



TERMS OF REFERENCE (TOR) FOR CONTRACTS FOR SERVICES AND WORK

Project Reference: SAP ID: 130012; Grant No.: 2000002862

Project Title: Promoting investments in small to medium scale renewable energy technologies in the electricity sector – Guinea Bissau

Statement of Work: Development of the Sustainable Energy for All (SE4ALL) Investment Prospectus for Guinea Bissau

Starting Date: As soon as possible

1. Country/ Region

Guinea Bissau

2. Background

The GEF Project “Promoting investments in small to medium scale renewable energy technologies in the electricity sector of Guinea Bissau” aims at creating an enabling environment through combined interventions in the areas of technology demonstration, policy advisory, knowledge management and capacity development. The project is part of the energy component of the GEF Strategic Programme for West Africa (GEF SPWA).

The project is executed by the United Nations Industrial Development Organization (UNIDO) in close partnership with the Ministry of Energy and Industry, the ECOWAS Centre for Renewable Energy and Energy Efficiency (ECREEE) and the Small Island Sustainable Energy and Climate Resilience Initiative (SIDSDOCK). It is closely coordinated with the SE4ALL hub, located at the African Development Bank (AfDB) and related activities of the European Union, through the Technical Assistance Facility (TAF).

As part of the policy activities, the GEF Project supported the development of the SE4ALL Action Agenda¹ for Guinea Bissau comprising a National Renewable Energy Action Plan (NREAP) and National Energy Efficiency Action Plan (NEEAP). The documents identified concrete targets on how Guinea Bissau will achieve SDG-7² and contribute to the ECOWAS renewable energy and energy

¹ The SE4ALL National Action Agenda translates the national policies in a strategic path that will bring each country close to the SE4ALL objectives by 2030. It provides information on the quantity of inputs required to meet the objectives in term of number of electricity connections, number of access to efficient cooking fuels equipment and devices, MW of installed renewable energy capacity and penetration of energy efficient devices. It also indicates the schedule of actions and programmes to roll out in order to create an enabling environment for the above investments.

² By 2030, ensure universal access to affordable, reliable and modern energy services; increase substantially the share of renewable energy in the global energy mix; double the global rate of improvement in energy efficiency; By 2030, enhance international cooperation to facilitate access to clean energy research and technology, including renewable energy, energy efficiency and advanced and cleaner fossil-fuel technology, and promote investment in energy infrastructure and clean energy technology; By 2030, expand infrastructure and upgrade technology for supplying modern and sustainable energy services for all in developing countries, in particular least developed

efficiency policies³ by 2030. The same process was carried out in all fifteen ECOWAS Member States and a first stocktaking was undertaken during a high-level investment forum, organized in Abidjan, Cote d'Ivoire, in September 2015.

According to the established action plans, the national access rate to electricity services in Guinea Bissau will increase from around 12% today to 80% in 2030. Around 52% of the grid electricity would originate from renewable energy sources in this scenario. Around 50% of the rural population without connection to the grid will be served by renewable energy stand-alone systems and (hybrid) mini-grids. At least 75% of the population will have access to improved cook-stoves by 2030.

To operationalize the established targets, the SE4ALL Country Actions process foresees the development of a SE4ALL Investment Prospectus⁴, which translates the established national targets into a pipeline of concrete investments projects. As a next step, ECREEE will promote and bundle the identified projects in close partnership with various financiers and investors to make them attractive and bring them to financial close. The Investment Prospectus (IP) data will be disseminated through the ECOWAS Observatory for Renewable Energy (ECOWREX)⁵.

The IP will be promoted by ECREEE in partnership with various financial partners, mechanisms and investors (e.g. GEF, CTI-PFAN, AfDB, ELECTRIFI, AREF, PIDG, KFW, OeEB, IFC). The IP includes a pipeline of concrete investment projects or programs which provide prospective financiers with sufficient, and relatively standardized and reliable information to decide whether they might consider it for funding. Depending on the stage of development and the needs of the specific project or program different funding streams will be used (e.g. grants, loans, equity, concessions).

The GEF project will support IP development for Guinea Bissau within the SE4ALL framework. The IP will benefit from data collected by ECREEE and UNIDO through various regional and national resource assessments and project pipelines.⁶ Under the GEF project "Promoting investments in small to medium scale renewable energy technologies in the electricity sector of Guinea Bissau" a set of renewable energy projects was already identified, covering technology areas such as medium-scale hydro power, PV mini-grid hybrid systems (between 312 to 500 kW) for rural electrification and productive uses, PV stand-alone systems and bioelectricity systems for industrial facilities.

Once developed, the IP for Guinea Bissau will be promoted by the ECREEE Investment Program, as well as through a special SE4ALL campaign. In this context, ECREEE and UNIDO are seeking support from an experienced consultancy company to develop the IP for Guinea Bissau in close coordination with the other involved partners.

3. Objective of the Assignment

The main objective of the assignment is to develop the SE4ALL Investment Prospectus (IP) report comprising a pipeline of investment projects and programs to operationalize the SE4ALL Action Agenda, NREAPs and NREEPs in Guinea Bissau. The services shall be carried out taking into account the methodology developed by the SE4All Africa Hub in the "IP Concept Note" document and the ECOWAS IP Framework validated by all Member States at a regional workshop that held in Dakar, Senegal from 27 to 29 April 2016.

countries, small island developing States, and land-locked developing countries, in accordance with their respective programmes of support;

³ Based on various baseline assessments, the two policy documents were developed by ECREEE in partnership with UNIDO and the EUEI-PDF and were adopted by the ECOWAS Heads of State in 2013.

⁴ Currently IPs for Tanzania, Kenya and Gambia are available, <http://www.se4all-africa.org/se4all-in-africa/country-actions/investment-prospectus>

⁵ See www.ecowrex.org

⁶ See resource assessments and GIS at: www.ecreee.org and www.ecowrex.org

The actions will be conducted under the supervision of UNIDO, ECREEE and the Ministry of Energy and Industry (a national GEF project expert is based in the Ministry). The contractor will also coordinate closely with the SE4All Africa Hub at AfDB, EU DEVCO, EU's Technical Assistance Facility (TAF) and the SE4All-ECREEE National Focal Points. The IP process for Guinea Bissau will be closely coordinated with the IP processes in other ECOWAS countries supported by EU-TAF.

It is planned to present the draft IPs during the ECOWAS Energy Week in October 2016. The report shall be provided fully edited and ready to be published in Portuguese and will be translated by the contractor in English after finalization. The consultant will provide this data for easy dissemination through the ECOWAS Observatory for Renewable Energy and Energy Efficiency (ECOWREX).

4. Scope of Work

It is proposed that the assignment be structured into four steps, and should be completed within 8 months. The duration of the assignment (without increasing the working days) might be extended on a non-cost basis depending on the availability of information and progress of other partners. A detailed work plan including communication principles will be developed in the inception phase and agreed upon by all partners. The assignment has the following scope:

Activities	Outcomes/Deliverables	Indicative Work Days (as orientation)		Indicative Duration
		International Consultant(s)	Local Consultant(s) in Guinea Bissau	
Component 1: INCEPTION PHASE				
<i>Inception Report (in English and Portuguese) and Meeting at ECREEE HQ or in Bissau</i>	<ul style="list-style-type: none"> - Final inception report including detailed work-time schedule and table of content of IPs, questionnaire to collect project data and project fiches for project presentation - Final agreed list of key stakeholders to be contacted - Agreement on the methodology for assessing and presenting the investment opportunities/project pipeline in line with the requirements of SE4ALL and the ECOWREX 	5	10	1 month

Component 2: NATIONAL INCEPTION PHASE & KICK-OFF MEETING				
<i>Stakeholder Consultations in Guinea Bissau</i>	<ul style="list-style-type: none"> - Initial meeting with the Ministry of Energy and Industry - Meetings held with relevant stakeholders in the country by using the questionnaire - Working group proceedings and list of consultations carried-out 	10	20	2 months
<i>Kick-off Event (forum, workshop)</i>	<ul style="list-style-type: none"> - Prepare and execute a public kick-off meeting to inform on the IP development and mobilize stakeholders to present potential programs and projects; provide minutes on the meeting (incl. photos); - Responsibilities assigned amongst national counterparts 			
<i>Data Acquisition & Processing</i>	<ul style="list-style-type: none"> - Desk review of existing data and studies - Analysis of received data through stakeholder consultations - Assessment of projects/programs in line with the agreed methodology - Agree on priority projects and programs in the pipeline 			
Component 3: IP Drafting and Interaction with Stakeholders				
<i>First Drafting</i>	- Initial draft elaborated (written by national key counterpart and consultants' team) to be shared with government for their review and comments	25	20	2 months
<i>First Feedback</i>	-Government receives 1st draft to give a feedback within 7-10 days			

<i>Second Draft</i>	-National counterpart to draft a 2nd version which incorporates the government comments -2nd draft sent to the SE4ALL Africa Hub for the quality circle check -More stakeholders are given the opportunity to comment on draft 2			
<i>Second Feedback and Final Draft</i>	-National counterpart and consultants' team integrate comments and finalize the document -IP document is circulated one week before the national validation workshop			
Component 4: Validation of Final Draft				
<i>Submission of Final Draft</i>	-IP document submitted to stakeholders			
<i>Validation Meetings</i>	- Prepare and execute a national workshop to discuss the draft IP - Prepare a presentation on the IP for the Government to be presented at the ECOWAS Energy Week in October			
<i>Post-workshop compilation</i>	-Integration of comments into final IP document	10	10	3 months
<i>Final version after workshop</i>	- Final integration of comments and submission of the full edited final version in Portuguese and English. - Support the incorporation of the raw data into the ECOWREX. - Make suggestions how to promote the IP through a SE4ALL campaign.			
TOTAL INDICATIVE WORK DAYS		50 int. consultant	60 local consultant	8 months

5. Reports and indicative time schedule

In accordance with the UNIDO project document, the sub-contractor will provide the above mentioned deliverables in accordance with the established time schedule. The consultants shall provide all collected raw data and undertaken calculations to UNIDO, the Ministry of Energy and

Industry and ECREEE (e.g. xls). In addition, the consultant will be required to deliver the following to the partners:

- Item **High-resolution photographs (min. 2 MB, at least ten)** – that illustrate the undertaken activities. The consultants will cede all appertaining rights to unlimited use of the respective pictures to UNIDO, ECREEE and the Ministry of Energy and Industry. **December 2016**

6. Reporting and Coordination

The actions will be conducted under the supervision of the UNIDO Project Manager, ECREEE and the Ministry of Energy and Industry (national GEF project coordinator). The contractor will also closely coordinate with the SE4All Africa Hub at AfDB, EU DEVCO, EU's Technical Assistance Facility (TAF) and the SE4All-ECREEE National Focal Points.

7. Qualification and Evaluation Criteria

QUALIFICATION REQUIREMENTS

Profile of Consultant's Team

- Registered consulting company.
- Offered project team demonstrates strong academic background in energy technologies, energy policy and/or energy economics as well as project finance, policy development and planning.
- Team has a track-record of at least ten years of public consulting experience in renewable energy and/or energy efficiency particularly with regard to the analysis of investment projects, feasibility studies and the development of similar investment pipelines;
- Team has a track-record of a minimum of five years of work experience in the energy sector in ECOWAS region; previous working experience in Guinea Bissau is preferred and a strong added value.
- Local expert(s) based in Guinea Bissau shall be part of the project team.
- The team demonstrates strong analytical writing skills.
- Ability to coordinate an inter-disciplinary team and manage complex assignments in a multi-cultural setting.
- Strong problem solving, communication, research and analytical writing skills.
- At least fluency in English and Portuguese (French is an added value). The working language for the assignment will be Portuguese and English.

8. Application Procedure

Applicants shall submit their written proposals in English:

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

9. Further information

Applicants are requested to submit their proposals no later than **23:00 hrs (CEST) of July 8th, 2016**, by registering on the UNIDO procurement page (www.unido.org/procurement). In case of difficulties, applications may exceptionally be sent to procurement@unido.org with Mr. Martin Lugmayr (Project Manager) in carbon copy (m.lugmayr@unido.org). Further information is available at:

- <http://www.ecreee.org>
- <http://www.ecowrex.org>
- <http://www.unido.org>
- <http://www.ecreee.org/news/ecreee-and-unido-support-new-government-guinea-bissau-reaching-sustainable-energy-all-se4all>
- <http://www.ecreee.org/page/gef-strategic-program-west-africa-spwa>
- <http://www.se4all-africa.org/se4all-in-africa/country-actions/investment-prospectus>