



**PROJECT INITIATION PLAN
FOR A GEF PROJECT PREPARATION GRANT (PPG)**

Project Title: Micronesia Public Sector Buildings Energy Efficiency (MPSBEE) Project

Country: Federated States of Micronesia (FSM)

Initiation Plan Start Date: 6 November 2017

Initiation Plan End Date: 30 June 2018

CPAP Programme Component: Environment & Energy
ATLAS Project Award:
ATLAS Project ID:
PIMS Project ID: 5997
Management Arrangement:

Total budget: **US\$ 50,000**
Allocated resources:
• GEF **US\$ 50,000**
• Government in kind
In-kind contributions:

AGREED BY UNDP COUNTRY DIRECTOR
Country Director

A handwritten signature in blue ink, appearing to be 'A. [unclear]'.

Signature

26/10/17
Date: day/month/year

A. Brief Description of Initiation Plan:

The project initiation plan (PIP) outlines the activities that will be carried out to design and develop the GEF-approved concept, i.e., Project Information Form (PIF – see Annex 1) for the proposed UNDP-GEF project Micronesia Public Sector Buildings Energy Efficiency (MPSBEE) Project. The PIP describes the project preparatory activities such as: (1) Conduct of research studies to gather information/data that are required to verify and confirm the earlier identified baseline projects on, and barriers to the application of low carbon (EE and RE) technologies in the buildings sector (particularly public buildings) in the Federated States of Micronesia (FSM); (2) Conduct of a logical framework analysis (LFA) mainly to verify and firm up the project planning matrix (PPM) or results framework (log frame) in the GEF-approved PIF; (3) Identification, assessment and selection of the various potential demonstrations showcasing the application of EE technologies in the public sector buildings in the country; (4) Detailed design of the project components and activities (includes evaluation and analyses of the results of, and data/information derived from, the studies conducted for use in the design of specific project activities; (5) Conduct of feasibility analysis and basic design of the building EE technology applications that will be demonstrated (and replicated) in identified feasible demo sites; (6) Estimation of potential energy savings and CO₂ emission reductions from demos/pilots to be implemented, and, project activities budgeting; (6) Addressing the comments and recommendations raised by the GEF Secretariat on the PIF, etc.); (7) Conduct of stakeholder and project partner coordination meetings (e.g., demonstration hosts and co-financers), and establishment of the appropriate project implementation and management arrangements; (8) Preparation of the UNDP-GEF Project Document (ProDoc) and GEF CEO Endorsement Request (CER) Document based on the GEF-approved PIF; and, (9) Finalization of the ProDoc and CER Document. The final output of this PIP is the approved UNDP-GEF Project Document and GEF CEO Endorsement Request Document.

B. Project Preparation Activities:

Prior to the work on designing and developing the MPSBEE project activities and the preparation of the required ProDoc and CER Doc, the project design specialist (PDS) has to be hired and be on board to work on the project preparation activities. It is expected that the people who worked on the PIF development, i.e., mainly from the project implementing partner – Division of Energy – Department of Resources and Development (DE/DRD) to assist in the project development work, particularly in data gathering, logical framework analysis (LFA), securing of co-financing letters, and in the review of all documents that will be prepared in line with the project design and preparation. To assist the DE/DRD and the PDS, specific stakeholders (mainly the state utilities) are designated to provide data/information for use in the project design work, and to participate in consultation meetings, particularly in the LFA workshop.

1. Conduct of Studies – This will involve the gathering, processing, and validation of data/information that are required to verify and confirm the earlier identified baseline projects on, and barriers to, increased cost-effective and reliable applications of building EE technologies. This will be carried out by the appointed PDS, with the pertinent data/information inputs from the stakeholders, particularly the state utilities. The studies will be on previous, current, and planned scientific/technical, policy-related and economic development-related work in the country on the following:

- Initiatives (programs/projects/activities) of the Government of FSM (GOFSM), state governments and private sector in promoting and supporting the application of building EE technologies for improving the specific energy consumption (SEC) in the buildings sector.
- Gaps in achieving the GOFSM's overall vision for improving the utilization of energy in the buildings sector, and the potential actions/measures to bridge such gaps.
- Nature and extent/magnitude of the barriers/problems, issues and constraints that are preventing the GOFSM, state governments and the private sector from promoting and supporting the widespread application of building EE technologies/techniques, as well as the application and practice of EE.
- Initiatives of the GOFSM, state governments and the private sector in removing/minimizing the barriers/problems, issues and constraints to the widespread application of building EE technologies/techniques, particularly in public sector buildings.
- Opportunities for the GOFSM, state governments and the private sector in implementing actions and measures geared towards the widespread application of building EE technologies/techniques in public sector buildings.
- Nature and extent of barriers/problems, issues and constraints preventing the GOFSM, state governments and the private sector from making good and maximum use of opportunities for the widespread application of building EE technologies/techniques in public sector buildings.
- Initiatives of the GOFSM/state governments/private sector in removing/minimizing the barriers/problems, issues and constraints that are preventing them in making use of opportunities to promote and support the widespread application of building EE technologies/techniques in public sector buildings.
- Potential incremental actions/measures, which are applicable, feasible/doable and realistic to enhance the chances of achieving, or facilitate the achievement of, most of the major aspects of the GOFSM's vision regarding the efficient utilization of energy in the end-use sectors, particularly in public sector buildings.

The results of such studies will be used in confirming the following, which will be the bases of the project design:

- The business-as-usual (BAU) scenario on % EE improvement in the energy end-use sectors, particularly in the public sector buildings.
- The relevant enhancements to the baseline EE projects in the country such as: (1) features that are not covered by such projects; (2) additional features that can be done; and, (3) follow-up interventions to enhance the realization of the country's EE targets.
- The alternative scenario on % EE improvement in the energy end-use sectors, particularly in the public sector buildings that can be facilitated or brought about by the proposed MPSBEE project.

Other specific data/information that will be gathered; processed; and assessed as part of the studies that will be used in the project design include:

- Probable market for building EE systems;
- Requirements that have to be satisfied/met to enable the cost-effective implementation of building EE systems;

- Potential buildings (public sector) where the implementation, operation and maintenance of building EE systems can be feasibly and cost-effectively carried out, as part of the endeavor to achieve the country's %EE improvement target;
 - General status of the attitude and outlook in the energy end-use sectors, particularly in the public sector buildings, regarding EE (and possibly RE too) technology applications in support of % EE improvement efforts in the country;
 - Programs and policies (including laws/regulations) of the national and state governments concerning the widespread application of EE technologies and practices in the energy, and energy end-use sectors of the country;
 - Plans and strategies of the private sector in promoting and supporting the widespread application of EE technologies;
 - Suppliers of EE technology design and engineering services and EE system hardware in FSM, and in the Pacific region;
 - Current installed and planned EE systems in the buildings sector, particularly in public sector buildings;
 - Forecast total energy and electricity demand in FSM (2020-2030), particularly in the buildings sector;
 - Current technical barriers/problems and constraints that are preventing the country in implementing building EE technology applications;
 - Current and planned initiatives (e.g., projects) of the private sector in engaging in EE business opportunities in FSM;
 - Applicable cost-effective building EE technologies that are feasible in FSM, as well as data/information on the specifications of the such technologies;
 - General interest, attitude, and capacity of the private sector in FSM to actively and substantially participate in the country's EE improvement efforts;
 - Available business model for sustainable building EE technology applications;
 - Other available data and information that are pertinent in the design of appropriate interventions to reduce if not eliminate the barriers to the cost-effective and reliable applications of building EE technologies; and,
 - Assessment of the socio-economic and environmental impacts of identified baseline building EE projects to ensure the prevention of any negative consequences to local populations, with particular focus on vulnerable groups or to men, women and children. In particular, potential gender equity issues shall be closely looked at.
2. Conduct of Logical Framework Analysis (LFA) workshop – This workshop is for the purpose of verifying and firming up the project results framework, i.e., the project planning matrix (log frame) presented in the GEF-approved MPSBEE PIF. This will be attended by the relevant stakeholders and partners of the proposed project whose inputs about the barriers/issues/concerns as well as opportunities, along with the data/information on these as gathered from the studies conducted, will be used in verifying and firming up the project: (a) objective; (b) outcomes that will contribute to the realization of the project objective; (c) outputs that have to be produced to contribute to the realization the project outcomes; and, (d) baseline and incremental activities that will deliver the project outputs. The appropriate SMART indicators will be developed for the project objective, and for each project outcome and for each project output. The corresponding baseline and target values, means of verification and critical assumption (if necessary) for each indicator will also be identified by consensus among the project stakeholders and partners. The project log frame will be finalized based on

consensus among the project stakeholders and partners. Special attention will be made to include socio-economic and gender-disaggregated indicators. Throughout the LFA process, an analysis of the gender equity aspects shall be made to ensure that the relevant project interventions and results promote gender equality.

3. Identification and assessment of demonstrations that will be implemented in the project:
 - a. For the application of feasible building EE technologies, particularly in public sector buildings - This will involve discussions with the DE/DRD on the following: (a) barriers/issues/concerns regarding the sustainable implementation of building EE system initiatives; (b) introduction and promotion of the feasible building EE systems that will be implemented as demos, and replications; and, (c) Building EE (including energy conservation) technology applications capacity building.
 - b. For the application of general EE technologies, techniques and practices - This will involve discussions with the potential end-use sector entities (mainly public sector buildings) to: (a) find out the barriers, issues and concerns regarding the application of EE technologies/techniques and EC&EE measures/practices; (b) introduce and promote the proposed demonstrations; and, (c) identify suitable public and private sector entities that are interested and willing to host the planned demonstration activities of the project.

A set of selection criteria will be developed for the purpose of selecting the project demo and replication sites.

4. Detailed design of the project components and activities – Based on the finalized project log frame, and from the evaluation and analyses of the results of, and data/information derived from, the studies conducted for use in the design of specific project activities, the detailed design of the identified project activities will be carried out. The baseline activities can be retained as is, or can either be modified with additional/supplementary incremental activities or completely changed to fit the required interventions. The fully incremental activities are to be designed to remove identified barriers and for enhancing the realization of global environmental benefits (in terms of CO₂ emissions reduction). Part of the design of the activities is the conduct of the feasibility analysis of the selected demo and replication projects, as well as the conduct of at least the basic engineering design in order to quantify the potential energy savings and direct GHG emissions that can be derived from the demos and replications. The schedule and budget of each identified project activity (baseline and incremental) and the demos and replications will also be determined, as well as the delineation of responsibilities (among the stakeholders and partners) in implementing the activity.

Part of the project preparation activities for the MPSBEE project is addressing the comments and recommendations of the GEFSec for this project. These comments and recommendations will be adequately addressed and considered in the design of the relevant project activities. All pertinent and applicable specific scientific/technical challenges or omissions/opportunities that are recommended to be addressed will be done in the detailed design of the project activities.

The PDS, with the assistance of the DE/DRD and the designated stakeholders, shall also address the specific recommendations that were provided in the Environmental and Social Screening of the project particularly on the: (1) detailed assessment of the identified potential environmental risks will be carried out together with the project proponent (DE/DRD), and other project

partners; (2) assessment of the exact requirements for ensuring the environment-friendly and cost-effective processing of RE resources for energy use; (3) coordination with the project partners in coming up with the appropriate approach of designing the demo and replication projects to ensure negative environmental impacts; (4) assessment to determine if further environmental (and if necessary social) review and management is required for the demonstrations that will be carried out under the proposed project; (5) alignment of the project with UNDP's environmental and social policies; and, (6) Analysis of gender equity aspects shall be always be made to ensure that the activities are sensitive to, and promote gender equality. Based on the above, the Environmental and Social Screening shall be finalized.

A detailed multi-year budget will also be prepared following the standard template provided in the UNDP-GEF project document template that reflects the mandatory requirements of the GEF Monitoring and Evaluation (M&E) Policy. Based on the agreed project planning matrix (log frame), a M&E plan will be developed showing the delineation of responsibility, estimated budget, schedule and frequency of the conduct of each M&E activity. Also, based on the project log frame, an Annual Targets table shall be prepared. Part of this M&E task is the preparation of the GEF CCM Tracking Tool for the project. Lastly, a sustainability plan that will outline the principles and guidelines for ensuring the long-term sustainability of project achievements will be prepared. Such plan will also outline an exit strategy, seeking the continuation of key activities/achievements without the need of long-term international financing.

5. Conduct of stakeholder and project partner coordination meetings (e.g., demonstration hosts and co-financers), and establishment of the appropriate project implementation and management arrangements - Stakeholder consultations will be carried out in identifying partners that are currently doing or planning to do activities that are similar or complementary to what the proposed project is going to implement. This consultation to mobilize and engage stakeholders, and negotiate partnerships with them to align their activities and the project to build synergies. Part of the objective of these consultations is to define the project implementation and management arrangements. Together with the stakeholders, the organizational structure governing the project will be decided. This will include identification of the members that will make up the project board. Following up on the LFA exercise, consultations with the project stakeholders, project partners, project implementing partner and other key agencies in the development of the project strategy, will be conducted to ensure a strong national ownership. Such consultations are also for the purpose of: (a) securing agreement(s) on project implementation arrangements including roles, responsibilities, and accountabilities of lead and partner agencies. Document these consultations; (b) exploring multilateral and bilateral co-financing opportunities; and, (c) ensuring a coherent and sustainable financing package for the project including post- GEF grant phase. Lastly, this project preparation activity should also ensure the securing of the required co-financing letters from participating government institutions, bilateral development partners, multilateral development partners, private sector entities and NGOs who wish to provide cash or in kind contributions to the project, as well as from the UNDP.
6. Preparation of the UNDP-GEF Project Document (ProDoc) and GEF CEO Endorsement Request (CER) Document based on the GEF-approved PIF (Annex 1) – The project document will be prepared using the official UNDP-GEF project document (ProDoc) template and should follow strictly the guidelines for each of the sections of the ProDoc. Specifically, in the section: Project Goal, Objective, Outcomes and Output/Activities, the description of the activities should be on

the “how” aspect, i.e., the process or procedures to be carried out to deliver the relevant output from each activity. The CEO Endorsement Request (CER) Document will also be prepared using the official GEF CER Document template. The contents of the CER document should be consistent with that in the ProDoc, and should among others include the detailed description of actions taken in response to the STAP’s comments and recommended actions. As mentioned earlier, the relevant comments and recommendations from the GEFSec shall be adequately addressed and considered in the preparation of these 2 documents. After the technical review of these 2 documents, the UNDP-GEF technically cleared ProDoc and CER document will be submitted to the GEFSec along with the co-financing letters. Work in this activity also includes responding to comments/questions raised by the GEFSec on the ProDoc and CER Document.

7. Finalization of the ProDoc and CER Document – Once the GEFSec technically clear the responses to their comments/questions, the ProDoc and CER Document are finalized and resubmitted to the GEFSec.

C. Project Preparation Activities Work Plan, Timeframe, Responsibilities and Budget:

PPG Activity	Timeframe (in months) ¹												Responsibility*	Budget US\$	
	1	2	3	4	5	6	7	8	9	10	11	12			
Activity 1														PDS	5,000
Activity 2														PDS	15,000
Activity 3														PDS	5,000
Activity 4														PDS	12,500
Activity 5														PDS	2,500
Activity 6														PDS	7,500
Activity 7														PDS	2,500

*While the responsibility for each activity is with the Project Design Specialist, it is expected that the DE/DRD and the designated stakeholders (e.g., State Utilities) will be playing significant support and facilitation roles.

D. Total Budget and Work Plan:

Award ID:	
Award Title:	Micronesia Public Sector Buildings Energy Efficiency (MPSBEE) Project
Business Unit:	
Project Title:	Micronesia Public Sector Buildings Energy Efficiency (MPSBEE) Project
Project ID:	
Implementing Partner	Division of Energy – Department of Resources & Development (DE/DRD)

GEF Outcome/Atlas Activity	Responsible Party/	Fund ID	Donor Name	Atlas Budgetary Account Code	ATLAS Budget Description	Amount US\$
Project preparation grant to finalize the UNDP-GEF project document for project: Micronesia Public Sector Buildings Energy Efficiency (MPSBEE) Project	UNDP	62000	GEF TRUSTEE	71200	International Consultant	22,500
				71300	Local Consultants	0
				71600	Travel	10,000
				74500	Miscellaneous Expenses	2,500
				75700	LFA Workshop	15,000
					PROJECT TOTAL	50,000

¹ If an FSP project please add additional six months noting 18 month deadline between GEF approval of the PIF and GEF CEO endorsement of the project document

Template effective 29 May 2013

Annex 1: GEF CEO PIF Approval Letter

Annex 2: Summary of Consultants Financed by the Initiation Plan

Expertise Required	Indicative Tasks
CCM Project Design Specialist (IC)	<ul style="list-style-type: none"> ▪ Lead the implementation of the design, development and preparation activities for the MPSBEE Project; ▪ Facilitation of the LFA workshop, and preparation of the LFA workshop proceedings report; ▪ Finalization of the agreed project logical framework (PPM), i.e., the project objective, outcomes and outputs, as well as success indicators and targets, means of verification and assumptions/risks; ▪ Lead and guide the DE/DRD and the designated stakeholders (State Utilities) in the design and development of the MPSBEE Project; ▪ Carry out detailed analysis of cost-effectiveness of the project, and preparation of the MPSBEE project budget; ▪ In coordination with UNDP-GEF (A&P region), facilitate the fulfillment of UNDP-GEF requirements (e.g., incremental reasoning, incorporation of gender equity, contributions to SDG achievement, etc.) in the project design. ▪ Consolidation of all the inputs provided by the DE/DRD and the designated stakeholders for use in the design of a holistic project based on the agreed project PPM. ▪ Estimation and confirmation of the energy savings and associated GHG emission reductions (direct by EOP, lifetime direct and consequential) from the various experts into the prescribed GEF-6 CCM Tracking Tool. ▪ Preparation of the draft and finalized versions of the Project Document and the CEO Endorsement Request (CER) Document; ▪ Coordinate and/or carry out, the responding to the GEFSec comments on the Project Document and CER Document; ▪ Finalization of the SESP; and, ▪ Preparation of the finalized versions of the Project Document, CER Document, and Tracking tool.

Please refer to the proposed Terms of Reference of the Project Design Specialist (PDS).



GLOBAL ENVIRONMENT FACILITY
INVESTING IN OUR PLANET

Naoko Ishii
CEO and Chairperson

August 16, 2017

Ms. Adriana Dinu
GEF Executive Coordinator
United Nations Development Programme
One United Nations Plaza
304 East 45th St.
FF Bldg., 10th floor
New York, NY 10017

Dear Ms. Dinu:

I am pleased to inform you that I have approved the medium-sized project concept detailed below. I have also approved your request for project preparation grant.

Decision Sought:	Project Identification Form (PIF) and Project Preparation Grant (PPG) Approval
GEFSEC ID:	9863
Agency(ies):	UNDP
Agency ID:	5997 (UNDP)
Focal Area:	Climate Change
Project Type:	Medium-Sized Project
Country(ies):	Micronesia
Name of Project:	Micronesia Public Sector Buildings Energy Efficiency (MPSBEE) Project
Indicative GEF Project Grant:	\$1,776,484
Indicative Agency Fee:	\$168,766
PPG Grant:	\$50,000
PPG Agency Fee:	\$4,750
Funding Source:	GEF Trust Fund

This PIF and PPG approval is subject to the comments made by the GEF Secretariat in the attached project review document. It is also based on the understanding that the project is in conformity with GEF

Ms. Adriana Dinu

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August 16, 2017

focal areas strategies and in line with GEF policies and procedures. Please submit your final medium-sized project document for my approval no later than 12 months after PIF approval.

Sincerely,



Naoko Ishii
Chief Executive Officer and Chairperson

Attachment: GEFSEC Project Review Document
Copy to: Country Operational Focal Point, GEF Agencies, STAP, Trustee

MICRONESIA PUBLIC SECTOR BUILDINGS ENERGY EFFICIENCY (MPSBEE) PROJECT

INTERNATIONAL CONSULTANT - PROJECT DESIGN SPECIALIST

TERMS OF REFERENCE

BACKGROUND

The United Nations Development Programme (UNDP), acting as an implementing agency of the Global Environment Facility (GEF), has been requested by the Government of the Federated States of Micronesia (GoFSM) through the Division of Energy, Department of Resources and Development (DE/DRD) in the preparation of the GEF Medium Size Project (MSP) "Micronesia Public Sector Buildings Energy Efficiency (MPSBEE)". The objective of the project is improved application of energy conserving and energy efficient techniques and practices in the design, retrofit, operation and maintenance of public sector buildings in FSM.

PROJECT DESCRIPTION

The improvement of the efficiency of utilizing energy in one of the major end use sectors of FSM (i.e., buildings sector) to sustain economic development is the objective of this proposed project. To achieve this, the identified barriers to the effective and extensive application of energy efficiency measures and technologies that are also in line with low carbon development must be removed. In this regard, a barrier removal approach will be applied. With the assistance of the GEF will facilitate the application of appropriate technological, institutional and policy-oriented options that would make the socio-economic development of FSM a sustainable one. Apart from making use of available indigenous renewable energy resources, the rational (i.e., efficient, effective and wise) utilization of energy resources, will be promoted and facilitated to ensure socio-economic growth that contributes to increased climatic resilience and reduced emissions of greenhouse gases (GHGs). The baseline activities of the country are expected to enable the achievement of only a portion of the target 50% improvement in energy efficiency by 2020, at around 30%. Incremental activities must be carried out to reach the target. The combination of the baseline and incremental activities will bring about the realization of the alternative scenario which features the realization of the 2020 energy efficiency target. The proposed project will bring about this alternative scenario.

The focus is on the optimal and efficient utilization of energy in support of socio-economic development, and will cover the following:

1. Facilitation of the enforcement of the supporting policy/regulatory frameworks and institutional mechanisms for EC&EE initiatives in public sector buildings;
2. Development and implementation of improved energy management and monitoring of public sector buildings;
3. Demonstration of EC&EE technologies applications in public sector buildings and facilities; and,
4. Promotion and capacity development on the cost-effective application of EC&EE technologies in public sector buildings.

A. TASKS & RESPONSIBILITIES

The principal responsibility of the project design specialist (PDS) will be to lead the design and development of the project based on the agreed project planning matrix or log frame, and the preparation of the MPSBEE Project Document and CEO Endorsement Request (CER) Document that must be fully compliant with the UNDP and GEF project design guidelines/rules and quality standards. He/she will also act as lead expert on building energy efficiency, closely collaborating with the DE/DRD technical officials and with the management and technical personnel of the 4 state utilities in FSM (CPUC, KUA, PUC and YSPSC). The PDS shall also coordinate with other relevant stakeholders such as the Department of Transportation, Communication and Infrastructure (DTCI); Office of Environment & Emergency Management (OEEM); Department of Finance and Administration (DFA) and other GOFSM Departments, UNDP (Pacific Office & Bangkok Regional Hub); as well as pertinent private sector entities (commercial buildings, engineering firms). He/She will also be responsible for the overall project design work, including provision of supervision and guidance to local counterparts that will contribute inputs into the project design.

Within the framework of this ToR, the PDS is expected to perform the following general and duties:

- Work together with DE/DRD, UNDP and national counterparts in the conduct of the MPSBEE logical framework analysis (LFA) to carry out more comprehensive problem (barrier) analysis, objectives analysis, and to confirm/validate and finalize the project framework, which will be the basis of the project design;
- Based on the agreed project framework (log frame) from the LFA, identify and delineate the roles and responsibilities of the national/state counterparts who will be providing technical inputs in the design of the project;
- Conduct of consultation meetings for the design and appraisal of the project document;
- Work with DE/DRD and the 4 state utilities in identifying the potential demonstration activities (and the demo sites), the design of the demonstrations; and in the organization of the demonstration implementation arrangements;
- Provide technical support to the DE/DRD and designated counterparts in the identification, gathering, processing and use of the data/information that will be used in the project design;
- Lead the analysis and completion of background analyses of the past, present and planned applications of energy efficiency technologies and techniques/measures in the design, construction, operation and maintenance of buildings, particularly public sector buildings, in FSM. RE technology applications (if feasible) in buildings shall also be considered;
- Compile the final baseline/situational analysis for the project based on the inputs from the project stakeholders. This will include a precise definition of baseline projects, activities, budgets, goals, and co-financing links to GEF outcomes; definition of GEF incremental value per outcome and output including full description of the demonstrations/pilots; and development of incremental cost matrices, describing and evaluating (costing) any alternative means of achieving the goals of the project;
- Guide and conduct assessment and selection of potential demo sites for:
 - EE technology applications in the design, construction, operation and maintenance of public sector buildings
 - Where feasible only, RE-based energy production (using available feasible RE resources) both of power and non-power applications in buildings

- Conduct consultations with relevant project stakeholders, and determine the appropriate strategies, priorities, and key partners in addressing the identified the key barriers;
- Conduct consultations with potential private sector entities in the country, as determined by the DE/DRD, to secure their participation in the project, and for co-financing of specific activities;
- Provide advice, and where possible assist the DE/DRD in the negotiation of co-financing from project partners;
- Meet with key policy and decision-makers to discuss the options, limitation and opportunities in relation to sustainable financing of building energy efficiency (and renewable energy) technology application projects in the country;
- Assess existing monitoring and evaluation systems of the DE/DRD and state utilities for renewable energy/energy efficiency and provide guidance and orientation to define indicators and quantify targets to track project progress and effectiveness;
- Analyse capacity of DE/DRD & major stakeholders (e.g., state utilities), including regulatory framework, policies, traditional knowledge, etc. to identify relevant human and institutional capacity development response to strengthen and improve capacity in renewable energy and energy efficiency;
- Work closely with the UNDP-Pacific Office (Fiji) and UNDP-GEF Senior Technical Advisor (STA) from the UNDP-GEF Asia-Pacific EITT at the UNDP Bangkok Regional Hub (UNDP BRH).

The specific tasks of the PDS are as follows:

- Based on the results of the MPSBEE LFA Workshop, complete the results framework (log frame) of the project with SMART indicators (with baseline and mid-term and end-of-project target values), means of verification, and critical assumptions;
- Suggest operational strategies and resource needs for effective project design, referring closely to the results of the MPSBEE LFA Workshop;
- Develop the project strategy based on the results of the MPSBEE LFA workshop (particularly the Objectives Tree), assimilate all inputs of national consultants into an integrated project design based on the identified project objective, outcomes and outputs, develop the detailed project budget and work plan, implementation arrangements, and develop a project exit strategy;
- Provide methodological guidance for data collection related to project planning and monitoring with particular attention given to the description and quantification of the baseline information;
- Estimate the potential energy savings and associated GHG emission reductions (based on the prescribed GEF methodology); both direct and consequential attributable to the MPSBEE Project. Indicate the relevant estimated in the prescribed GEF CCM Tracking Tool;
- Conduct of pre-feasibility/feasibility analyses of selected sites for potential EE technology application projects (if applicable and feasible, RE-based energy production too) in public sector buildings that can be demonstrated in the project, or be implemented by the owners/administrators of commercial/residential buildings in the country;
- Conduct feasibility analysis of different options for the implementation of project activities and project governance;
- Address the key issues identified in the UNDP environmental and social screening process (ESSP) during the PIF development stage to ensure that these are fully considered and included in the MPSBEE Project design;
- Update the PIF stage ESSP results and suggestions and compile a summary report indicating results of the assessment done and future actions;

- Design the project activities and prepare the project document, utilizing the significant input from all project stakeholders and contributors, and also considering the comments provided by the GEFSec that must be addressed during the CEO Endorsement, i.e, during the PPG design stage;
- Carry out detailed analysis the proposed project activities as to their cost-effectiveness, and prepare the MPSBEE project budget;
- Develop overall Monitoring and Evaluation Framework for the MPSBEE Project;
- Develop indicative Terms of Reference (TORs) for the key consultants/experts/contractors, whose services will be engaged in the implementation of the MPSBEE Project;
- Develop the project Annual Targets for each of the project log frame indicators;
- Perform final reviews of the required project documentation;
- Prepare responses (and compile responses from the project stakeholders) to GEF Secretariat's review comments and make necessary revisions to the documents.

To support the MPSBEE project development work, the project's implementing partner - DE/DRD shall:

- Organize and coordinate all the necessary consultation meetings (group and individual) of the PDS during the consultation phase of the project development
- With the guidance of the PDS, organize and coordinate the assignment and implementation of the tasks by designated stakeholders that will contribute data/information that will be used in the design of the various project activities based on the MPSBEE PPM;
- Provide the PDS all the data/information regarding the national-, and state-led energy development plans that can be used in establishing the baseline initiatives in the country on EE (and RE) in the buildings sector; including the relevant documents on the country's national energy policy, state energy action plans, energy standards for buildings, energy awareness campaigns, and the commitments set in the country's Nationally Determined Contributions (NDC);
- Provide the PDS the relevant data/information about other related ongoing and planned donor-funded projects in the country, e.g., WB Energy Sector Development Project; EU Adapting to Climate Change and Sustainable Energy (ACSE); and, EDF-11 funded projects in FSM; and,
- Administrative support during the project development mission of the PDS in FSM.

Besides desk review of the relevant documents, the PDS will carry out missions to the country, in full collaboration with the UNDP-Pacific Office, DE/DRD and local stakeholders from the potential project sites. The mission will involve the conduct of consultations with the state utilities, as well as relevant sectoral ministries, private sector, civil society organizations and communities.

2.1 Reporting Lines

The international consultant (PDS) will report to the UNDP in close consultation with DE/DRD under the joint supervision of Director, Department of Energy.

The deliverables shall be first submitted to DE/DRD for review and approval. All deliverables are subject to technical clearance and approval from the UNDP-GEF STA covering FSM and UNDP-Pacific Office Environment Program Analyst for processing payments of the services rendered. The primary responsibility of the PDS is to carry out the development and preparation of the MPSBEE Project Document, including the CEO Endorsement Request and Tracking Tool for submission to the GEF Secretariat.

Expected Deliverables:

The key products to be delivered are as follows:

- a. Detailed Work Plan for the Project Design and Preparation (within 1 week of signing the contract);
- b. Report on the Proceedings of the MPSBEE LFA Workshop, including the finalized and agreed Project Planning Matrix (PPM) or log frame, based on the results of the LFA;
- c. Draft UNDP Project Document, GEF-6 CCM Tracking Tool and CEO Endorsement Request Document using the most recent official document templates; and,
- d. Final approved UNDP Project Document, Project Results Framework, GEF-6 CCM Tracking Tool and CEO Endorsement Request Document fully compliant with the enforced UNDP/GEF project design guidelines/rules and quality standards.

Payment of Services Rendered

Payments are based upon output, i.e. upon delivery of the services specified in the TOR. The international consultant shall receive payment in four installments from UNDP as follows:

1. 10% - Upon preparation and acceptance of the Work Plan for Project Design and Preparation specifying the approach and methodology to carry out the consultancy assignment as described in this document;
2. 20% - Upon submission of the MPSBEE LFA Report;
3. 40% - Upon acceptance of the draft UNDP Project Document, GEF-6 CCM Tracking Tool and CEO Endorsement Request Document;
4. 20% - Upon clearance by UNDP-GEF STA of the project documentation fully compliant with the enforced UNDP/GEF rules and standards and its submission to GEF Secretariat which includes assistance to UNDP in responding to any GEF Sec comments; and,
5. 10% - Upon GEF CEO Endorsement of the MPSBEE Project Proposal.

Responsibility for Expenses and their Reimbursement

This is a lump sum assignment. The Consultant will be responsible for all personal administrative and travel expenses associated with undertaking this assignment including office accommodation, printing, stationary, telephone and electronic communications, and report copies incurred in this assignment.

Responsibility for Managing the Work Plan

The principal responsibility for managing the consultant will lie with the Head of Environment Unit of UNDP Pacific Office and with the UNDP-GEF STA at the UNDP BRH. The timeframe and duration of activities are estimated to be broken down as follows:

Activity	Duration (estimated no. of days)	Estimated Timing and Deadline
Submission and agreement on work plan for Project Design and Preparation	2	Nov 2017
Conduct of Mission (Pohnpei)*	10	3 rd & 4 th Week Nov

Activity	Duration (estimated no. of days)	Estimated Timing and Deadline
<i>Conduct of LFA Workshop (Pohnpei)*</i>	2	21 – 22 Nov
<i>Conduct of stakeholder consultations; Identification and assessment of demonstration buildings; Completion of Final MPSBEE LFA Workshop Report</i>	8	23 Nov – 4 Dec
Project design based on PPM; Preparation of Draft MPSBEE Project Document	10	Jan – Feb 2018
Preparation of Draft MPSBEE CER Document	3	3 rd Week Feb 2018
Preparation of MPSBEE CCM Tracking Tool	1	4 th Week Feb 2018
Finalization of Project Document & CER Document	2	Mar 2018
Revisions of Documents following GEF comments	2	2 nd half May 2018
TOTAL Working Days	30	

*This assumes that DE/DRD organizes the stakeholder consultations and the LFA Workshop during the 3rd week of Nov 2017.

Prior to approval of the MPSBEE Project Document, MPSBEE CER Document, and MPSBEE CCM Tracking Tool fully compliant with the enforced UNDP/GEF rules and standards, the draft versions shall be submitted for comments to UNDP on or before end February 2018. UNDP and the stakeholders will submit comments and suggestions within 10 working days after receiving the draft. The finalized documents shall be submitted by 1st week April 2018 with the aim of getting the project GEF CEO endorsed on or before end July 2018.

If any discrepancies emerge between impressions and findings of the consultant and the concerned parties, these should be explained in an annex attached to the final report.

3. COMPETENCIES

Technical Work

- Strong expertise on building energy efficiency (EE) management and technology application project design and/or implementation.
- Proven experience in leading design of EE project proposals, particularly on building EE.
- Familiarity with the Global Environment Facility (GEF) and United Nations Framework Convention on Climate Change (UNFCCC) and other similar related international conventions.
- Ability to be strategic, creative and proactive in project design and in guiding/advising other building practitioners including understanding new terminology and concepts easily.
- Familiarity with UNDP and GEF programming policies, templates and requirements for project design especially climate change mitigation.

Partnerships

- Maturity and confidence in dealing with senior members of national institutions.
- Displays cultural, gender, religion, race, nationality and age sensitivity and adaptability.
- Excellent technical writing and written communication skills, with analytic capacity and ability to synthesize relevant collected data and findings for the preparation of quality analysis for the project proposal.

- Excellent coordination skills and result oriented collaboration with colleagues – especially for in this case, the national/state level energy personnel.

Results

- Promotes the vision, mission, and strategic goals of UNDP.
- Builds strong relationships with clients, focuses on impact and result for the client and responds positively to feedback.
- Good team player with the ability to maintain good relationships.

4. QUALIFICATIONS

The suitable PDS for this consultancy assignment is expected to have the following qualifications:

- Have at least bachelor and preferably postgraduate degrees in relevant applied science and engineering fields (preferably in mechanical, electrical, industrial and energy engineering)
- Have extensive experience in low carbon (EE and RE) development type project design, preferably those related to the design, construction and operation of buildings and building services; energy systems used in buildings, including experience in the design and implementation of low carbon (EE/RE) development type projects, especially in small island developing states (SIDS).
- Have proven work experience in the design, development and assessment of GEF-funded projects, particularly those with UNDP as GEF agency.
- Have good track record in project design, management, and implementation with UNDP experience being an asset.
- Familiar with, and updated on, various international projects on low carbon (EE/RE) technology applications, particularly in SIDS
- Have very good command of oral and written English

NOTE: All necessary revisions of the various required documentations of the various activities of this consultancy assignment are the responsibility of the PDS.