

SECTION II: SCHEDULE OF REQUIREMENTS

TERMS OF REFERENCE ENERGY SAFETY NETS RESEARCH

Developing country case studies for in-depth, ex post analysis of different experiences of social assistance measures to support energy consumption by the poorest

BACKGROUND

It is technically and economically feasible to meet Sustainable Development Goal 7 (SDG 7) to provide affordable, reliable and clean energy for all by 2030. However, business as usual efforts – in policies, philanthropy, investments and business models – are not enough to meet these goals. It requires concerted action by governments, civil society, investors and businesses to halve carbon emissions by 2040, while still ensuring economic development and energy access for all. To achieve a just transition for all, we must ‘leave no-one behind’, which means that even the poorest and most disadvantaged people in the world should have access to modern energy services.

Even if modern energy services are available, their affordability may be a barrier to access for people with very low incomes. One question for the achievement of SDG7 is how to remove the affordability barrier to energy access for people living in extreme poverty and to enable them to participate in the local economy. Subsidies are one way to address affordability. However, consumer subsidies for energy can have serious shortcomings: they may encourage the use of fossil fuels; act as a disincentive for energy efficiency; use up scarce public funds; they can affect the financial viability of energy service providers; and do not always benefit poor and vulnerable groups. It is therefore important to carefully navigate the design of subsidies, so as not to unwittingly put market actors out of business that capably serve better-off segments of society.

Subsidies are also provided to enable people in extreme poverty to access other essential services, such as health and education. Such social assistance programs can be found in 136 countries (World Bank, 2015). Although social protection has been suggested as a means to enable energy access, little research has been done to determine the effectiveness of social assistance as a means to provide access to modern energy services. There is an urgent need to focus more attention on communities that are currently outside the ambit of modern energy services. Using non-traditional and more holistic approaches that broaden the scope of energy access to include social development and poverty reduction can contribute to the achievement of several Sustainable Development Goals (SDGs), including SDG7. This assignment is therefore to undertake an in-depth analysis of experiences with the use of social assistance measures and programs to enable access to modern energy services.

UNOPS office in Geneva is providing project management services for the Sustainable Energy for All (SEforALL) Partnership including fund management and operational support services. UNOPS is now looking for suitably qualified and experienced Consultancy Firm to provide all technical and administrative support, human resources and consultancy advice for the provision of Mid Term Formative Evaluation Advisory Services.

OBJECTIVE

The objective of this assignment is to:

- Understand the effectiveness of different types of social protection measures that aim to provide energy services for the poorest people;
- Understand the challenges of these approaches;
- Contribute to and promote informed discussion among decision-makers about policies and programs in developing countries that most effectively enable access to affordable, reliable and sustainable modern energy services by the poorest households, without distorting commercial markets that provide energy services to others in society.

SCOPE OF WORK

To deliver on the above objective, the selected organization will undertake the following:

- a) Select up to six country case studies for in-depth, ex post analysis of different kinds of experience in the use of social assistance measures to support energy consumption by the poorest, in different contexts. The case study research will identify lessons from the experience of using social assistance measures and programs that will be directly relevant to the design and implementation of policies and programs to deliver universal access to modern energy services.
- b) For each case study, country specific literature would be reviewed and available relevant statistical data (e.g. levels of access before and after a policy change) analyzed. This would be supplemented by key informant interviews (c. 20 in each country) and in-country stakeholder workshops/roundtables with participants from relevant stakeholders involved in designing and delivering social assistance and energy service provision to poor communities, along with researchers in these areas.
- c) Draft findings from all the case studies and the inputs from the workshops would be discussed at a further roundtable and/or dissemination event before the final report and case studies are published. The findings will be shared at key national and international events.
- d) Participate in a peer-review process, as required, in advance of publication of the results of the research.
- e) Engage in consultation with SEforAll and its partners on information related to the research project throughout the life of the project
- f) Provide an assessment of the potential to expand the number of case studies, based on the experience and usefulness of this research.

APPROACH

The selected Organization will collaborate with key partners of SEforAll and the People-Centered Accelerator to develop this work, and will maintain close contact with the designated SEforAll Global Team contacts throughout the assignment. The organization will work with the SEforAll Global Team Focal Point, who will facilitate access to documentation, the SEforAll global facilitation team and other partners as needed. All reports will be reviewed by the Global Team, who will provide comments within one week of receipt of drafts.

The organization will develop and lead up to six in-country consultation workshops and will lead multi-stakeholder meeting at the SEforALL Forum in May 2018. It will also take part in bi-monthly Steering Committee calls.

DELIVERABLES

- Develop up to six country case research reports;
- Plan, host and deliver up to six in-country stakeholder workshops, and one at the SEforALL Forum in Lisbon on May 2-3, 2018;
- Conduct a final roundtable to discuss the case study findings;
- Develop a final synthesis research report;
- Develop up to six final country briefing papers; and
- Develop a short briefing for policy makers.

TIMELINE

- **May 2018**- Project begins
- **May 2-3**- Stakeholder consultation meeting at the SEforALL Forum
- **May 18th, 2018** - Draft Inception report
- **October 31, 2018**- Draft Report
- **November 30, 2018**- Final Report

Contract Duration: The assignment will span the period May2018 to end November 2018. It is estimated to take approximately 105 days of a senior expert.

REIMBURSABLE COSTS: COSTS RELATED TO AND DIRECTLY ARISING FROM CONSULTANT EMPLOYEE'S 'DUTY TRAVEL':

- Duty travel is defined as travel which is requested as part of the performance of services under the Contract. Duty travel is usually from the duty station to the place of the mission and return to the duty station.
- As part of the inception report, the Consultant shall propose which countries it will focus its research on, based on an initial literature review of existing social safety net programs. However, as we are assuming the in-country workshops will take place on the following locations:

Type	Location	Days	Tentative Dates
Workshop 1	Lisbon, Portugal	2	May 2-3, 2018
Workshop 2	Africa	1.5	TBD
Workshop 3	Africa	1.5	TBD
Workshop 4	Asia	1.5	TBD
Workshop 5	Asia	1.5	TBD
Workshop 6	South America	1.5	TBD
Meeting 1	Washington DC, USA	2	TBD

- The costs of the authorized 'duty travel' (ticket, DSA and terminal charges) for the consultant employees shall be reimbursed by UNOPS on a reimbursable cost basis and no mark-up can added. The Consultant covers the employee's travel expenses upfront and subsequently claims reimbursement through submission of a travel/expense claim upon completion of the employee's travel with original ticket stubs and other necessary supporting documents attached.
- The Offerors shall not include the 'duty travel' related costs in their financial proposals. UNOPS will calculate and include 'duty travel' costs during the contract conclusion stage with the successful Consultant.
- The **costs of the 'duty travel' is calculated** as per UNOPS Travel Administrative Instructions and the Daily Subsistence Allowance rates stated on <https://icsc.un.org/rootindex.asp>.

ADDITIONAL INFORMATION ON 'DUTY TRAVEL' ARRANGEMENT:

- The standard for air travel authorized by UNOPS for Consultant's employees is economy class irrespective of flight duration. Consultant's employees wishing to travel in business or first class shall personally cover the cost of an upgrade.
- Travel should always be by the most direct and economical route.
- If a Consultant's employee is not the citizen of the country of assignment, Consultant is responsible for obtaining at their expense all necessary visas and work permits required by local authorities in the country of assignment before commencing the travel. A letter stating that the individual has been deployed with UNOPS under the Contract may be issued by UNOPS to assist in this process.

REPORTING AND RESOURCES

The consultant/(s) will report to Lead Energy Access and Gender Specialist, SEforALL

QUALIFICATIONS AND EXPERIENCE

Key Personnel

The Senior/Lead consultant of the organization must have the following experience:

- The Senior/Lead consultant must have an advanced degree in either Social Sciences (policy, economics, sustainable development), Energy or closely related field;
- The Senior/Lead consultant must have at least 15 years of experience in international development, including recognition and proven expertise in producing analysis on energy access analysis, particularly as it relates to mechanisms to deliver energy access to the last mile and social safety nets. They should also have extensive knowledge of the use of social assistance measures and programs that exist to enable access to modern energy services;
- (Required) The Senior/Lead consultant must have prior experience working with a People-Centered Accelerator which aims to enhance clean energy access for the poorest people, who will not be reached by business as usual approaches; by unlocking finance from private and public sources, strengthening collaboration and connections between stakeholders in the energy, gender and social justice sectors and increasing women's full participation in sustainable energy solutions.
- The Senior/Lead consultant must have a minimum of ten years of experience delivering high-quality, independent research and reports;
- The Senior/Lead consultant must have a minimum of 10 years of experience packaging and disseminating knowledge products in an innovative and effective manner for different audiences; and,
- The Senior/Lead consultant must be able to write in clear, concise and accessible English.

Second Consultant if applicable

- The consultant must have a Bachelor's Degree in either Social Sciences (policy, economics, sustainable development), Energy or closely related field;
- The consultant must have at least 3 years of experience in international development, including recognition and proven expertise in producing analysis on energy access analysis, particularly as it relates to mechanisms to deliver energy access to the last mile and social safety nets. They should also have extensive knowledge of the use of social assistance measures and programs that exist to enable access to modern energy services;
- The consultant must have a minimum of 3 years of experience delivering high-quality, independent research and reports;
- The Consultant must have a minimum of 3 years of experience packaging and disseminating knowledge products in an innovative and effective manner for different audiences; and,
- The consultant must be able to write in clear, concise and accessible English.

The Organization's Qualifications:

- The organization from which the consultant is represented should have been in business for a minimum of 10 years providing international development and energy access analysis consulting services.
- The organization from which the consultant is represented should have a history in providing consultation services to large multinational organizations, United Nations, International agencies, governments and NGOs.

Payment Terms:

25% Upon receiving and approval of the Inception Report May 2018

25% Upon Delivery of roundtable discussion at the SEForALL Forum May 2018

25% Upon delivery and approval of the Draft Report September 2018

25% Upon delivery and approval of the Final Report October 2018

The supplier should send an invoice to UNOPS. The invoice shall include the purchase order, number, and date of delivery, unit price and total amount. UNOPS will process the payments within 30 days of receipt of the invoice.