were due to many reasons including poor technical designs, weak institutional capacities, ineffective policies, inadequate funds for maintenance and the lack of understanding and awareness including donor-driven and little ownership. Despite these difficult experiences, the improved understanding of the vulnerability of RMI to the adverse effects of climate change and the opportunities that RE can offer to the country's sustainable development are key reasons for the continued but renewed effort to promote RE utilization. Furthermore, the RMI is well aware that it is economically vulnerable to the upward trend in fossil fuel prices.

### **PART II: Strategy**

The overall strategy for implementing the ADMIRE is based on the fact that for the BAU scenario to change, RE must be streamlined into RMI's legislative, policies and national planning processes and to directly impact upon the cash income of the communities. The underlying reasons for this are based on the fact that for RE to take off in the RMI, it must have a clear and comprehensive plan and correspondingly the cash income of the people must improve. The project therefore will comprise of a balanced mix of inter-related activities on the ground and delivered through hands-on involvement of national stakeholders and experts and with the support of regional and international experts. The following strategies will be applied in the project:

- Link the greenhouse gas mitigation focus of the project with UNDP's strategic programme for RMI, relevant regional and national strategic programmes of the project partners in RMI and the effort of RMI towards achieving the Millennium Development Goals (MDGs) and its "Vision 2018";
- Support the Marshallese income generation opportunities first by revitalizing and reactivating the copra industry to utilize copra oil for power generation. Income from the sale of copra oil as fuel is expected to enable people to pay for their energy services (regardless of whether it is from copra oil, PV or wind) and support the sustainability, not only of the local copra industry, but also of the RE-based power generation facilities;
- Support, where economically viable, the parallel use of solar and/or wind and copra oil for power generation in the outer atolls;
- Strengthen MEC's policy of employing and training outer atoll residents to work on RE projects in their respective atolls;

- Give priority to providing electricity to the education and health facilities in the outer atolls;
- Focus project activities on the business angle of RE service delivery within the communities with concrete and tangible RE business projects on the ground but with the consideration and inclusion of relevant energy efficiency and forestry mitigation measures;
- Promote hands-on project management and participation by national experts and promote closer cooperation and coordination by the project stakeholders;
- Promote a coordinated approach to RE financing by the donors and financiers of RE in RMI;
- Mobilize and develop national capacities for mainstreaming of RE investments; and
- Deliver a comprehensive RE barrier removal package consisting of training, technical advice and support, public awareness improvement, legislations and policies, RE resources monitoring, feasibility studies and RE system hardware installations.

### **PART III : Management Arrangements**

Since ADMIRE is a climate change project, it is viewed that the OEPPC will have the overall responsibility for the project. In that regard, OEPPC, on behalf of the RMI government is designated as the project-executing agency. OEPPC is the focal point in RMI for all matter relating to the environment and climate change, as well as for the GEF and all multilateral environment agreements. It is critical to execute the ADMIRE with the bigger picture of CC in mind and how the outputs from the project will relate to the RMI's obligations and positions under the UNFCCC and Kyoto Protocol – two key global instruments, which OEPPC coordinate for the RMI. However, OEPPC's role in the project will be one of coordination mostly. In terms of implementing the project activities, MRD will play the lead role and will house the Project Manager and employ the Project Coordinators in each of the densely inhabited atolls. The MRD will work hand-in-hand with the MEC and Tobolar in the implementation of the project. The MEC is the agency responsible for the EU RE project in the RMI, which is the key co-financing project to the ADMIRE and is called an associate implementing agency. The Tobolar is the agency responsible for the government-owned copra processing plant

Project Advisory Committee (PAC) - The OEPPC will coordinate the whole project via the advice and guidance of a PAC. The PAC will be made up of representatives from OEPPC, MRD, MEC, Government Ministries (Finance, Statistics, Health and Education), the Tobolar Copra Processing Authority, NGOs, private sector, mayors, donors, etc. As a minimum, the PAC will meet at least twice a year, allowing for the stakeholders to agree on a coordinated annual project implementation plan before endorsement at the annual Tripartite Review meeting.

Project Coordinators (PC) - Activities in the outer atolls will be coordinated by Project Coordinators. One PC will be assigned in each densely inhabited atoll. This will ensure that activities are delivered on the ground and the maximum participation of local experts in each atoll. The PM will provide policy guidance and advice to Project Coordinators.

#### **Project Management Office (PMO)**

The ADMIRE Project Management Office will be housed within the MRD. The PMO will be responsible for the implementation of all the project activities. It will be composed, inter alia, of a PM, an Administrative and Finance Officer (AFO), Project Coordinators and task specialists to implement the 5 components of the ADMIRE. Regional or international experts will support the PMO as and when needed to undertake the project activities. The PMO will coordinate with all the project partners, particularly those implementing parallel projects whose results feed in, or are integral parts, of the ADMIRE. The PM will primarily be responsible for coordinating activities of

the Project Coordinators in the atolls, providing technical advice and ensuring that project activities are efficiently and cost effectively carried out. He/she will also be responsible to UNDP, through OEPPC, for the achievement of project development objectives and for all reporting, including the submission of work plans and financial reports. The project will be executed fully in line with UNDP national execution procedures, as detailed in the NEX Manual. The AFO will be responsible to the PM and will primarily deal with the secretarial and financial matters of the project. The PCs in the atolls will be responsible to the PM for the implementation of project activities in each atoll.

OEPPC will be accountable to UNDP for the achievement of the project development objectives and for all reporting, including the submission of work plans and financial reports. OEPPC will be responsible for financial control of the GEF project implementation using the National Execution (NEX) modality of UNDP. OEPPC will make arrangements to enable, to the extent practicable, the decentralized management of the project. MRD, for which the PM will directly report to, will assume responsibility for entering into the necessary work arrangements with other organizations to maximize efficient and effective project implementation. MRD will also provide the PM with full authority to engage services consistent with delegations provided by the Secretary of MRD's Financial Regulations. MRD will provide the PM with full support in order to maintain a close record of all expenditures planned or made under the project in full accordance with UNDP's NEX procedures, as detailed in the NEX Manual. In addition to OEPPC and UNDP, the PM will also report to the Country Team on the disbursement of funds under this project in order to ensure full transparency of action. The project management structure is shown below.

To accord proper acknowledgement to GEF for providing funding, a GEF logo will appear on all relevant publications and documents produced by the project, including among others, project hardware purchased with GEF funds. Any citation from any of the BRESL project publications and documents will also accord proper acknowledgment to GEF. The UNDP logo should be more prominent and separated from the GEF logo if possible, as UN visibility is important for security purposes.

#### **PART IV: Monitoring and Evaluation Plan and Budget**

The project will be monitored and evaluated periodically in line with the UNDP and UNDP/GEF rules and procedures. Project monitoring will be provided in accordance with UNDP established procedures and will be provided by the UNDP (i.e., UNDP-Fiji) with support from the UNDP-GEF Regional Coordination Unit (RCU) for Asia-Pacific in Bangkok. The framework for overall monitoring, reporting and evaluation elaborated in the GEF-approved MSP Brief and CEO Endorsement Request. The project will be subject to a Tripartite Review (TPR), which is a joint review by Government of RMI, the Executing Agency, and the UNDP, and organized by UNDP. The project will also be subject to an annual GEF Project Implementation Review (PIR). The Executing Agency will prepare and submit to UNDP an Annual Project Report (APR) and a yearly Project Implementation Report. UNDP will also undertake annual monitoring and evaluation visits to project sites, as it deems necessary to view project developments in accordance with UNDP procedures for Monitoring and Evaluation. The executing agency and its designated implementing body (MRD) will undertake continuous, self-monitoring using the Target Outputs (success indicators) specified in the Results Framework to be outlined in the UNDP Project Document. These performance indicators will be assessed continuously by the Project Manager. Financial Reports will be prepared by the MRD and submitted to UNDP through the OEPPC on a quarterly basis in accordance with the Guidelines for National Execution. Lastly, the project is subject to two in-depth independent reviews. One will be conducted in the mid-term (first quarter of the third year) and the other will be scheduled upon project termination. A terminal report would be completed prior to

the completion of the project and would detail project achievements and lessons learned. Additional independent evaluation may be conducted if UNDP and the GEF deem it necessary.

## **PART V: Legal Context**

This Project Document shall be the instrument referred to as such in Article I of the Standard Basic Assistance Agreement between the Government of the Republic of the Marshall Islands and the United Nations Development Programme, signed by the parties on [date]. The host country implementing agency shall, for the purpose of the Standard Basic Assistance Agreement, refer to the government co-operating agency described in that Agreement.

The UNDP Resident Representative in Suva, Fiji is authorized to effect in writing the following types of revision to this Project Document, provided that he/she has verified the agreement thereto by the UNDP-GEF Unit and is assured that the other signatories to the Project Document have no objection to the proposed changes:

- a) Revision of, or addition to, any of the annexes to the Project Document;
- b) Revisions which do not involve significant changes in the immediate objectives, outputs or activities of the project, but are caused by the rearrangement of the inputs already agreed to or by cost increases due to inflation;
- c) Mandatory annual revisions which re-phase the delivery of agreed project inputs or increased expert or other costs due to inflation or take into account agency expenditure flexibility; and
- d) Inclusion of additional annexes and attachments only as set out here in this Project Document

## SECTION II: STRATEGIC RESULTS FRAMEWORK, SRF AND GEF INCREMENT

### Strategic Results Framework, SRF (formerly GEF Logical Framework) Analysis

Strategy	Indicator	Baseline	Target	Sources of Verification	Risks & Assumptions
<p><b>Objective:</b> Promotion of the productive use of RE to reduce GHG emission by removing the major barriers to the widespread and cost-effective use of feasible RETs</p>	Annual GHG emissions reduced	0.85 ktons (Year 0)	5.5 ktons (Year 5)	Monitoring and evaluation report on avoided GHG emissions with respect to baseline; Project follow-up report, statistical reports and official publications	<b>Support from the RMI Government throughout project life; Political stability in RMI; Effective and efficient country team and the backstopping support and cooperation of national, regional and international experts.</b>
<p><b>Outcome 1:</b> Improved understanding of RE potential and increased number RE installations on the ground which enhances productivity and income generation.</p>	<p>A1. Solar and wind monitoring studies and training are completed in 10 atolls by Year 2</p> <p>A2. Study of the nationwide copra oil potential and technical viability for power generation completed by Year 2</p> <p>A3. Technical viability of RE applications confirmed by Year 2</p> <p>A4. Installation of 1,500+ solar PV systems in 2 big atolls completed by Year 2</p> <p>A5. Electrify 20 schools and 15 health centers with RE/PV by Year 3</p> <p>A6. RE technical standards adopted by</p>	<p>None; No comprehensive study yet; None; 300 new installations only; 2 schools and e health centers electrified; No national RE standards</p>	<p>10 studies; Complete study by Year 2; 4 studies completed by Year 2; 1500 new installations in 2 atolls; 20 schools and 15 health centers electrified; Adopted National Standards</p>	<p>A1. Resources monitoring and training reports</p> <p>A2. Monitoring &amp; Evaluation based on data from the project sites</p> <p>A3. Study reports</p> <p>A4. Installation reports</p> <p>A5. Installation reports</p> <p>A6. Cabinet decision</p>	<p><b>Support from the atoll governments, the landowners, Tobolar and the Meteorology office; Continued close collaboration with co-financing partners.</b></p>



Strategy	Indicator	Baseline	Target	Sources of Verification	Risks & Assumptions
	Year 3				
<b>Outcome 2:</b> Enhanced institutional capacity to coordinate, finance, design, supply and maintain RE installations	B1. Review of the MRD and OEPPC legislations completed by Year 1 B2. Complete the Energy Balance by end of Year 1 B3. A reviewed National Energy Policy adopted by end of Year 2	Legislations not reviewed; No adopted national energy and climate change policies and plans	Reviewed and amended legislations; Adopted national energy and climate change policies and plans by Year 2	B1. Review reports B2. Energy Balance B3. Cabinet decision to adopt policies	<b>Responsible ministers are supportive; Cooperation of energy consumers and suppliers and government ministries to release energy data; Widespread consultations and acceptance of the policy/plan.</b>
<b>Outcome 3:</b> Strengthened legal and regulatory instruments to support RE dissemination, financing and marketing	C1. Existing Legislations and Policies are reviewed by Year 2 and new amendments and enactments by mid Year 4 C2. Commercial energy pricing policies and practices reviewed by Year 2 C3. Policies relating to the copra industry are reviewed by Year 2	Absence of legal and regulatory instruments to support RE dissemination, financing and marketing	Legal and regulatory instruments to support RE dissemination, financing and marketing by Year 4.	C1. Government Gazettes C2. Pricing review report C3. Policy study report	<b>Support and cooperation of the Attorney General's Office; Cooperation of the energy suppliers and Tobolar</b>
<b>Outcome 4:</b> Improved accessibility of capital for RE businesses	D1. Confirmed list of bankable projects by Year 3 D2. At least one training workshop and technical assistance to financing institutions annually D3. Technical assistance to atolls on business opportunities in copra trading and shipping by Year3	Absence of capital funds for RE projects and the lack of known commercially viable RE investment and marketing opportunities	Availability of capital funds for RE projects and the confirmation of known commercially viable RE investment and marketing	D1. Feasibility study reports for the bankable projects D2. Training workshop reports D3. Technical assistance reports	<b>Cooperation and interests of the financing institutions and the atoll communities</b>
<b>Outcome 5:</b> Improved	E1. RE in schools'	Lack of awareness,		E1. School curriculum	<b>Support and</b>

Strategy	Indicator	Baseline	Target	Sources of Verification	Risks & Assumptions
awareness, skills and knowledge	curriculum by Year 3 E2. RE public awareness programmes are operational through the local media by end of Year 1 E3. Two local university graduates on RE by end of Year 4 E4. More than 100 trainees per year participate in the RE training activities of the ADMIRE	skills and knowledge about RE; Widespread awareness, skills and knowledge about RE in the RMI		E2. Media records E3. Ministry of Education records E4. Training records	<b>cooperation of the Ministry of Education and the local media; Willingness of the private sector and the NGOs to participate.</b>
<b>Outcome 6: Learning, Evaluation and Adaptive Management Increased</b>	<b>Effective and efficient implementation of the ADMIRE</b>	N/A	<b>ADMIRE is implemented according to budget and its timeframe</b>	<b>Project progress and review reports</b>	<b>Support of the RMI government and the private sector</b>

## SECTION III: Total Budget and Work Plan

<b>Award ID:</b>	00048780
<b>Award Title:</b>	PIMS 3094 Marshall Island: Action for the Development of Marshall Islands Renewable Energies
<b>Business Unit:</b>	FJI10
<b>Project Title:</b>	PIMS 3094 Marshall Island: Action for the Development of Marshall Islands Renewable Energies
<b>Project ID:</b>	00059059
<b>Implementing Partner (Executing Agency)</b>	Office of the Environmental Planning, Policy and Coordination (OEPPC)

GEF Outcome/Atlas Activity	Responsible Party/Implementing Agent	Fund ID	Donor Name	Atlas Budgetary Account Code	ATLAS Budget Description	Amount Year 1 (USD)	Amount Year 2 (USD)	Amount Year 3 (USD)	Amount Year 4 (USD)	Amount Year 5 (USD)	Total
<b>Outcome 1:</b> Improved understanding of RE potential and increased number RE installations on the ground which enhances productivity and income generation	<b>OEPPC</b>	<b>62000</b>	<b>GEF</b>	74100	Professional Services	10,000	10,000	10,000	0	0	30,000
				71200	International Consultants	10,000	0	10,000	10,000	0	30,000
				71300	Local Consultants	5,000	5,000	5,000	5,000	0	20,000
				71600	Travel	4,000	4,000	4,000	4,000	0	16,000
				72500	RE Resource Assessment & Monitoring Instruments	30,000	30,000	0	0	0	60,000
				72500	Equipment for SHS project enhancements	0	0	100,000	100,000	0	200,000
					<b>Total Outcome 1</b>	<b>59,000</b>	<b>49,000</b>	<b>129,000</b>	<b>119,000</b>	<b>0</b>	<b>356,000</b>
<b>Outcome 2:</b> Enhanced institutional capacity to coordinate, finance, design, supply and maintain RE installations	<b>OEPPC</b>	<b>62000</b>	<b>GEF</b>	74100	Professional Services	15,000	15,000	15,000	0	0	45,000
				71200	International Consultants	0	5,000	5,000	5,000	0	15,000
				71300	Local Consultants	0	10,000	10,000	10,000	10,000	40,000
				71600	Travel	0	9,000	9,000	0	0	18,000
					<b>Total Outcome 2</b>	<b>15,000</b>	<b>39,000</b>	<b>39,000</b>	<b>15,000</b>	<b>10,000</b>	<b>118,000</b>
<b>Outcome 3:</b> Strengthened legal and regulatory instruments to support RE dissemination, financing and marketing	<b>OEPPC</b>	<b>62000</b>	<b>GEF</b>	74100	Professional Services	10,000	10,000	10,000	0	0	30,000
				71200	International Consultants	0	10,000	10,000	0	0	20,000
				71300	Local Consultants	5,000	5,000	5,000	5,000	0	20,000
				71600	Travel	4,000	4,000	4,000	4,000	0	16,000
					<b>Total Outcome 3</b>	<b>19,000</b>	<b>29,000</b>	<b>29,000</b>	<b>9,000</b>	<b>0</b>	<b>86,000</b>

GEF Outcome/Atlas Activity	Responsible Party/ Implementing Agent	Fund ID	Donor Name	Atlas Budgetary Account Code	ATLAS Budget Description	Amount Year 1 (USD)	Amount Year 2 (USD)	Amount Year 3 (USD)	Amount Year 4 (USD)	Amount Year 5 (USD)	Total
<b>Outcome 4:</b> Improved accessibility of capital for RE businesses	<b>OEPPC</b>	<b>62000</b>	<b>GEF</b>	74100	Professional Services	0	0	5,000	5,000	5,000	15,000
				71200	International Consultants	0	10,000	0	10,000	0	20,000
				71300	Local Consultants	10,000	10,000	10,000	10,000	10,000	50,000
				71600	Travel	0	0	5,000	5,000	5,000	15,000
				72100	Contract Services – Co.	10,000	0	10,000	0	10,000	30,000
				74500	Meetings/ Workshops	20,000	0	20,000	0	20,000	60,000
					<b>Total Outcome 4</b>	<b>40,000</b>	<b>20,000</b>	<b>50,000</b>	<b>30,000</b>	<b>50,000</b>	<b>190,000</b>
<b>Outcome 5:</b> Improved awareness, skills and knowledge	<b>OEPPC</b>	<b>62000</b>	<b>GEF</b>	71300	Local Consultants	5,000	5,000	5,000	5,000	5,000	25,000
				72200	Office Equipment	10,000	0	0	0	0	10,000
				74200	Books & Subscriptions	1,500	1,500	1,500	1,500	1,500	7,500
				71600	Travel	3,000	0	3,000	0	0	6,000
				74500	Meetings / Workshops	2,500	0	2,500	0	2,500	7,500
				74200	IEC Materials	10,000	0	10,000	0	9,500	29,500
				72100	Contract Services – Co.	0	21,000	0	21,000	0	42,000
	<b>Total Outcome 5</b>	<b>32,000</b>	<b>27,500</b>	<b>22,000</b>	<b>27,500</b>	<b>18,500</b>	<b>127,500</b>				
<b>Project Management</b>	<b>OEPPC</b>	<b>62000</b>	<b>GEF</b>	71200	International Consultants	5,000	0	5,000	0	5,000	15,000
				71300	Local Consultants	17,000	17,000	14,500	12,000	12,000	72,500
				71600	Travel	2,000	2,000	2,000	1,000	1,000	8,000
				72200	Office Equipment	2,000	0	0	0	0	2,000
					<b>Total PMO</b>	<b>26,000</b>	<b>19,000</b>	<b>21,500</b>	<b>13,000</b>	<b>18,000</b>	<b>97,500</b>
<b>GRAND TOTAL</b>						<b>191,000</b>	<b>183,500</b>	<b>290,500</b>	<b>213,500</b>	<b>96,500</b>	<b>975,000</b>

**Summary of Funds:**

<b>GEF</b>	191,000	183,500	290,500	213,500	96,500	975,000
<b>Ministry of Finance</b>	169,500	193,900	269,900	187,000	179,700	1,000,000
<b>Ministry of Resources &amp; Development</b>	125,000	125,000	118,600	118,600	162,800	650,000
<b>TOTAL</b>	<b>485,500</b>	<b>502,400</b>	<b>679,000</b>	<b>519,100</b>	<b>439,000</b>	<b>2,625,000</b>

**SECTION IV: ADDITIONAL INFORMATION**

**PART I:**

**1. Approved MSP PIF**

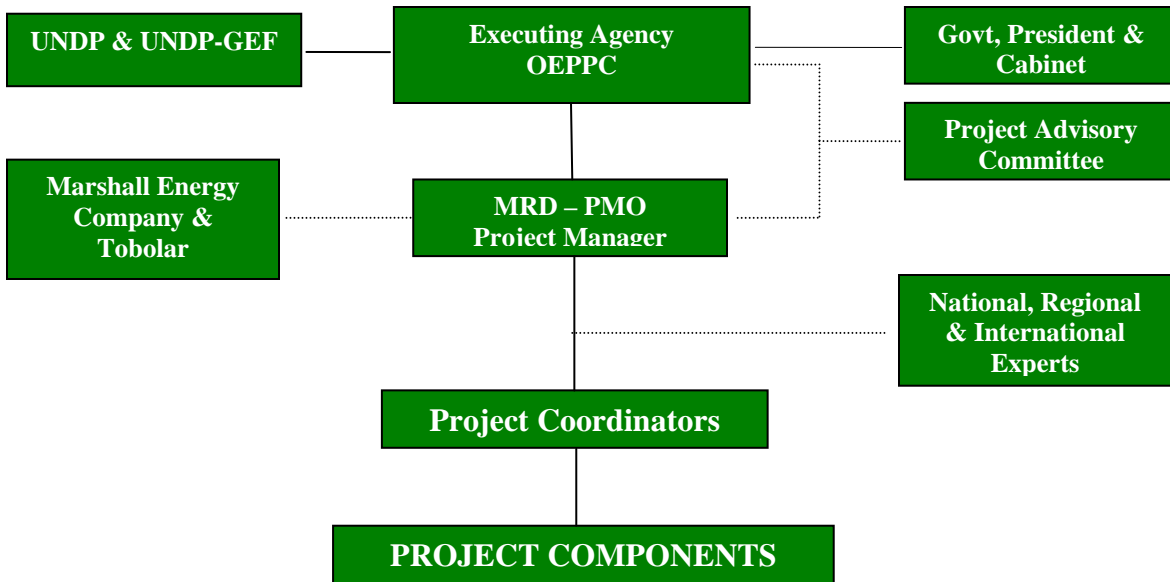
**See Annex A**

**2. Other agreements**

**See Annex B**

**PART II: Organigram of Project**

**ADMIRE Project Organizational Chart**



## **PART III: Terms of References for key project staff and main sub-contracts**

### **A. KEY MANAGEMENT & TECHNICAL PERSONNEL**

#### **PROJECT MANAGER (PM)**

##### **Duties & Responsibilities**

The PM will be responsible and reporting to the Director of OEPPC or her designated representative. He/She will liaise with the Atoll Project Coordinators (APC) and the Project Advisory Committee (PAC) as well as UNDP-Fiji, in coordinating the implementation of the annual work plan for the project. The work plan will provide guidance on the day-to-day implementation of the project activities and on the integration of parallel co-financing initiatives. He/She will be responsible for the project execution, which will be fully in line with UNDP national execution procedures, as described in the NEX Manual, and for the achievement of project development objectives. He/She will also be responsible for providing to UNDP all required reports, including the submission of work plans and financial reports. The OEPPC on the advice of the PM shall recruit, as appropriate, experts (Task Specialists) to undertake key activities in the major components of the project. The PM will work with the Task Specialists, APCs and an Administrative and Financial Officer (AFO) who will assist with the delivery of project activities. The PM shall be responsible for all substantive, managerial and financial reports from the project. In the context of MRD which shall house the ADMIRE Project Management Office; the PM will work exclusively on the project.

The PM will consult and coordinate closely with the Resident Representative of the UNDP country office in Fiji or his/her designated representative, via the Director of OEPPC, on developments and progress on the project. In particular the PM will:

- Serve as the Head of the Project Management Office (PMO) housed at MRD;
- Assume overall responsibility for the day-to-day management and implementation of all project activities and ensure the realization of project objectives in accordance with the ProDoc and UNDP's guidelines for National Execution (NEX).
- Assume overall responsibility for all the reporting obligations of the project to UNDP, including inception phase report, annual work plans and budgets, quarterly progress and financial reports, APR/PIR reports, multi-partite review meeting papers and annual project audit reports, and all other reporting requirements as per standard UNDP/GEF procedures.
- Ensure effective coordination of all ADMIRE activities, both incremental and baseline (particularly co-financed) activities.
- Coordinate and monitor the implementation of the activities described in the work plan.
- Assume overall responsibility for all project consultation meetings including meetings with the APCs, Task Specialists, donor roundtable meetings, multi-partite review meetings, an Inception Phase workshop and annual meetings of the PAC.
- Coordinate studies and activities in each atoll with the APCs
- Coordinate national and sub-regional studies and activities with the Task Specialists and the APCs
- Coordinate and manage all procurement requirements for GEF-funded services and supplies (e.g., contracts and consultancies in the project, including reviewing consultancy reports).
- Provide guidance to contractors and consultants engaged by the project.

- Facilitate liaison and networking between and among the RMI Atolls, regional organizations, key stakeholders and other individuals involved in project implementation.
- Foster and establish strong links with all project partners, particularly those who are implementing and/or funding co-financed activities and other related programmes and projects in the PICs, in particular the proposed UNDP-GEF MSPs in Palau (SEDREA), SPREP PIGGAREP, World Bank/IFC (Sustainable Energy Financing Project) and, SOPAC (PESTRAN).
- Ensure regular and timely receipt of progress reports on the various parallel funded activities of the project
- Assume overall responsibility for the widespread dissemination of ADMIRE best practices and experiences as well as highlighting GEF's and UNDP's roles in the project.
- Ensure the ADMIRE is consistent with the RMI National Energy Policy and related national climate change and sustainable development policies.
- Act as Secretary to the Project Advisory Committee.

### **Deliverables**

The PM is responsible for the submission of the following deliverables, among others:

- Project Inception Report;
- Project Progress and Financial reports,
- APR/IPR reports,
- Meeting and training workshop reports,
- RE resource assessment reports,
- Feasibility study reports,
- Performance reports on the hardware demonstration projects;
- Mid-term evaluation report;
- Final evaluation report; and,
- Reports on the implementation of all project activities (incremental and baseline).

### **Duration**

The duration of the project is over a 60 months period; however, the PM will be recruited on a three year contract in the first instance, as the normal practice in RMI and to be renewed for the remainder of the project based upon mutual agreement.

### **Qualifications & Experience**

The PM shall have the following basic required qualifications and expertise:

- Advanced university degree (at least M.Sc. or equivalent) in engineering, energy, environmental management or other field relevant to the project;
- Extensive knowledge and experience with the climate change and energy issues of the PICs;
- Proven track record of project management experience with GEF- and UNDP-funded projects or similar regional/multi-country projects in small island developing countries;
- Demonstrated very good and adequate capacity for project leadership and management;
- Ability to manage the work of consultants/sub-contractors



- Proven ability to work as part of an interdisciplinary and/or multi-cultural team
- Ability to meet project deadlines; and an ability to work live and work within Pacific island communities.
- Practical experience with GEF funded renewable energy projects/programmes; and,
- Excellent working knowledge of English

## **ADMINISTRATIVE / FINANCIAL OFFICER (AFO)**

### **Duties & Responsibilities**

The AFO, working under the direct supervision of the PM, will be responsible for all the administrative, secretarial and financial matters of the ADMIRE. The AFO will be responsible for the project's record keeping systems, meetings and travel arrangements and the processing and reporting of all project incomes and expenditures. The AFO will work closely with the PM, the Task Specialists, UNDP and the APCs.

In particular the AFO will:

- Conduct the secretarial activities of the project including correspondence, filing and drafting minutes of meetings.
- Assist the PM as the Secretary to the Project Advisory Committee.
- Responsible for arranging the travel and accommodation logistics for the annual Project Advisory Committee meetings and all other project-related meetings and associated travels.
- Work together with the OEPPC Accountant on the requests for the advance of projects funds from UNDP to OEPPC and any required payments from OEPPC to project-implementing partners.
- Work together with the PACs and project-implementing partners on the reporting of how funds advanced were spent and ensure timely financial reporting to the UNDP.
- Assist the PM in ensuring regular and timely receipt of progress reports on the various parallel funded activities of the project
- Liaise closely with the PACs on their work programmes and budgets and assist to make funds available on time.
- Assist with the annual audit of the project.
- Provide technical assistance to project partner and the APCs on how to effectively and efficiently meet their ADMIRE financial reporting requirements.
- Assist in the organization and facilitation of M&E activities of the project.

### **Deliverables**

The AFO will assist the PM in the facilitation, preparation, and submission of all the project deliverables.

### **Duration**

The duration of the project is over a 60 months period; however, the PM will be recruited on a three year contract in the first instance, as is the normal practice in RMI and to be renewed for the remainder of the project based upon mutual agreement.

### **Qualifications**

The AFO shall have the following basic required qualifications and expertise:

- University degree in accounting or business management and some working experience in office management or secretarial responsibilities.

- Previous experience in a management team for GEF and UN-funded projects or similar regional/multi-country projects in small island developing countries;
- Excellent working knowledge of English;
- Proven ability to work as part of an interdisciplinary and/or multi-cultural team
- Ability to meet project deadlines
- Ability to live, travel and work within Pacific island communities
- Some knowledge and experience with the climate change and energy issues of the RMI is an advantage.

## **PROJECT COORDINATORS (PCs)**

### **Duties and Responsibilities**

The PCs will be contracted by the ADMIRE and hosted in a designated agency in the outer atolls as agreed to by OEPPC and MRD. This position will be fully funded by the ADMIRE. Under the direction of the designated government agency and in consultation with the ADMIRE PAC and the PM, the PC shall carry out the following tasks that would be assigned to him/her:

- Serve as the technical focal point for the national level activities of the ADMIRE within the designated atoll;
- Responsible for the day-to-day management and implementation of all local project activities;
- Responsible for the formulation and preparation of annual and quarterly work plans and budgets;
- Ensure the achievement of project objectives in accordance with the ProDoc and the atoll specific annual and quarterly work plans;
- Assume overall responsibility for all the reporting obligations of the project to the ADMIRE PM, including annual work plans and budgets, quarterly progress and financial reports.
- Ensure an effective coordination of all ADMIRE activities with all local project partners, particularly those who are implementing and/or funding co-financed activities in the atolls.
- Coordinate and monitor the local activities described in the work plans.
- Represent the atoll concerned at all project consultation meetings including a national Inception Phase meetings and meetings of the PAC.
- Serve as the national representative to the annual meetings of the ADMIRE PAC.
- Manage all necessary locally-managed contracts and consultancies in the project, including reviewing consultancy reports.
- Ensure regular and timely receipt of progress reports on the various parallel funded activities of the project at the local level
- Coordinate local studies and activities.
- Provide guidance to contractors and consultants.
- Facilitate liaison and networking between and among the PAC.
- Foster and establish strong links with all local co-financing activities.
- Assume overall responsibility for the widespread dissemination of ADMIRE best practices and experiences as well as highlighting GEF's and UNDP's roles in the project.
- Ensure that the local level ADMIRE activities are consistent with local policies and strategies.

### **Deliverables**

The PCs will be responsible for the submission of the following deliverables for their respective atolls: a) Project Progress and where required, financial reports, b) local meeting and training workshop reports, c) reports on all locally-managed project studies and consultancies; and, (d) progress reports on the various parallel funded activities of the project at the local level.

### **Duration**

The duration of the project is over a 60 months period; however, the PCs will be recruited on a needs basis.

## **Qualifications & Experience**

The PC shall have the following basic required qualifications and expertise:

- An university degree or equivalent in energy, environment or a related field;
- At least 5 years of project management/coordination experience;
- Proven track record of project management/coordination experience with GEF- and UNDP-funded projects or similar national projects;
- Ability to coordinate the work of consultants/sub-contractors
- Proven ability to work as part of an interdisciplinary team
- Ability to meet project deadlines
- Practical experience with renewable energy projects/programmes;
- Excellent interpersonal skills; and,
- Excellent working knowledge of English.

## **TASK SPECIALISTS (TS)**

The ADMIRE is made up of activities in five components:

Component 1: RE Technical Capacity Development

Component 2: RE Institutional Capacity Strengthening

Component 3: RE Policy and Regulatory Support

Component 4: RE Project Financing and Market Development

Component 5: RE Advocacy and Awareness Enhancement

Task Specialists will be recruited to play the lead role in the implementation of activities under each component.

### **Duties & Responsibilities**

The TS will lead a multi-disciplinary team of specialists (technical working group – TWG) that will work as consultants under the Project Manager and play the lead role in the implementation of activities in the five broad components of the ADMIRE.

Each TWG headed by a TS will act as an internal project consultative/implementation group within the Executing Agency, which the PM and the PCs will always look to for day-to-day guidance and assistance with the project implementation.

Each of the TS will perform the following with respect to its component of the project:

- Provide advice to the PM, consultants, contractors and the PCs on how best to deliver local activities at each atoll.
- Conduct project activities as agreed to with the PM and the PCs.
- Assist in drawing up Terms of Reference (TORs) for consultancies and contracts.
- Assist in monitoring and reviewing the work on consultants and contractors.
- Coordination of work planning with group members, sub-contractors and consultants
- Ensuring availability of adequate personnel and equipment for tasks to be completed

### **Deliverables**

Each TS will be responsible for the submission of the following deliverables with regards to its assigned component of the ADMIRE:

- Implementation Plan and Budget for the ADMIRE component responsible for
- Progress Reports on the implementation of activities under the assigned ADMIRE component and the associated financial reports
- Meeting and training workshop reports conducted under the assigned component
- Reports on studies, assessments and related activities conducted under the assigned component.

### **Duration**

This assignment is to be undertaken over a 60 months period.

## **Qualifications**

The TS shall have the following basic required qualifications and expertise:

- A relevant degree in or relating to one of the six components of ADMIRE (RE engineering, marketing, institutional strengthening, legislation and policy, finance and training and public awareness);
- Extensive knowledge and experience with the climate change and energy issues of the RMI;
- Previous project delivery experience or similar regional/multi-country projects in small island developing countries;
- Demonstrated very good and adequate capacity for project coordination and implementation;
- Practical field experience; and,
- Excellent working knowledge of English.

Other essential requirements include: the ability to manage the work of consultants/sub-contractors; a proven ability to work as part of an interdisciplinary and/or multi-cultural team; the ability to meet project deadlines; and an ability to work live and work within Pacific island communities.

## **PROJECT ADVISORY COMMITTEE (PAC)**

The ADMIRE will involve the participation of many project stakeholders. It is therefore necessary to establish a consultative Project Advisory Committee to advise OEPPC and the PM on all aspects of the project implementation.

### **Members**

The following will be the members of the PAC:

- Director of OEPPC
- Secretary of the Ministry of Resources and Development
- General Manager of the Marshall Energy Company
- Representative of the Chamber of Commerce
- Representative of the RMI Council of NGOs
- APCs
- Ministry of Outer Islands Development
- Representatives of collaborating organizations and co-financing partners
- Representative of the Banks in RMI
- General Manager of TOBOLAR

The PAC will select its chair from its members on a revolving basis. The Project Manager will serve as the Secretary to the Committee, and the Administrative and Financial Officer will assist him/her. The secretariat services will be provided by the OEPPC.

### **Meeting Frequency**

The PAC will meet annually during the project period. Where appropriate this will be done back-to-back with relevant national meetings. The first time will be at a National Project Inception Phase workshop at the beginning of the project. The PAC will use e-mail distribution lists, phone, conference calls, fax, etc. for communication in-between the meetings.



## **RE APPLICATIONS EXPERT (REAE)**

### **Main Task**

Provision of technical advice and implementation of the assessment of feasible and commercially viable applications of RE resources both for electricity and non-electricity purposes

### **Specific Responsibilities**

- Inventory of potential RET applications using feasible RE resources in RMI – A pre-feasibility analysis is conducted to determine the various RET applications that can be considered in the country, based on a set of criteria for rapid assessment/selection of the potential applications.
- Assessment of Other Value-added Applications of RE Resources - This will involve the conduct of studies aimed at assessing the feasibility and applicability of other uses of the country's RE resources. Individual evaluation reports and project recommendations for each potential use of RE resources will be prepared.
- Conduct of Techno-economic Feasibility Analyses of Potential RE-based Energy Systems in the Outer Islands/Atolls (OIAs) – This will involve the conduct of techno-economic feasibility analyses of potential RE-based energy system projects in the OIAs, including those that could be showcased in the demonstration projects that will be implemented under ADMIRE.
- Identification and Evaluation of RE Technology Application Demonstration Requirements – This will involve the assessment of the implementation requirements (e.g., logistical, financial, manpower, technical, legal, etc.) for the demonstration schemes that will be carried out under ADMIRE.
- Identification and Design of Courses of Actions for the Removal of Barriers to the Successful Implementation of RET Applications – This will involve identifying and planning courses of actions to facilitate the smooth and effective implementation of the demonstration schemes. Among these are: (1) Verification and confirmation of the magnitude and availability of RE resources in the sites; (2) Financing assistance mechanism for the financing of RE supported livelihood/productive use projects in the demo sites is set-up and implemented; and, (3) Legal status of outer island community groups that will avail of financing.

### **Deliverables**

- Documentation of the reviewed potential RE application projects, and the recommended list of selected RE application projects (energy and/or non-energy)
- Documentation of the results of the study (and recommendations) on other value-added uses of RE resources
- Documentation of the results of the techno-economic feasibility analyses of selected RE application projects, and recommended portfolio of feasible RE application projects
- Documentation of the RET demonstration requirements.
- Documentation of the barrier removal strategy and action plan to facilitate the RE demonstrations under ADMIRE
- Final report (in English) on the consultancy assignment subject to final acceptance by MRD

### **Qualification and Experience**

The expert must be knowledgeable and familiar with the design and operation of on-grid and off-grid applications RE technologies in island conditions, specifically on community-based RE systems. A minimum Bachelors Degree in Engineering, Communications, Economics or related field is required, preferably with practical experience in the design, operation and maintenance of RE systems. The expert must have substantial experience in assessment of RE technologies applicable to island setting.

**Duration:** Twelve (12) months

**Direct Supervisor:** Task Specialist for RE Technical Capacity Development

## **RE RESOURCE ASSESSMENT EXPERTS (RREA)**

### **Main Tasks**

- Wind Energy Resource Assessment - identification of wind energy sites, verification and quantification of the wind energy resource, and the preparation of a wind energy map.
- Solar Energy Resource Assessment - identification of most feasible sites for utilizing solar energy, and the verification and quantification of the solar energy resource
- Biomass Energy Resource Assessment - identification of potential biomass energy applications, and the verification and quantification of the available biomass energy resource

### **Specific Responsibilities**

#### **A. Wind Energy Expert**

- WE Resource Survey – Conduct of wind energy resource surveys in selected islands where the potentials are relatively high. This will also involve the provision of technical capacity building to the MRD and the Met Office in the measurement and monitoring of wind energy parameters. This includes training on the use of wind measuring instruments.
- Wind Map Preparation – Preparation of a wind energy map based on the data generated in the wind energy surveys. Information from the wind energy surveys will also be uploaded to the RE Resource Database.

#### **Deliverables**

- Documentation wind energy survey work, including the survey results and the analysis of the survey results
- Documentation of wind energy map
- Documentation of the training provided on the wind energy surveys
- Final report (in English) on the consultancy assignment subject to final acceptance by MRD

#### **B. Solar Energy Expert**

- Solar Resource Surveys – Conduct of solar energy resource surveys in selected islands where the potentials are high. This will also involve the provision of technical capacity building to the MRD and the Met Office in the measurement and monitoring of solar energy parameters. This includes training on the use of solar measuring instruments.
- Solar Energy Project Site Assessments – Mapping of potential sites, using data generated in the solar energy surveys, where solar energy application projects can be feasibly implemented will be prepared. Information from the solar energy surveys will also be uploaded to the RE Resource Database.

#### **Deliverables**

- Documentation solar energy survey work, including the survey results and the analysis of the survey results
- Documentation of the assessment of the feasible solar energy project sites
- Documentation of the training provided on the solar energy surveys

- Final report (in English) on the consultancy assignment subject to final acceptance by MRD

### C. Biomass Energy Expert

- Biomass Energy Resource Survey – Conduct of survey in the various outer islands to inventory the types (e.g., agri-waste, copra and copra processing waste, copra oil – as biofuel or for biodiesel production), quality and quantity of available biomass resources.
- Biomass Energy Project Site Assessments – Mapping of potential sites, using data generated in the biomass energy resource survey, where biomass energy application projects can be feasibly implemented will be prepared. Information from the biomass energy survey will also be uploaded to the RE Resource Database.

#### Deliverables

- Documentation of the biomass energy survey work, including the survey results and the analysis of the survey results
- Documentation of the assessment of the feasible biomass energy project sites
- Final report (in English) on the consultancy assignment subject to final acceptance by MRD

### **Qualification and Experience**

The experts must have proven track record of engineering experience (at least 5 years) in their particular field of expertise.

- Wind Energy Expert: Expertise in conducting wind energy surveys, development of wind maps, wind energy database, and in the design and operation of WE system installations.
- Solar Energy Expert: Expertise in conducting solar energy surveys, assessment of potential sites for feasible solar energy projects, and in the design and operation of solar energy system installations.
- Biomass Energy Expert: Expertise in conducting biomass energy resource surveys, assessment of potential sites for feasible biomass energy projects, and in the design and operation of biomass energy system installations.

**Duration:** 8 months

**Direct Supervisor:** Task Specialist on RE Technical Capacity Development

## **RE EXPERT (REE)**

### **Main Task**

Development of methodologies for the: (1) assessment; and, (2) monitoring and simulation, of RE resources tailor-made for the RMI.

### **Specific Responsibilities**

- Development of a RE Assessment Methodology – Based on the results of the RE resource surveys (biomass, solar, wind), a RE assessment methodology tailor-made for the RMI will be developed and used in conjunction with the RE resource database. Training on the application and modification of the methodology is included in order to enhance the local capacity for estimating RE energy resource potentials.
- Development of a RE monitoring and Simulation methodology - Using the data in the RE resource database, a computerized simulation program will be developed to be used in evaluating and predicting trends/patterns and characteristics of the RE resources availability and potentials in other areas in the country.
- Conduct of training on RE resource assessment for relevant government agencies on RE resource assessments for the technical personnel of relevant government agencies.

### **Deliverables**

- Documentation of the RE Assessment Methodology
- Documentation of the RE Monitoring and Simulation Methodology
- Documentation of the training on RE Assessment, Monitoring & Simulation
- Final report (in English) on the consultancy assignment subject to final acceptance by MRD

### **Qualification and Experience**

The expert must have a proven track record of engineering experience (at least 5 years) in conducting RE resource surveys and assessments, RE monitoring and simulation, as well as design and operation of RE system installations.

**Duration:** 8 months

**Direct Supervisor:** Task Specialist on RE Technical Capacity Development

## **ENERGY PLANNING EXPERT (EPE)**

### **Main Task**

Development of RMI's national energy balance, as well as the preparation of an integrated national energy plan

### **Specific Responsibilities**

- Conduct of a detailed study on energy supply and consumption in RMI – This will involve a survey of energy supply and consumption in the various sectors of the country. An initial detailed evaluation report on the energy supply and end-use consumption in RMI, including energy demand and energy trends/profiles will be prepared. The initial energy balance of the country will be prepared, which the MRD will update/revise regularly even after the project. This task also includes the training on the updating of the national energy balance.
- Conduct of an Integrated National Energy Planning – This will involve technical capacity building for the MRD and other relevant energy-related government agencies on in integrated national energy planning. The available energy information on petroleum supply and consumption (including the RE resource database), as well as reports and policy documents on electrification from the relevant RMI Government agencies, including MEC will be utilized and where possible, updated. Integrated energy planning using appropriate software, geographical information systems, energy and socio-economic statistics, aerial maps and meteorological data will be carried out. The initial National Energy Plan of RMI will be prepared.
- Conduct of workshop introducing and promoting the Integrated National Energy Plan

### **Deliverables**

- Documentation of the survey of sectoral energy supply, demand and consumption
- Documentation of the National Energy Balance
- Documentation of the Integrated National Energy Plan
- Proceedings of the Integrated National Energy Planning workshop
- Documentation of the technical capacity building activities on preparing national energy balance and formulating integrated national energy plans
- Final report (in English) on the consultancy assignment subject to final acceptance by MRD

### **Qualification and Experience**

The expert must have a proven track record of energy policy making experience (at least 5 years), particularly in energy policy formulation, policy reviews and impact assessments.

**Duration:** 1.5 years

**Direct Supervisor:** Task Specialist on RE Institutional Capacity Strengthening

## **ENERGY SYSTEMS FINANCIAL EXPERT (EEFE)**

### **Main Task**

Design of appropriate financing mechanisms that can be utilized by local banking and financing institutions in providing credits or financial assistance to various entities in RMI (e.g., households and cooperatives in the outer islands) for developing and implementing RE application projects

### **Specific Responsibilities**

- Conduct inventory and assessment of existing local banking and financing institutions, identify which of these can participate in a RE financing scheme and identify their capacity building needs.
- Develop the appropriate RE financing model(s) suitable for banking and financial institutions in the country.
- Provide training on RE project financing for banking and financing institutions, and potential RE project developers and owners in selected outer islands.
- Conduct negotiations on financing arrangements with RET suppliers (importers and manufacturers).
- Implementation of the financing models in selected banking/financing institutions.

### **Deliverables**

- Training on RE financing conducted for banking/financing institutions and consumers
- Draft RE financing models submitted and presented to MRD three months after the issuance of the Notice to Proceed.
- Final Version of the RE Financing Model submitted nine (10) months after the issuance of the Notice to Proceed, subject to acceptance by MRD.
- A formal technical report describing the implementation process, the constraints and barriers encountered, the lessons-learned and recommendations on how to better the implementation of the RE Financing Model
- Final report (in English) on the consultancy assignment subject to final acceptance by MRD

### **Qualification and Experience**

The expert must be familiar with the lighting industry in the country and operation of banking and financing institutions and possibly other non-commercial consumer cooperatives and have a proven track record in successful contract management. He/She must also have at least a Bachelors Degree in Engineering, Business Management, or any other relevant fields. Previous experience(s) in project development, implementation, monitoring and evaluation is required.

**Duration:** Twelve (12) months

**Direct Supervisor:** Task Specialist on RE Project Financing and Market Development

## **RE MARKET DEVELOPMENT EXPERT (RMDE)**

### **Main Task**

Study of the viability of organizing and implementing (including assessment of organizational and logistical requirements) a possible Micronesian Renewable Energy Forum and Trade Exhibition

### **Specific Responsibilities**

- Gather information about, and review available RE technologies and RET system component suppliers
- In coordination with MRD and MEC, assess the RE technology requirements in the RMI, particularly in the outer islands/atolls
- Consult RET equipment suppliers regarding their interest and suggestions for a RE Forum and Trade Exhibition in the Micronesian sub-region
- Work with the MRD to prepare action plans in conducting the forum and trade exhibitions, including the exhibition activities and monitoring and evaluation of impacts.

### **Deliverables**

- Documentation of the feasibility study conducted, including all information gathered
- Proposed action plans for the forum and trade exhibition
- Final report (in English) on the consultancy assignment subject to final acceptance by MRD

### **Qualification and Experience**

The expert must have:

- A proven track record of experience (at least 5 years) in organizing exhibition on equipment and technologies;
- Good working experience in designing, organizing and producing mass media campaign;
- Have good relations with technology and equipment suppliers.

**Duration:** 3 months

**Direct Supervisor:** Task Specialist for RE Project Financing and Market Development



## **B. SUB-CONTRACTS**

<b>Subcontract Title:</b>	Development of ADMIRE Website and RE Database
<b>Duration:</b>	Nine (9) months
<b>Direct Supervisor:</b>	Task Specialist on RE Technical Capacity Development

### **Purpose of Sub-Contract**

The purpose of the Sub-contract on the Development of ADMIRE Website and RE Database is to consolidate all information on RE Systems available locally, in the region, and world wide to facilitate information exchange among the stakeholders and ensure coherent sector wide information and education campaign (IEC). The website is for making the data available to the public.

### **Scope of Work**

- Collect and consolidate RE industry data/information that are available locally (e.g., from government agencies, non-government organizations, MEC, academe, etc), from the region (e.g., CROP Agencies on energy), and worldwide.
- RE Resource Database Development – This involves the design and development of a database for RE resources in the country. The database will include various modules for the data storage, data analysis/assessment, and RE technology information. It will also provide a statistical base for continuous RE-based off-grid electrification. This activity will also include training on the operation and maintenance of the database.
- Design the ADMIRE website to facilitate information exchange on the following: RE technology, RE system product prices, RE system products availability, and activities and results of activities of the ADMIRE projects and all other relevant information. The website should have linkages with manufacturer’s website, financing institutions and other energy efficiency related local and international organizations.
- Test website for three months and identify design and information gaps and resolve them.

### **Deliverables**

- Design of the ADMIRE Website submitted and presented to the MRD three (3) months after the issuance of the Notice to Proceed. Substantial comments, if there are any, from the project stakeholders must be incorporated in the design.
- RE database system and a fully functional ADMIRE Website submitted at the end of the project that is, the 9th month after the issuance of the Notice to Proceed, subject to acceptance by MRD. All communications and reporting must be in the English language.

### **Qualification and Experience**

The sub-contractor must be knowledgeable and familiar with RE system hardware and have extensive experience(s) in information technology, database management, website development, and development of promotional materials. The team must also be composed of individuals with at least a Bachelors Degree in Engineering, Information Technology, Business Management, Industrial Engineering, or any other relevant fields.

**Subcontract Title:** Feasibility Study of Establishing Copra Trading Companies and Copra-Based Power Generation in the Outer Atolls

**Duration:** 6 months

**Direct Supervisor:** Task Specialist for RE Project Financing and Market Development

### **Purpose of Sub-Contract**

The purpose of the Sub-contract on the Feasibility Study of Establishing Copra Trading Companies and Copra-Based Power Generation in the Outer Atolls is to assess the potentials and viability of productive uses of RE (specifically on copra production and utilization).

### **Scope of Work**

- Gathering of data on annual copra production volumes and sales, and current energy uses of copra oil in RMI and in other PICs
- Conduct of gap analysis concerning the techno-economic requirements for copra trading and copra-based power generation to ascertain all necessary conditions that would facilitate effective and commercially viable operations
- Conduct comprehensive techno-economic feasibility analyses of the establishment in the outer islands/atolls of copra trading companies and copra-based power generation entities. Include also the review of previously conducted feasibility studies
- Carry out review and documentation of potential sites, including the requirements for the establishment of the feasible copra trading and/or copra-based power generation ventures
  - Establishment of baseline data for potential sites;
  - Securing and arranging risk-sharing loan guarantee financing assistance (if needed) for the investment required
  - Requirements for design, bidding, equipment procurement and delivery, equipment installation support, facilities construction, installation and commissioning, training for operating personnel
  - Monitoring and evaluation requirements (in terms of energy saved, payback period, etc.)

### **Deliverables**

- Inception report – one month after Issuance of Notice to Proceed and disbursement of mobilization fee
- Progress reports –Two months after submission of Inception Report and every three months thereafter
- Preliminary design of 2 possible projects
- Final report (in English) on the subcontract subject to final acceptance by MRD

### **Qualification and Experience**

The sub-contractor must have a proven track record of engineering experience (at least 5 years) in carrying out design, procurement, installation, financing and servicing of copra manufacturing and copra-based power generation.

**Subcontract Title:** Feasibility Analysis of Proposed “Bankable RE Projects”  
**Duration:** 8 months  
**Direct Supervisor:** Task Specialist on RE Project Financing and Market Development

### **Purpose of Sub-Contract**

The purpose of the Sub-contract is the development and implementation of promotional and awareness enhancement programs on RE and RET applications in RMI.

### **Scope of Work**

- Scoping Study for the RE Outreach and Promotion Program – This will involve the review of previous work on public awareness, and the determining the coverage of an outreach and promotion program using appropriate communication mechanisms for target RE markets such as: (1) Potential users in the outer island communities; (2) Potential proponents such as financiers, technology distributors; and, (3) Policy decision-makers in key government and legislative positions.
- Program Design and Development - A program for RE outreach and promotion shall be designed which involves the outlining of the set of activities that will be undertaken for each type of market audience. The task involves the definition of each promotional or IEC activity under the program by identifying the target audience, its size, the mechanism to be employed, responsible institution/s, and the other modalities of the activity. A corresponding monitoring and evaluation system to measure success of each activity shall be developed. A work plan of activities shall be developed for the 5-year implementation of the program with corresponding budgetary requirements. The design of the program shall also provide recommendations towards its sustainability after the completion of the Project.
- Program Implementation - The outreach and promotion program shall be implemented in coordination with groups, agencies and institutions with existing networks.
- Monitoring and Evaluation - Each program activity shall be fully monitored and reviewed to provide guidance in the overall implementation of the program using the prepared M&E system. Program redirection shall be made whenever necessary.

### **Deliverables**

- An outreach and promotion program for RE, which caters a set of target RE audiences
- Documentation of the program implementation
- Documentation of the achievements and impacts of the program
- A proposal to continue the program after its 5-year completion
- Final report (in English) on the consultancy assignment subject to final acceptance by MRD

### **Qualification and Experience**

The sub-contractor must be familiar with RE systems and their applications, have broad experience in developing RE promotional/advocacy programs for RE and RET applications. He/She must have at least a Master’s Degree in Education and Bachelors Degree in Engineering, Communications, Education, or any other relevant fields.

**Subcontract Title:** Design of RE Module for Inclusion in School Curricula  
**Duration:** Nine (9) months  
**Direct Supervisor:** Task Specialist on RE Advocacy and Awareness Enhancement

### **Purpose of Sub-Contract**

The purpose of the Sub-contract on the Design of RE Module for Inclusion in School Curricula is to develop and implement RE instructional modules/manuals for inclusion in high school and collegiate courses.

### **Scope of Work**

- Review and assess training needs on RE and RE systems by high school and college students.
- Identify existing courses where RE systems and its application can be appropriately integrated.
- Formulate the instructional modules/manuals for high schools and colleges.
- Pilot test the training modules developed in selected schools. After testing, revise/improve modules when necessary.
- Assist MRD in preparing agreements with concerned schools to include the RE modules in their respective school curricula.

### **Deliverables**

- Draft High School and College Instruction Modules submitted to MRD prior to pilot testing. Substantial comments, if there are any, from the MRD must be incorporated in the final draft. All communications and reporting must be in the English language.
- Progress reports submitted to MRD five (5) months and seven (7) months after the issuance of the Notice to Proceed.
- Final version of the High School and College Instruction Modules submitted at the end of the contract, subject to acceptance by MRD.

### **Qualification and Experience**

The sub-contractor must be familiar with the RE systems and its application, have broad experience in developing school curricula and training modules and has conducted trainings on RE and RET applications. The team must also be composed of individuals with at least a Master's Degree in Education and Bachelors Degree in Engineering, Communications, Education, or any other relevant fields.

## ANNEX A: GEF Approved PIF

NOTE: The PIF is in the old format, which was used for re-pipelining previously submitted (under GEF-3) MSPs such as the ADMIRE.



## PROJECT IDENTIFICATION FORM (PIF) Medium-sized Project

### GEFSEC PROJECT ID:

IA/ExA PROJECT ID: 3094

COUNTRY: Republic of Marshall Islands (RMI)

COUNTRY ELIGIBILITY: RMI ratified the UNFCCC October 8, 1992

PROJECT TITLE: Action for the Development of Marshall Islands Renewable Energies (ADMIRE)

GEF IA/ExA: United Nations Development Programme (UNDP)

OTHER PROJECT EXECUTING AGENCY(IES): None

PROJECT DURATION: 5 Years

GEF FOCAL AREA: Climate Change

GEF-4 STRATEGIC OBJECTIVES: SO-5: Renewable Energy for Rural Energy Services

GEF OPERATIONAL PROGRAM: Operational Programme 6: Promoting the adoption of renewable energy by removing barriers and reducing implementation costs

ESTIMATED STARTING DATE (MSP): April 2007

ESTIMATED STARTING DATE (PDF, if planned):

PROJECT CONTACT: Manuel L. Soriano; Tel: +66-2-2882720; E-mail: manuel.soriano@undp.org

DATE OF SUBMISSION:

FINANCING PLAN (\$)			
		PDF	Project
GEF	A	25,000	1,000,000
	B		
	C		
<b>GEF Total</b>		25,000	1,000,000
<b>Co-financing</b>			
<b>GEF IA/ExA</b>			
Government		5,000	650,000
Others			1,000,000
<b>Co-financing Total</b>		5,000	1,650,000
<b>Total</b>		30,000	2,650,000

## PART I - PROJECT IDENTIFICATION

### A - PROJECT SUMMARY

This proposed project builds upon the work done in the regional Global Environment Facility (GEF) project, Pacific Islands Renewable Energy Project (PIREP). It will focus on the promotion of the use of renewable energy (RE) for the provision of energy services in the rural outer islands of RMI. The project will carry out activities aimed at removing the barriers that hinder RMI from promoting and improving the utilization of RE to support the economic and social development of the country's rural population. These include sets of interventions that will facilitate: (1) Improved understanding of RE potential and increased number of RE hardware installations on the ground which enhances productivity and income generation; (2) Enhanced institutional capacity to coordinate, finance, design, supply and maintain RE installations; (3) Strengthened legal and regulatory instruments to support RE dissemination, financing and marketing; (4) Improved accessibility of capital for RE businesses; and, (5) Improved awareness, skills and knowledge about RE technology applications.

### B – Project Objective

The goal of the project is the reduction of the GHG emissions from the unsustainable uses of fossil fuels in the RMI through the utilization of the country's renewable energy (RE) resources. The project objective is the removal of barriers to the widespread utilization of available RE resources in the country and application of renewable energy technologies (RETs) that can provide for the much needed energy services for economic and social development in the country's rural outer islands.

### **C – PRIORITY THREATS/ROOT CAUSES AND BARRIERS TO BE ADDRESSED**

Based on the National RE Assessments that were carried out in RMI under the Pacific Islands Renewable Energy Project (PIREP), the following are some of the identified barriers to RE development and utilization in the country:

- Inadequate capacity within the government to regulate, develop, implement and monitor renewable energy and energy efficiency projects
- There are legislations, policies and energy pricing practices which are not coherence with the effort to promote RE;
- Lack of standards or certification for components and training;
- Irregular incomes on outer islands, making it difficult for households to make regular cash payments;
- RMI's small size and the wide dispersion of its constituent islands/atolls;
- Poor shipping services to the outer atolls
- Low level of public awareness; and,
- Lack of RE resource data and appreciation of the technical and commercial viability of RE applications.

### ***D – Global environmental benefits expected***

The project is expected to result in a modest reduction (relative to big Pacific Island Countries) in the forecast annual fuel consumption (basically diesel fuel oil) in the RMI. The modest reduction is attributed to the gradual utilization of RE-based energy systems in the outer island communities of the country as influenced by the project. The project will facilitate the widespread application of RE-based energy systems in the country, particularly for economic and social uses in the country's outer islands.

The project is expected to: (1) Contribute to the improvement in the economic and social uses of RE particularly in the outer atolls and remote communities for applications in schools, health centers, water supply, agriculture, fishery, telecommunication and transportation, etc; (2) Promote RE electrification of the outer atolls; (3) Facilitate widespread use of mini-copra mills in the outer atolls to generate electricity and create employment; (4) Strengthen legal and regulatory, planning and coordination structures for the mitigation of GHG through the widespread utilization of RE; and, (5) Identify financially viable and 'bankable' climate change mitigation and RE projects are identified and implemented, including RETs deployment for economic and social applications

### **E – FIT WITH FOCAL AREA STRATEGY**

The proposed project is in line with the GEF Climate Change strategic objective (CC-5), which is on the promotion of renewable energy for the provision of rural energy services. The project will result in increased utilization of RE for economic and social development in the rural outer islands of the Republic of the Marshall Islands (RMI).

### **F – POTENTIAL RISK AND MITIGATION**

From the preliminary discussions with the possible stakeholders, it is expected that the overall project risk will be moderate. The potential risks, which could hinder the successful project implementation and/or reduce project effectiveness, relate to: (a) effectiveness and efficiency of the project implementation team; (2) availability of adequate backstopping support and cooperation of national, regional and international experts; (3) support from the atoll governments, the landowners, the main copra company in the country - Tobolar and the Meteorology office; (4) cooperation of energy consumers and suppliers and government ministries, including Tobolar to release energy data; (5) cooperation and interest of the financing institutions and the atoll communities; (6) support and cooperation of the Ministry of Education and the local media; and, (7) Willingness of the private sector and the NGOs to participate in the project.

To address these anticipated risks, the project will be designed to include an effective means to monitor and to the extent possible mitigate these risks. Mitigation measures may include a strong emphasis on hands-on project management and conducting some capacity development activities for the project staff; enhanced participation of the stakeholders particularly in the outer islands inasmuch as they are the primary beneficiaries of the project; continuous dialogue and coordination with the private sector, especially the entrepreneurial entities; and, constant dialogue between the project's executing agency and project partners.

**G – ADDITIONAL COMMENTS**

**PART II - FINANCING PLAN**

ESTIMATED PDF MANAGEMENT BUDGET (IF PLANNED)

<i>Component</i>	<i>Estimated Staff weeks</i>	<i>GEF (\$)</i>	<i>Other Sources (\$)</i>	<i>Project Total (\$)</i>
<b><i>Locally Recruited Personnel</i></b>	—	2,000	2,500	4,500
<b><i>Internationally recruited consultants</i></b>		12,000		12,000
Training				
Office equipment			2,500	2,500
Travel		3,000		3,000
Miscellaneous		8,000		8,000
		25,000	5,000	30,000

**2) - TIMETABLE FOR THE PROJECT**

	PDF		Project	
	Start Date	Completion Date	Start Date	Completion Date
Implementation	August 2005	April 2006	April 2007	March 2013

**PART III - PROPOSAL APPROVAL (for GEFSEC Use only)**

<b>Proposal submitted for funding to</b>	GEF Trust Fund		(\$000)
	SCCF Trust Fund		(\$000)
	LDC Trust Fund		(\$000)
<b>GEF Program Manager</b>	(name)		Review Date
<b>GEF Team Leader</b>	(name)		Clearance Date
	Yes	No	Signature
	Feedback:		
<b>GEF CEO</b>	Yes	No	Date
			Signature
	Feedback:		

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**ANNEX B: Letter of Endorsement and Letter of Commitments**



*Republic of the Marshall Islands*  
**OFFICE OF ENVIRONMENTAL PLANNING AND POLICY  
COORDINATION (OEPPC)  
OFFICE OF THE PRESIDENT  
Majuro 96960**

Ph: (692)625-7944 Fax: (692)625-7918 Email: [oeppc@ntamar.net](mailto:oeppc@ntamar.net)

[version of 26 July 07 vw]

Date of Endorsement: Oct 19, 2007

To: Ms. Monique Barbut, CEO GEF  
GEF Secretariat  
1818 H Street, NW, MSN G6-602  
Washington, DC 20433  
USA

Fax: (202) 522-3240/3245

Dear Madam,

*Subject: Endorsement for Acting for the Development of the Marshall Islands (ADMIRE) Project*

In my capacity as GEF Operational Focal Point for the Marshall Islands, I confirm that the above project proposal ADMIRE is in accordance with the government's national priorities and the commitments made by RMI under the relevant global environmental conventions and national priorities has been discussed with relevant stakeholders, including the global environmental convention focal points, in accordance with GEF's policy on public involvement.

Accordingly, I am pleased to endorse the preparation of the above project proposal with the support of UNDP. If approved, the project will be implemented by the Ministry of Resources and Development through the OEPPC as the National IA. Further, I request UNDP to provide a copy of the project document for national recording before it is submitted to the GEF Secretariat for CEO endorsement.

I understand that the total GEF financing being requested for this project is \$1,000,000USD which includes \$25,000 for project preparation (PPG) and implementation, and \$975,000 (10% of the project and PPG amount) of fees to UNDP is separate from the total Project request for project cycle management services associated with this project.



I consent to the utilization of the following indicative allocations available to RMI in GEF-4 under the GEF Resource Allocation Framework to cover the GEF project preparation and implementation as well as the associated Agency fees for this project.

Climate Change: \$1,000,000    Biodiversity: \$0

A handwritten signature in blue ink, appearing to be 'Yumi Crisostomo', written over the word 'Sincerely,'.

Sincerely,

Yumi Crisostomo, GEF OFP  
Director OEPPC  
Office of the President/RMI

Copy to: Ministry of Foreign Affairs, GEF Political Focal Point  
Ministry of Resources and Development



REPUBLIC OF THE MARSHALL ISLANDS  
P.O. BOX 2  
MAJURO, MARSHALL ISLANDS 96960

23 March 2006

Mr. Manuel Soriano  
Regional Coordinator, UNDP-GEF  
Climate Change, Asian and the Pacific

Mr. Soriano:

This is to confirm that the Funds from the European Union for the RMI in the amount of approximately \$1,000,000 (1 Million) USD will be committed to support the Outer Islands Solar Electrification program, including general renewable energy activities in accordance with national strategies in the RMI. The RMI wishes to cooperate with the GEF and other donors for the project Acting for the Development of Marshall Islands Renewable Energy (ADMIRE) for a period of five years and to utilize these funds to co-finance the project.

The RMI's support to the project is described in detail in the project brief and associated budget. We assume that all of its direct costs associated with producing the outputs described in the project brief will qualify as co-financing.

Sincerely,

A handwritten signature in black ink, appearing to read 'Matwan Zackhras', written over a horizontal line.

Hon. Matwan Zackhras  
Acting Minister  
Ministry of Finance

Cc: Office of the President  
Cabinet

Tel: (692) 625-3445/ 625-3213

Fax: (692) 625-3649

Email: presoff@ntamar.net



REPUBLIC OF THE MARSHALL ISLANDS  
MINISTRY OF RESOURCES & DEVELOPMENT  
Post Office Box 1727  
Majuro, Marshall Islands 96960

23 March 2006

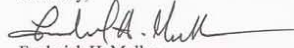
Mr. Manuel Soriano  
Regional Coordinator, UNDP-GEF  
Climate Change, Asia and the Pacific  
(ADDRESS)

Mr. Soriano:

This is to confirm that the Ministry of Resources and Development (MRD) is committing US\$650,000 to support the Outer Islands Solar Electrification program. The Ministry wishes to cooperate with the GEF and other donors for the project Acting for the Development of Marshall Islands Renewable Energy (ADMIRE) for a period of five years and to utilize these funds to co-finance the project.

The Ministry's support to the project is described in detail in the project brief and associated budget. We assume that all of its direct costs associated with producing the outputs described in the project brief will qualify as co-financing.

Sincerely,

  
Frederick H. Muller  
Secretary

Cc: Mr. John M. Silk  
Minister  
Ministry of Resources & Development

Telephone: (692) 625-3206 or (692) 625-4020 Fax: (692) 625-7471 Email: rndsec@ntamar.net

SIGNATURE PAGE

Country: Republic of the Marshall Islands

UNDAF Outcome(s)/Indicator(s):

More equitable access to sustainable development opportunities and improving RMI's ability to engage in environmentally sustainable development that benefits the poor

Expected Outcome(s)/Indicator(s):

A broad-based consultative and coordinating solution to address barriers to renewable energy implementation that will be based on the consultations, assessments and planning that will be carried out using the PDI-A funds.  
Indicator: Design for the attainment of a sustainable and balanced provision of energy to all people of the Marshall Islands available.

Expected Outputs/Indicator(s):

**GHG emission reduction**  
Indicator: A total cumulative CO2 emissions reduction of approximately 12,542 tons by end of project

Implementing partner:

Office of the Environmental Planning, Policy and Coordination (OEPPC)  
Ministry of Resources and Development

Other Partners:

Programme Period: 2008-2013 Programme Component: GBF OP-6 Project Title: Action for the Development of Marshall Islands Renewable Energy Resources (ADMIRE) Project ID: 00059059 (PIMS 3094) Project Duration: 3 years Management Arrangement: NEX	Total budget: US\$ 2,625,000 Allocated resources: • Government: US\$ 1,650,000 • Regular: • Other: <input type="checkbox"/> GET: 975,000 <input type="checkbox"/> Donor: _____ <input type="checkbox"/> Donor: _____ • In kind contributions: _____
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\* Agreed by (Government):

Designation:

Date:

*[Signature]* 2/25/08

Agreed by (implementing partner/  
executing agency):

Designation:

Date:

*[Signature]* Feb 25 2008

Agreed by (UNEP):

Designation:

Date:

*[Signature]* 30/4/2008