

Request for Proposals

Project Title: Promoting Access to Clean Energy Services in St. Vincent and the Grenadines (PACES)

1. 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. Under the component of *Establishment of a Clean Energy Policy Framework* a contract will be awarded for the **Consultancy to Review and Update the National Energy Policy and National Energy Action Plan For Saint Vincent And The Grenadines**

The Promoting Access to Clean Energy Services in St. Vincent and the Grenadines (PACES) Project now invites sealed Tenders from eligible bidders for the;

Consultancy to Review and Update the National Energy Policy and National Energy Action Plan For Saint Vincent And The Grenadines

Interested eligible bidders may obtain further information from:

*PACES Project
Energy Unit, Ministry of National Security, Air and Seaport Development
Corner of Higginson and Lower Middle Street
Kingstown
St. Vincent and the Grenadines
Telephone Number: 1 784 451 2338
Email: leshan.monrose@undp.org
dandre.jackson@undp.org*

2. Proposals

Any suitable format may be used but must include the following items;

- Relevant qualifications and experience
- Consultancy Execution: methodology and project schedule
- Financial offer – **Quoted in Eastern Caribbean Dollars (XCD)**

Tenders must be sent to the following address:

*The Secretary
Central Supplies Tenders Board
Ministry of Finance and Economic Planning
Government of St. Vincent and the Grenadines
3rd Floor, Financial Complex
Kingstown
St. Vincent and the Grenadines*

Attention: *Secretary Central Supplies Tenders Board*

3. Tenders must comply with the following conditions:

All tenders must be submitted in one envelope, marked 'original', and three (3) copies with double side printing; copies signed in the same way as the original and marked 'copy'.

The envelope shall be addressed to:

Tenders must be delivered to the address below on or before **MAY 30, 2018 at 2:00 pm**

*The Secretary
Central Supplies Tenders Board
Ministry of Finance and Economic Planning
Government of St. Vincent and the Grenadines
3rd Floor, Financial Complex
Kingstown
St. Vincent and the Grenadines*

Attention: *Secretary Central Supplies Tenders Board*

Bear the name “**Consultancy to Review and Update the National Energy Policy and National Energy Action Plan for Saint Vincent And The Grenadines**” and the words “**DO NOT OPEN BEFORE 2:00 PM ON MAY 30, 2018**”

Electronic bidding will not be permitted.

Late tenders will be rejected.

The deadline for the submission of tenders is: **MAY 30, 2018 at 2:00 pm**

4. Clarifications

If the Contracting Authority, on its own initiative or in response to a request from a prospective tenderer, provides additional information on the tender, it must send such information in writing to all other prospective tenderers at the same time.

Request for clarification must be submitted in writing to

**PACES Project
Promoting Access to Clean Energy Services (PACES) Project in
St. Vincent and the Grenadines
Energy Unit, Ministry Of National Security Air and Seaport Development
Corner of Higginson and Lower Middle Street
Kingstown,
St. Vincent and the Grenadines
Telephone Number: 1 784 451 -2338**

OR via email to leshan.monrose@undp.org / dandre.jackson@undp.org by **MAY 13, 2018**.

Clarifications will be posted on <http://energyunit.gov.vc/energyunit/index.php/opportunities> on **MAY 17, 2018**.

5. Period of validity

Tenderers will be bound by their tenders for a period of 90 days from the deadline for the submission of tenders.

In exceptional cases and prior to the expiry of the original tender validity period, the Contracting Authority may ask tenderers in writing to extend this period by 10 days. Such requests and the responses to them must be made in writing. Tenderers that agree to do so will not be permitted to modify their tenders and they are bound to extend the validity of their tender guarantees for the revised period of validity of the tender.

6. Alteration or withdrawal of tenders

Tenderers may alter or withdraw their tenders by written notification prior to the deadline for submission of tenders. No tender may be altered after this deadline. Withdrawals must be unconditional and will end all participation in the tender procedure.

Any such notification of alteration or withdrawal must be prepared and submitted in accordance with the procedure for receiving Tender Clarifications. The outer envelope must be marked 'Alteration' or 'Withdrawal' as appropriate.

No tender may be withdrawn in the interval between the deadline for submission of tenders referred to in and the expiry of the tender validity period.

7. Cancellation of the tender procedure

If a tender procedure is cancelled, tenderers will be notified by the Contracting Authority. If the tender procedure is cancelled before the tender opening session the sealed envelopes will be returned, unopened, to the tenderers.

Cancellation may occur, for example, if:

- i. the tender procedure has been unsuccessful, namely where no qualitatively or financially worthwhile tender has been received or there has been no valid response at all;
- ii. the economic or technical parameters of the project have changed fundamentally;
- iii. exceptional circumstances or *force majeure* render normal implementation of the project impossible;
- iv. all technically compliant tenders exceed the financial resources available;
- v. there have been irregularities in the procedure, in particular where these have prevented fair competition;
- vi. the award is not in compliance with sound financial management, i.e. does not respect the principles of economy, efficiency and effectiveness (e.g. the price proposed by the

tenderer to whom the contract is to be awarded is objectively disproportionate with regard to the price of the market.

In no event will the Contracting Authority be liable for any damages whatsoever including, without limitation, damages for loss of profits, in any way connected with the cancellation of a tender procedure even if the Contracting Authority has been advised of the possibility of damages.



TERMS OF REFERENCE

**CONSULTANCY TO REVIEW AND UPDATE THE
ENERGY ACTION PLAN FOR ST. VINCENT AND THE GRENADINES**

BACKGROUND INFORMATION

Beneficiary Country

St. Vincent and the Grenadines

Contracting Authority

Government of St. Vincent and the Grenadines

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 objectives of the consultancy include;

- A baseline assessment of energy statistics and gap analysis of the current National Energy Policy (NEP) and National Energy Action Plan (NEAP) and regulatory framework within St. Vincent and the Grenadines
- A revision of the existing NEP, to generate a comprehensive document that provides a practical and realistic framework for the development of a sustainable energy sector – based on energy efficiency applications and cost-effective renewable energy use – in SVG, including policy objectives and policy options for future scenarios.
- A revision and update of the existing NEAP to provide a practical and realistic implementation plan to achieve the goals and objectives of the NEP. The plan should include clear goals, actions, responsible parties, timelines etc. and a monitoring and evaluation plan which includes clear KPIs for tracking progress.
- Mainstream objectives of global Sustainable Development agreements that SVG has signed onto, into the national planning of the NEP and NEAP. These include *inter alia*;

the Sustainable Development Goals (SDGs) (and their associated targets) of Agenda 2030, the Paris Agreement and Sendai Framework for Disaster Risk Reduction.

Deliverables to be achieved by the Consultant

The Consultant will be responsible for the following outputs:

- An **Inception report** detailing an activity schedule and the proposed methodology/approach which will be used to review and update the NEP and NEAP within two weeks of the signing of the contract.
- A **literature review and baseline report** that reviews the context and situation analysis with reference to the existing National Energy Policy, regulatory frameworks, future scenarios and a gap analysis.
- **Draft revision of NEP and NEAP** presented as two separate documents, which incorporates *inter alia* findings from initial desk review, and stakeholder consultations, baseline statistics review, recommendations to address identified gaps in the existing NEAP and streamline actions with the policies of the updated NEP. A PowerPoint presentation for the draft NEP and NEAP is required.
- **Final NEP and NEAP** for promotion and dissemination which outlines clear actions to achieve the proposed energy goals of St. Vincent and the Grenadines. This final document should incorporate *inter alia* stakeholder recommendations, best practices, lessons learnt from other islands etc. PowerPoint presentation with the main findings and recommendation for the NEP and NEAP is required.

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 and the Energy Unit.
- Conduct a diagnostic review of all policies, legislation, resolutions, best practice guidelines, study reports, and other relevant literature which may impact on the NEP and NEAP, so that the consultant becomes familiar with Energy developments in SVG. This information will inform the completion of his/her work.
- Develop a process/methodology for developing a revised National Energy Policy and Action Plan for SVG including but not limited to the:
 - Identification and confirmation of stakeholders
 - Confirmation of milestones
 - A suggested consultation process

- Review the existing NEP and NEAP and undertake a gap analysis of the current energy policy and regulatory framework including:
 - Collect all relevant documentation including at national, regional and global levels related to the role of energy in SVG in terms of environmental, social and economic considerations
 - Review the status of the development of the energy sector based on the progress since the publication of the existing National Energy Policy and Action Plan
 - Analyze the gaps and opportunities for energy services and the energy sector to contribute to the national policy goals
- Develop a baseline report with energy data and future scenarios including:
 - Analyze energy service needs and develop projections for up to twenty years
 - Analyze the institutional arrangements related to the energy sector in SVG
 - Assess the governance and regulatory systems for the provision of energy services
 - Identify and assess the environmental and social indicators related to the provision of energy services and development of the energy sector
 - Develop different scenarios for the role of energy as a basis for social and economic development
- Prepare a draft policy paper with policy objectives that presents a framework and key considerations for a revised National Energy Policy with the following key headings that can serve as a discussion paper
 - Context and need for a policy
 - Policy objectives
 - Demand considerations
 - Supply considerations
 - Cross-cutting issues
 - A suggested strategy
- Prepare a draft National Energy Action Plan for the achievement of the objectives and goals presented in the National Energy Policy including but not limited to, actions, responsible partners/ministries/stakeholders, timelines for implementation to achieve the desired results, synergies between the National Action Plan and Regional and Global Sustainable Development Frameworks, a monitoring and evaluation plan with clearly stated KPIs
- Interface with various key stakeholders with responsibility for energy and other relevant sectors which would be impacted on/contribute to the NEP and NEAP.
- Conduct at least two (2) consultations with relevant stakeholders to present and discuss initial proposed review of the NEP and NEAP for further refinement, adoption of action plans, incorporating stakeholders' comments into final document.
- Final updated NEP and NEAP document presented in three (3) printed, bounded copies, and one electronic copy must be submitted to the Project Director of the PACES Project and presented to Energy stakeholders.

Considerations

- Agenda 2030 for Sustainable Development must be integrated into all the Actions of the NEAP in such a way that the SDGs cannot be separated from the action plan. Each Action outlined must mention the related SDG and related targets that it supports in addition to the timeframe for action.
- The NEAP must support horizontal policy coherence, i.e. create an integrated approach to solve the interrelated challenges/barriers to Energy transformation in SVG. This is necessary as Energy presents a multi-sectoral challenge and is a key sector for creating and promoting inclusive and sustainable social and economic growth
- The NEAP must be in line with the National Social and Economic Development Plan, SVGs Nationally Determined Contributions, the Paris Agreement, and other relevant national, regional, and global development agreements

PAYMENT STRUCTURE

The consultancy will be developed according to the following structure of payments

Deliverable	Deadline	Percentage Payment (%)
Inception Report	TBD	20
Literature Review, Baseline and Gap Assessment	TBD	20
Draft National Energy Policy and Action Plan	TBD	30
Final National Energy Policy and Action Plan	TBD	30

RESPONSIBLE BODY

The Consultant shall report to the Project Director of the PACES project within the Energy Unit of the Ministry of National Security, Air and Sea Port Development.

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 as the activities within his/her scope of work requires.

Performance Period

The services of the Consultant will be retained for a period of four (4) months from the date of the signing the contract.

PERSONNEL REQUIREMENTS

Qualifications and Experience

Lead Consultant

Candidate must possess at least:

- The consultant must hold a Master's degree in Law, Public Policy, Energy or related fields of practise and expertise, and with a background with at least five (5) years of experience in policy drafting. A PhD degree or related is a plus.
- Candidate must have a background in energy and electricity related matters with a sound knowledge of current energy issues, trends and perspectives, including a range of RE options and possibilities in respect of 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 and a digital project management tool such as MS Project.
- Experience working with donor and governmental agencies within the Caribbean Region would be an asset
- Demonstrated ability to produce Energy related policies 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.

FACILITIES TO BE PROVIDED BY THE CONSULTANT

The consultant shall provide all the facilities that he/she requires to carry out his/her work.

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 Director, three original reports and one other copy along with an electronic file copy of all reports generated from this consultancy, including but not limited to, Inception Report, Stakeholder Consultation Report, and Draft and Final reviewed NEAP documents. The Project Director will be responsible for the approval of these documents.

SUBMISSION & APPROVAL OF PROGRESS REPORTS

- The Consultant shall submit to the Project Director any additional report(s) that may be reasonably requested in connection with the progress of the elements of the Project for which the Consultant has responsibility as outlined in the Terms of Reference.
- All reports shall be deemed to be accepted by the Project Director if the he does not provide the Consultant within fourteen (14) days from the date of receipt of reports, with written notice specifying in detail, recommended changes or corrections or deficiencies in the quality of the report. The Consultant, on receipt of such written notice, shall thereupon promptly make any necessary corrections, amendments and/or adjustments to the reports which, shall be resubmitted to the Project Director for his approval.

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 the Revised NEAP
- Adherence to established professional standards in clarity of thought, knowledge of the subject, vision, etc.

SUPPORTING DOCUMENTS

Supporting documents include but are not limited to;

- *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 2013-2025*
- *SVG's Nationally Determined Contribution (NDC) to the UNFCCC*
- *SVG's Nationally Appropriate Mitigation and Actions (NAMA) (currently being developed).*
- *SVG Integrated Resource Plan/National Energy Transition Strategy*
- *Agenda 2013 for Sustainable Development*
- *UN Paris Agreement*

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.