

## Bid Clarifications

### 1. Page 6: Performance Period

The services of the Consultant will be retained for a period of six (6) months from the date of the signing the contract.

**Clarification:**

The consultant is expected to complete and deliver his/her work within a six month period. This is not an indication of the number of man days to be worked. The consultant is to use his own discretion to develop his pricing proposal.

### 2. Are we able to put forward a small team of people consisting of two or three people or are you just envisaging that individuals apply?

**Clarification:**

We are not opposed to either option as this was not specified in the TOR.

### 3. Is there a particular format that the proposals have to comply with?

**Clarification:**

No, you may use a suitable format of your choice.

### 4. Is emailing the proposal to you by close of play on the 21st August ok?

**Clarification:**

Yes, all proposals must be submitted on August 21, 2017 to be considered.



## **TERMS OF REFERENCE**

### **CONSULTANCY TO PREPARE**

- **An analysis of the fuel economy of vehicles imported into St. Vincent and the Grenadines**
- **A Draft Policy for the promotion of Energy Efficient and less polluting Vehicles in St. Vincent and The Grenadines**
- **A short and medium term Action Plan to transition towards the uptake of more energy efficient vehicles including an Electric Mobility Transition Strategy**

## Table of Contents

<b>BACKGROUND INFORMATION</b> .....	1
<b>Beneficiary Country</b> .....	1
<b>Contracting Authority</b> .....	1
<b>Relevant Country Background</b> .....	1
<b>Current State of Affairs in the Relevant Sector</b> .....	1
<b>Progress made in Reducing Barriers</b> .....	1
<b>Project Background</b> .....	2
<b>PURPOSE, OBJECTIVES AND EXPECTED RESULT</b> .....	2
<b>Objectives of the Consultancy</b> .....	2
<b>SCOPE OF THE WORK</b> .....	2
<b>Specific Activities</b> .....	2
<b>Deliverables to be achieved by the consultant</b> .....	4
<b>Location</b> .....	6
<b>Performance Period</b> .....	6
<b>PERSONNEL REQUIREMENTS</b> .....	6
<b>Qualifications and Experience</b> .....	6
<b>Lead Consultant</b> .....	6
<b>Other experts</b> .....	7
<b>FACILITIES TO BE PROVIDED BY THE CONSULTANT</b> .....	7
<b>EQUIPMENT</b> .....	7
<b>REPORTS</b> .....	7
<b>Reporting Requirements</b> .....	7
<b>MONITORING AND EVALUATION</b> .....	7
<b>Definition of Indicators</b> .....	7
<b>SUPPORTING DOCUMENTS</b> .....	7
<b>TAXATION</b> .....	8

## **BACKGROUND INFORMATION**

### **Beneficiary Country**

St. Vincent and the Grenadines

### **Contracting Authority**

GEF/UNDP

### **Relevant Country Background**

St. Vincent and the Grenadines (SVG) is a multi-island state comprising of the main island of St. Vincent and seven smaller inhabited islands as well as about 30 uninhabited islets constituting the Grenadines. The islands are home to a population of 110,000 people and cover a land area of 389 square kilometres. Apart from the main island of St. Vincent, other Grenadine islands with significant energy demands include Bequia, Union Island and Canouan. The country is almost completely dependent on imported petroleum products such as diesel (for transport and electricity generation), gasoline (for transport), kerosene (for cooking) and butane/LPG (for cooking and water heating).

### **Current State of Affairs in the Relevant Sector**

From 2014 to 2016 there has been a downward trend in the cost of oil, with prices remaining below USD 50 per barrel the first and second quarters of 2016. In the Caribbean most electricity companies are allowed to pass on fluctuating cost to consumers in the form of a fuel surcharge. The import value of petroleum products and related products into SVG rose to over USD 68 million (EC\$ 186 million) in 2014; this represents an increase in expenditure of over USD 26 million (EC\$71 million) between 2010 and 2014. Despite the increased national expenditure on the importation of petroleum products consumers have been able to enjoy a decrease in prices at the pump which coincides with the decline in global oil prices. Gas prices at the pump fell from USD 5.09 (EC 13.81) per gallon in December of 2014 to USD 3.80 (EC \$10.30) in December 2015.

Despite global reductions in the cost of petroleum based products fuel costs in SVG remains relatively high. This may be due to factors such as a high dependence on imported fossil fuels, 80 per cent of SVG's installed generation capacity is based on diesel with the other 20 percent generated from hydro. Renewable Energy technologies present a viable alternative to reducing the dependence on imported petroleum products but they are however being underutilised.

Energy diversification in transportation is constrained both by the lack of economically viable substitutes for fossil fuels and the need for retrofitting of existing transport systems to accommodate alternative forms of energy. Nevertheless, a recent cost-benefit assessment of the potential of the electric vehicle sector revealed significant net benefits in the areas of foreign exchange savings, reduced GHG emissions, national income savings and reduced costs of ownership for car owners. The analysis further suggested that savings would increase by more than 50% if the move toward EV is coupled with renewable-based electricity.

### **Progress made in Reducing Barriers**

To improve the energy security of SVG, the GoSVG issued its National Energy Policy (NEP)

in 2009 and National Energy Action Plan (NEAP) in 2010 that identifies specific strategies in Section 4.3 to develop renewable energy as a means to reduce the country's dependence on imported fossil fuels for electricity generation. This includes actions to scale-up development of geothermal, hydropower, wind energy, biomass and waste-to-energy, solar electricity and solar thermal. Additionally, the NEAP identifies actions to be taken to deploy de-centralized renewable energy applications for the Grenadine Islands as well as buildings and households that have costly connections to the grid. These actions result in benefits to local air quality and public health through the reduction of harmful atmospheric air pollutants from burning of fuels.

The NEAP also specifically identified electric mobility as a major area for reducing GHG emissions and the national agenda has targeted hybrid and electric vehicles into the island, with Government playing a leading role by introducing electric vehicles into its own fleet.

## **Project Background**

The government of St Vincent and the Grenadines has received funding from the Global Environmental Facility (GEF) to support its climate change mitigation thrust. The UNDP is implementing a medium size project entitled "Promoting Access to Clean Energy Services in St. Vincent and the Grenadines (PACES)" on behalf of the government.

The Project will seek to reduce GHG emissions from fossil fuel-based power generation by exploiting the renewable energy resources for electricity generation in St. Vincent and the Grenadines (SVG). It will promote clean energy decentralized electricity solutions in SVG, from unutilised Renewable Energy (RE) resources including inter alia, hydropower, wind, and solar. It is envisaged that through the project activities there will be a greater share of RE in the islands' energy mix by (i) the strengthening of the country's clean energy policy framework including the streamlining of processes for RE investment approvals; (ii) increasing the capacities of appropriate institutions and individuals to support clean energy developments in SVG; and (iii) mobilizing investments for RE demonstration projects utilizing solar resources for electricity generation.

## **PURPOSE, OBJECTIVES AND EXPECTED RESULT**

### **Objectives of the Consultancy**

The objective of the consultancy is to support the Government of St. Vincent and the Grenadines to develop a draft policy which promotes Energy Efficiency and air pollutant reduction in the Transport sector through the capitalisation of Fuel Economy via Fuel Efficient Internal Combustion Engine (ICE), Hybrid and Electric Vehicles (HEV).

## **SCOPE OF THE WORK**

The Consultant will work within the framework of the objectives to be achieved. The activities that are established as part of the work programme and the deliverables must be accomplished.

### **Specific Activities**

The Consultant will be required to undertake the following activities to fulfil his/her obligations under the contract:

- Participate in a briefing meeting with the PACES project team, Energy Unit of SVG, Ministry of Finance, Ministry of Transport, Vehicle Dealers and other relevant stakeholders and prepare inception report.
- Conduct a diagnostic review of local and regional policies, legislation, resolutions, best practice guidelines, study reports, and other relevant literature which may impact on the (1) *Analysis of the Fuel Economy of Vehicles Imported into St. Vincent and the Grenadines*, (2) the *Draft policy for Energy Efficient and Less Polluting Vehicles*, and the subsequent (3) *short and medium term Action Plan to transition towards the uptake of more energy efficient vehicles including an Electric Mobility Transition Strategy* so that the consultant becomes familiar with developments in energy and transport in SVG and the region. This information will inform the completion of his/her work and must be presented in the form of a Literature Review report.
- Interface with various key stakeholders with responsibility for energy, transport, finance, environment and other relevant sectors in SVG.
- Collect and analyse data relevant to the development of each deliverable of the consultancy. This includes but is not limited to; data on vehicles imported into SVG, fuel consumption within the transport sector, successful policies implemented both internationally and regionally as well as work done on Electric Vehicles in SVG and the wider Caribbean – *Economic Impact of E-Mobility Transition in St. Vincent and the Grenadines* and the *Electric Mobility Readiness Assessment for St. Vincent and the Grenadines* which should inform the policy as it relates to Electric Vehicles.
- Develop a detailed analysis of the fuel economy of vehicles imported into SVG over a period of 5 to 10 years. The purpose of this analysis is to form evidence based support for the *Draft policy for Energy Efficient and Less Polluting Vehicles*, and the *Electric Mobility Transition Strategy*. It is expected that this analysis will correlate the fuel efficiency of the ground transportation sector and its fuel consumption.
- Develop the required institutional framework for a successful transition to Electric Mobility. The Draft Policy will support the broad and specific development objectives of the transportation sector of St. Vincent and the Grenadines as outlined in the (1) *St. Vincent and the Grenadines National Economic and Social Development Plan*, (2) *Energy Action Plan for St. Vincent and the Grenadines (NEAP)*, (3) *Sustainable Energy for SVG: The Government's - National Energy Policy (NEP)*, (4) *SVG's Nationally Determined Contribution (NDC)*, and (4) *SVG's Nationally Appropriate Mitigation and Actions (NAMA)* (currently being developed).
- Develop a short and medium term Action Plan to transition towards the uptake of more energy efficient vehicles. This must include and Electric Mobility Transition Strategy (which expands on the *Roadmap* (p24) outlined in the *Electric Mobility Readiness Assessment for St. Vincent and the Grenadines*).

The Electric Mobility Transition Strategy should contain inter alia:

- Approach for incentive development (tax and non-tax)
- Public awareness and sensitization strategy
- Policy for battery life-cycle (for example as storage post car use/recycling/disposal etc.)

- Resource mobilisation strategy
- Transparently document and provide all background material, data, databases and calculation files to the Ministry of Economic Planning, Industry, Information and Labour for its Nationally Determined Contribution (NDC) transparency archive.
- Collect, manage data and develop transparent evidence bases supporting and tracking the policies developed. The Consultant is to work with and train the staff of the Energy Unit and other key agencies to collect, analyse, manage and report on the data.
- Develop methods, data sources and assumptions for transparent tracking Monitoring Review and Verification (MRV) the performance of the developed policies.
- Prepare and present a draft policy document for Energy Efficient? and less polluting vehicles for review and refinement by national energy stakeholders in SVG.
- Finalise the draft policy document on Electric Mobility in SVG presented in three (3) printed, bounded copies, and one electronic copy must be submitted to the PACES Project.

#### **Deliverables to be achieved by the consultant**

- An **Inception report** detailing an activity schedule and the proposed methodology/approach which will be used to (1) analyse the fuel economy of vehicles imported into St. Vincent and the Grenadines, (2) develop the Draft Policy for Energy Efficiency and less polluting vehicles in the Transport sector of SVG and (3) develop a short and medium term Action Plan to transition towards the uptake of more energy efficient vehicles inclusive of and electric mobility transition strategy within two weeks of the signing of the contract.
- A **literature review** of regional and international policies, studies, best practices and other documents relevant to the scope of the consultancy. This review will capture among other items; challenges/barriers, justification, successes, best practice, local, regional and international trends as they relate to reformation of the transportation sector towards more efficient road transport (inclusive if electric mobility).
- An **analysis of the fuel economy** of vehicles imported into St. Vincent and the Grenadines. The analysis is expected to add to the body of evidence based support for the Draft Policy and consequential Action Plan/Electric Mobility Transition Strategy. At least 2 drafts of this document must be presented for comments and refinement by the relevant stakeholders.
- **Draft policy document** including the presentation of this draft policy to key stakeholders for feedback and refinement. The policy document should consider the co-benefits and any adverse impacts of policies on other sustainable development goals (e.g. Goal 3: Good Health and Well-being, Affordable and Clean Energy, Decent Work and Economic Growth, Industry, Innovation and Infrastructure, Sustainable Cities and Communities, Responsible Consumption and Production, Climate Action).
- Final draft policy document for promotion and dissemination which outlines a clear and comprehensive strategy for the promotion and delivery of benefits of a transition

to electric mobility. This final document should incorporate *inter alia* stakeholder recommendations, best practices, lessons learnt from other islands and co-benefit analysis etc.

- Short and medium term Action Plan towards the uptake of more energy efficient vehicles. This Action Plan must be inclusive and assign responsibility to key agencies/offices as well as foster transportation reform and new (related) business development within the private sector.

Deliverable	Deadline	Percentage Payment
Inception Report	TBD	10
Literature Review	TBD	10
Final Fuel Efficiency Analysis Report	TBD	20
Draft Electric Mobility Policy Document	TBD	15
Draft Electric Mobility Transition Strategy	TBD	15
Final Electric Mobility Policy Document and Action Plan	TBD	30

The Policy on Electric Mobility for SVG should contain, *inter alia*

- Background and current state of affairs in the relevant Sectors in SVG
- Policy Priorities for advancing Electric mobility in SVG including, *inter alia*;
  - Low carbon development/low emissions growth in the transportation sector
  - Streamlining with the utility to encourage demand side management for charging of EVs.
  - Develop/streamline import procedures/policies for EVs and HEVs and ancillary components such as home chargers, commercial charging units
  - Policies to support and promote renewable energy development (particular solar PV) as part and parcel of the transition towards electric mobility.
  - Policies to encourage alternative taxation to strike fiscal neutrality while promoting transition to Electric Mobility.
  - Policies governing government procurement to increase the number of Energy Efficient/Electric Vehicles in the Government's fleet
  - Specific policy sections addressing
    - Electric mobility in the national/public transport sector
    - Electric mobility for industry/commerce/agriculture
    - Electric mobility at the residential level

## **LOGISTICS AND TIMING**

### **Location**

The Consultant will be located at the usual place where he/she conducts business. He/She will be required to make him/herself present in St. Vincent and the Grenadines for key stakeholder consultations and necessary for the execution of this consultancy.

### **Performance Period**

The services of the Consultant will be retained for a period of six (6) months from the date of the signing the contract.

## **PERSONNEL REQUIREMENTS**

### **Qualifications and Experience**

#### Lead Consultant

Candidate must possess at least:

- An advanced degree in environmental science, engineering or a related field
- Candidate must have professional experience and track record working in the energy or transport sector of at least 8 years.
- Candidate must have at least 5 years of experience with electric mobility transition activities, including policy, infrastructure, financing and technology aspects.
- Candidate should have experience of policy analysis considering sustainable development goal co-benefits and potential negative impacts.
- Candidate must have a background in energy and transportation related matters with a sound knowledge of current electric mobility issues, trends and perspectives, including a range of policy options and possibilities as it relates to the Caribbean
- Candidates should be fluent in the English Language with excellent analytical and communication skills. He/she must be computer proficient in MS Office Suite.
- The ability to collect and manage data and develop transparent evidence bases supporting and tracking the policies developed.
- Experience working with donor and governmental agencies within the Caribbean Region would be an asset

#### Other skills:

- Good communication skills
- Extensive knowledge on structure, components and content of user-friendly national energy policies
- Previous experience in facilitating policy-oriented workshops or public consultations.
- A strong business background, educational and work experience must be credible to the team.
- The ability to control the consultation process and create synergy of the group/ sub groups so as to complete the consultation effectively and efficiently.
- The ability to adapt to local context in preparation for, during and after the event. This may include policy terminology, basic understanding of local stakeholders and other

relevant matters.

- Development of data sources and sustainable data supply for tracking the policy development and implementation. Familiarity with recent regional and international developments that could impact the content and structure of the Policy

### Other experts

CVs for experts other than the key experts should not be submitted in the tender. The Consultant shall select and hire other experts as required according to his/her needs. The selection procedures used by the Consultant to select these other experts shall be transparent, and shall be based on pre-defined criteria, including professional qualifications, language skills and work experience.

## **FACILITIES TO BE PROVIDED BY THE CONSULTANT**

The consultant shall provide all the facilities that he/she requires to develop the course training modules. Facilities will be provided by the PACES Project for the delivery of workshop.

## **EQUIPMENT**

No equipment is to be purchased on behalf of the Contracting Authority / beneficiary country as part of this service contract or transferred to the Contracting Authority / beneficiary country at the end of this contract.

## **REPORTS**

### **Reporting Requirements**

The Consultant shall submit to the Project Officer, one original report and one other copy along with an electronic file copy of all reports/modules generated from this consultancy, including but not limited to, Inception Report, Final report and Training Modules. The Project Officer will be responsible for the approval of these documents.

## **MONITORING AND EVALUATION**

### **Definition of Indicators**

The indicators against which the Consultant will be evaluated on with respect to his/her performance include:

- Compliance with the schedule for the submission of reports on the outputs of the project.
- Quality and comprehensiveness of final draft policy document
- Adherence to established professional standards in clarity of thought, knowledge of the subject, vision, etc.

## **SUPPORTING DOCUMENTS**

- *Economic Impact of E-Mobility Transition in St. Vincent and the Grenadines*
- *Readiness Assessment for Electric Mobility in St Vincent and the Grenadines*

- *Energy Action Plan for St. Vincent and the Grenadines (NEAP)*
- *Sustainable Energy for SVG: The Government's National Energy Policy (NEP)*
- *St. Vincent National and Economic Development Plan*
- *SVG's Nationally Determined Contribution (NDC)*
- *SVG's Nationally Appropriate Mitigation and Actions (NAMA) (currently being developed).*

## **TAXATION**

All **non-nationals** of St. Vincent and the Grenadines are required to pay a 20% Withholding Tax for all services rendered in the country in accordance with the Third Schedule of the Income Tax Act of St. Vincent and the Grenadines. The Agreement Among The Governments Of The Member States Of The Caribbean Community For The Avoidance Of Double Taxation And The Prevention Of Fiscal Evasion With Respect To Taxes On Income, Profits Or Gains And Capital Gains And For The Encouragement Of Regional Trade And Investment is applicable to CARICOM nationals as a safeguard against double taxation. Refer to the documents cited for further information.

For further information contact the **Energy Unit of the Government of St. Vincent and the Grenadines at the Corner of Higginson and Lower Middle Street, Kingstown, St. Vincent**  
**Telephone: 1 784 451-2338. Email: [leshan.monrose@undp.org](mailto:leshan.monrose@undp.org) / [dandre.jackson@undp.org](mailto:dandre.jackson@undp.org)**

Proposals are to be submitted electronically to: [leshan.monrose@undp.org](mailto:leshan.monrose@undp.org) and [dandre.jackson@undp.org](mailto:dandre.jackson@undp.org)

**Deadline for the submission of proposals: August 21, 2017**