




Regional Bureau for Africa Clearance Slip for Agreements			
Subject:	Terms of Reference for the recruitment of an Energy Access Advisor to support the Regional Energy Project for Poverty Reduction in Dakar, Senegal.		
Drafted by:	<u>Name & Title</u> Gita Welch Manager RSC-Dakar	<u>Signature</u> 	Date: 14 June 2012
Cleared by:	<u>Name & Title</u> Vinetta Robinson Regional Initiatives Advisor	<u>Signature</u> 	Date:
Approved by:	<u>Name & Title</u> Babacar Cisse Deputy Regional Director	<u>Signature</u> 	Date: <i>15/06/2012</i>
Please call: <i>(for pick up)</i>	Name: Vinetta Robinson		Ext.: 5956
Remarks:	<p>The Dakar Regional Service Center is in the process of recruiting an Energy Access Advisor for a period of five months under the Individual Contract (IC) modality to support the Regional Energy Project for Poverty Reduction in Dakar.</p> <p>TORs will be shared with the EEG roster manager in order to expedite the process of identifying potential candidates to fill the position.</p>		



*Empowered lives.
Resilient nations.*

TERMS OF REFERENCE

Advisory and technical support to the regional energy project team for the delivery, quality of results and reporting of project activities

- A. **Title:** Energy Access Advisor
- B. **Project Title:** UNDP - Regional Energy Project for Poverty Reduction
- C. **Duty station:** Dakar, Senegal
- D. **Contract Type:** Individual Contract (IC)
- E. **Duration:** Five Months (starting as soon as possible)
- F. **Background:**

Developed under 2008-2011 UNDP RCFIII, the regional energy project's objective is to strengthen the capacities of institutions to establish enabling policy and institutional frameworks for the delivery of modern energy services to rural and peri-urban populations in the context of sub regional and national development plans. It is now widely acknowledged that without the critical input of energy services, the MDGs are not attainable. Energy access is therefore an indispensable enabler of all aspects of human development. In this regard, the project contributes to UNDP's efforts of helping countries expand access to energy services for the poor, by amongst other things, strengthening institutional and organizational capacities for the establishment of pro-poor policy and legal frameworks and local level delivery mechanisms, with the ultimate goal to secure the achievement of the MDGs. In addition, the project is building on achievements of the past regional energy project by scaling up models and approaches such as National Multisectorial Groups (NMGs) and the Multifunctional Platforms (MFPs), now widely recognized for contributing to the empowerment of women and young girls, while at the same time delivering critical energy services to communities. The project also seeks to identify and promote other similar decentralized options through South-South Cooperation, knowledge networking and inter-agency coordination on a regional level.

The increasing inclusion of energy access in development plans and the project's interventions in the region have resulted in an increase in demand for support at both national and regional level.

To meet this need, the regional energy project aims to appoint a suitable Energy Access Advisor, to support the project intensify advisory services to country offices, Regional Economic Communities (ECOWAS, EAC, ECCAS, SADC) to help formulate and implement their energy access plans and programmes.

G. Scope of Work

The Energy Access Advisor will provide technical support to the regional energy project team for the delivery of quality results and reporting of project activities to the Program Steering Committee (Program Board) and to the Regional Bureau for Africa (RBA), through the Dakar based Regional Service Centre Manager. She/he will provide substantive and technical support to meet the results specified in the project work plans, complying with the reporting requirements to the project steering committee and the required standard of quality within the specified constraints of time and cost. The Energy Access Advisor will undertake the following:

- Provide support to the regional energy project's multidisciplinary team in close collaboration with the Energy and Environment team.
- Support the consolidation of UNDP leadership in expanding energy access in Africa, with enhanced delivery of project outputs as specified in the project document.
- Identify additional technical support needed and liaise/collaborate with the other Practice areas to ensure coherence of technical and strategies inputs with RBA Integrated Workplan and to meet commitments linked to the project as per agreement with key partners, namely European Commission and Gates Foundation.

- Provide advisory services to country offices and Regional Economic Communities (ECOWAS, EAC, ECCAS, SADC), to support formulation and implementation of their energy access policies.
- Support preparation of reports on results to the Regional Bureau for Africa and the Project Steering Committee.
- Participate in the Regional Energy Project strategic and operational efforts at a regional level; including partnerships building and quality communications with internal and external partners.
- Contribute to UNDP efforts toward implementation of Sustainable Energy for All initiative, linked with the MDGs/Rio+20 agendas.

H. Expected Outputs and Deliverables

Deliverables/ Outputs	Estimated Duration of Completion	Target Due Dates	Review and Approvals Required
Provide effective support to the drafting of ECCAS/CEMAC White Paper on access to energy services, including national energy access assessments in Member States.	5 months	ongoing	Reviews and approvals: : by the project coordinator a.i.
Substantive analysis of the status of Implementation of the ECOWAS/UEMOA White Paper on Energy Access in Peri-Urban and Rural Areas, including recommendations on linkage with the Sustainable Energy for All agenda on access to energy services in ECOWAS region.	5 months	ongoing	Reviews: by the project coordinator a.i. approvals: by the RSC manager
Substantive and technical inputs to the project results reporting, complying with quality requirements, to the steering committee, RBA and partners.	5 months	ongoing	Reviews: by the project coordinator a.i. approvals: by the RSC manager
Substantive inputs to the Regional Energy Project in delivering results and advisory services to country offices and regional economic commissions.	5 months	ongoing	Reviews and approvals: : by the project coordinator a.i.

I. Institutional Arrangement

The Regional Energy Access advisor will work under the overall supervision of the Dakar UNDP Regional Centre Manager, and the direct supervision of the Regional Energy Project Coordinator.

She/he will work closely with the regional energy project, bringing advisory and technical support to the project team, based in the Regional Center Dakar, Senegal. She/he will also work closely with the Energy and Environment Team to ensure coherence between UNDP policy messages, practice and project interventions.

J. Duration of the Work¹

Five (05) months are provided from July 1st, to December 31, 2012.

¹The IC modality is expected to be used only for short-term consultancy engagements. If the duration exceeds twelve (12) months, the duration must be justified and be subjected to the approval of the Director of the Regional Bureau. This policy applies regardless of the delegated procurement authority of the Head of the Business Unit.

However, if the IC is being issued for a period exceeding twelve (12) months, but the actual engagement to be paid will be less than three hundred and sixty five (365) actual person-days because it is intermittent, then Regional Bureau approval is not required. This also applies to IC envisioned to be in the form of a long-term arrangement (i.e., fixed hourly or daily fee or other indicators of unit price, and the engagement is on intermittent/recurrent/on-call basis). Under the circumstances, the periods of actual engagements must then be clearly reflected and rationalized in the TOR.

G. Qualifications of the Successful Individual Contractor

Education:

- Post Graduate degree (Masters, PhD) in energy policy and planning or related discipline, e.g. Energy Engineering, or related international development discipline with focus on energy and sustainable development.

Experience:

- Ability for strategic thinking in policy and programming and at least 15 years experience in international development, with considerable work experience in Sub-Saharan Africa.
- Ability to work with high-level government officials and intergovernmental bodies, strong knowledge of Regional Economic Commissions.
- Strong substantive and technical knowledge of the energy sector in Africa and related policy and institutional capacity challenges in particular, on energy access, energy security and the interface with climate change.
- Experience in working with RECs
- Understanding of gender equality and women's empowerment issues.
- Ability to conceptualize and convey strategic vision from the spectrum of development experience.
- Experience with UNDP and the UN System; good understanding of UNDP program, finance and operational procedures.
- Experience of UNDP approach and interventions on energy access, environment and climate change issues.
- Ability to produce results-based reports.

Language Requirements:

- Excellent written and spoken communication skills in both French and English.

K. Scope of Price Proposal and Schedule of Payments

UNDP rules and procedures shall apply regarding remuneration for a maximum of Five (05) Months consultancy services as provided here in above.

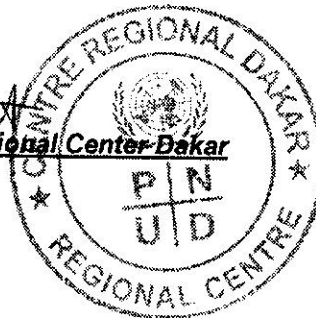
L. Approval

This TOR is approved by :

Signature

Name and Designation Gita Welch, Manager - UNDP Regional Center-Dakar

Date of Signing June 18, 2012



M. Annex:

1. Recommended Presentation of Offer

For purposes of generating Offers whose contents are uniformly presented and to facilitate their comparative analysis, it is best to recommend the preferred contents and presentation of the Offer to be submitted, as well as the format/sequencing of their presentation. As per IC policy, the minimum documents are as follows:

- a) **Letter of interest** using the template provided by UNDP;
- b) **Personal CV or P11**, indicating all past experience from similar projects, as well as the contact details (email and telephone number) of the Candidate and at least three (3) professional references;
- c) **Brief description** of why the individual considers him/herself as the most suitable for the assignment, and a methodology, if applicable, on how they will approach and complete the assignment. A methodology is recommended for intellectual services, but may be omitted for support services;
- d) **Financial Proposal** that indicates the all-inclusive fixed total contract price, supported by a breakdown of costs. If an Offeror is employed by an organization/company/institution, and he/she expects his/her employer to charge a management fee in the process of releasing him/her to UNDP under Reimbursable Loan Agreement (RLA), the Offeror must indicate at this point, and ensure that all such costs are duly incorporated in the financial proposal submitted to UNDP.

2. Criteria for Selection of the Best Offer

This section should indicate all the criteria which shall serve as basis for evaluating offers, which may be done in either of the following manner :

- a) Combined Scoring method – where the qualifications and methodology will be weighted a max. of 70%, and combined with the price offer which will be weighted a max of 30%; or
- b) Lowest price method – where the award will be made to the qualified/responsive individual who offered the lowest price.

Option (a) is ideal for intellectual services where the methodology or approach to the work may differ from one individual to another and directly impacts the quality of the result. Option (b) is ideal for standard type of services where there are not many possible ways of undertaking/performing the work.

If Option (a) is chosen, the key criteria for rating the qualification and methodology must be stated together with their equivalent percentage weight, so that Offerors can craft their offer appropriately.

3. Annexes to the TOR

Existing literature or documents that will help Offerors gain a better understanding of the project situation and the work required should be provided as annexes to the TOR, especially if such literature or documents are not confidential.

Leonor Valeiras-Taboada

From: Gita Welch
Sent: Friday, June 15, 2012 10:26 AM
To: Charles Nyandiga; Leonor Valeiras-Taboada
Cc: Angelica Shamerina; Bouba Oualy; Leon Badibanga; Gita Welch
Subject: RE: Energy Access Advisor (IC)

Dear Charles,

Thanks for your message. I am asking Leonor to share the TORs once signed off, so that you can send us relevant CVs (six if possible, so that we have a good basis). We will take it from there.

Many thanks again.

Best,

Gita

From: Charles Nyandiga
Sent: Friday, June 15, 2012 1:54 PM
To: Leonor Valeiras-Taboada
Cc: Gita Welch; Angelica Shamerina
Subject: RE: Energy Access Advisor (IC)

Dear Gita,

How do you want us to proceed? Should I approach the EEG Roster listing here?

Thanks

Charles

From: Leonor Valeiras-Taboada
Sent: Thursday, June 14, 2012 6:02 PM
To: Charles Nyandiga
Cc: Gita Welch
Subject: FW: Energy Access Advisor (IC)
Importance: High

Dear Charles,

On Angelica's absence, please see self-explanatory message below for your urgent attention.

Thanks and best regards,

Leonor

From: Leonor Valeiras-Taboada
Sent: Thursday, June 14, 2012 5:58 PM
To: 'angelica.shamerina@undp.org'
Cc: Gita Welch; Vinetta Robinson
Subject: Energy Access Advisor (IC)

Dear Angelica,

The Dakar Regional Service Center is in the process of recruiting an **Energy Access Advisor** for a period of five months, starting as soon as possible, under the Individual Contract (IC) modality.

In this regard and given the urgency of this recruitment, I am kindly requesting you to liaise with Gita Welch (copied here), Manager of the RSC, to expedite the process of identifying at least three potential candidates through the EEG established roster. Regrettably, contact was made with the relevant manager of the Johannesburg Regional Center Roster, Emmie Wade, without success. It seems that the e-mail address is no longer valid. Kindly, refer to the actual roster manager and/or other roster managers who might be able to assist.

Please let me know if further clarification is needed from my side

Thanks and best regards,

Leonor



Leonor A. Valeiras-Taboada
Programme Analyst
Regional Bureau for Africa
United Nations Development Programme
One United Nations Plaza, DC1-2494
New York, NY 10017
leonor.valeiras-taboada@undp.org
Tel: (212) 906 5309

*Empowered lives.
Resilient nations.*

www.undp.org Follow us:   

Please consider the environment before printing this email.

Leonor Valeiras-Taboada

From: Vinetta Robinson
Sent: Monday, June 04, 2012 7:08 PM
To: Babacar Cissé; Gita Welch
Cc: Leonor Valeiras-Taboada
Subject: RE: TOR for the RP Energy Access Advisor
Attachments: Template - Guide in Writing a TOR for IC.DOCX; Guidelines on Individual Contract - 8 December (5).docx

Dear Babacar/Gita,

The TORs are generally fine though further adjustments are needed to the post information to make it consistent with an Individual Contractor (Consultant) and less of a project post. Further, specific information on the level of qualification for the job (Masters, Doctorate, etc.) plus the years of required experience should be added. Please see attached the template for TORs from UNDP.

To assist the RSC with the next steps, please also see the link to the new guidelines for ICs at:
<https://intranet.undp.org/unit/bom/ps0/SitePages/IC%20Support.aspx>

I would further like to suggest that, instead of utilizing the UNDP and other jobs site to advertise the position, that reference be made to the rosters that EEG has (we used it to replace the IC for the environment and energy focus area of the Outcome Evaluation). Leonor also tell me that contact can be made with the Johannesburg Regional Center Roster Roster Manager: emmie.wade@undp.org or the Practice Network Facilitator, Angelica Shamerina angelica.shamerina@undp.org, for other consultant referrals.

I trust the above helps, but please let me know if further assistance is required.

Kind regards, Vinetta

From: Babacar Cissé
Sent: Monday, June 04, 2012 2:24 PM
To: Gita Welch
Cc: Vinetta Robinson
Subject: RE: TOR for the RP Energy Access Advisor

Dear Gita,

We will review the draft TORs with Vinetta and revert back to you. I agree with you that we should not replace the coordinator as the project is coming to an end in December. It is indeed preferable to recruit a short term consultant to support the team.

Best,

Babacar

From: Gita Welch
Sent: Monday, June 04, 2012 11:09 AM
To: Babacar Cissé

Cc: Vinetta Robinson

Subject: TOR for the RP Energy Access Advisor

Dear Babacar,

In our last 'teleconversation' you indicated that we should move fast towards engaging an Energy Access advisor to reinforce the PREP's team. Given the horizon of the project (up to December 2012) I thought that rather than replacing the coordinator at this stage, what is needed is a strong person on a consultancy basis. I am not so sure how easy it would be to find someone really good, just for 6 months, but it is certainly worth trying. Kindly see the attached TORs and please let me know if you agree and if we can go ahead.

Best regards,

Gita