TERMS OF REFERENCE (TOR)

EXPERT CONSULTANT

PROJECT NAME:

“Promoting Just and Inclusive Energy Transition in the ASEAN Energy Sector”

DEADLINE:
8 July 2024
I. Project Name:
ACE-Oxfam Joint Project on Promoting Just and Inclusive Energy Transition in the ASEAN Energy Sector

II. Post Title:
Expert Consultant

III. Background
The ASEAN Centre for Energy (ACE) is an intergovernmental organisation that independently represents the 10 ASEAN Member States’ (AMS) interests in the energy sector. The Centre serves as a catalyst for the economic growth and integration of the ASEAN region by initiating and facilitating multilateral collaborations as well as joint and collective activities on energy. It is guided by a Governing Council composed of Senior Officials on Energy from each AMS and a representative from the ASEAN Secretariat as an ex-officio member. Hosted by the Ministry of Energy and Mineral Resources of Indonesia, ACE office is in Jakarta.

Part of the efforts to fulfil its function as a regional centre of excellence that builds a coherent, coordinated, focused and robust energy policy agenda and strategy for ASEAN, ACE conducts joint studies, policy dialogues and capacity buildings for ASEAN Member States to support the implementation of the ASEAN Plan of Action for Energy Cooperation (APAEC) 2016-2025.

APAEC 2016 – 2025 is served as the blueprint for enhancing energy connectivity and market integration in ASEAN to achieve energy security, accessibility, affordability, and sustainability for all AMS. The region has set a target to achieve the 23% and 35% of renewable energy (RE) share in the total primary energy supply (TPES) and installed power capacity, both by 2025, respectively. ASEAN will continue the APAEC 2016-2025 Phase I: 2016-2020 by introducing new cycle of APAEC which is APAEC Phase II: 2021-2025. Thus, to further accelerate the deployment of renewable energy, delve into underexplored lever beyond energy and climate nexus is needed.

As ASEAN is kicking off the development of the next phase of APAEC 2026-2035, strategic implementation of the Just and Inclusive Energy Transition from the 39th and 41st Joint Ministerial Statements of the ASEAN Ministers on Energy Meeting (AMEM) and integration of the notion including gender mainstreaming in the new APAEC shall be actively pursued, considering that mainstreaming such notion remains a nascent topic within regional policies.

The ASEAN community has established the policy basis to mainstream gender in various aspects, include the ASEAN Declaration on the gender-responsive implementation of the ASEAN Community Vision 2025 and the ASEAN Gender Mainstreaming Strategic Framework 2021-2025. The energy-gender nexus studies and development remain limited to provide leeway in accelerating the energy transition in the region. In response, ACE provided a steppingstone for an energy and gender roadmap (ASEAN RE-Gender Roadmap), published in 2022, with support from UNEP under the EmPower Phase I project, which encompasses a strategic framework and modality for ASEAN’ guidance to enhance gender mainstreaming efforts in RE.

Therefore, to support the initial implementation of the promotion of the existing framework of the ASEAN RE-Gender Roadmap and the overarching notion on Just and Inclusive Energy Transition, ACE collaborates with Oxfam International in the framework of the project “Promoting Just and Inclusive Energy Transition in the ASEAN” under the “Oxfam Influencing Just Energy Transition in Southeast Asia (I-
JET)*. The output of this project will also support and contribute to the development of the next cycle of the regional energy blueprint to be endorsed by AMEM in 2025.

The objective of this project is as follows:

**Raising awareness of the just and inclusive energy transition, including energy-gender nexus in ASEAN**

The project operates at the regional level in ASEAN and focuses on four fields of activities as follows:

i. Support the organisation of a multistakeholder dialogue on energy-gender.

ii. Identify baseline research on the insights of the importance of energy-gender policy in ASEAN.

iii. Defining regional just and inclusive energy transition.

iv. Raising public and officials' awareness.

To achieve the jointly defined objectives of the Project, the main activities of the Project will consist of the following activities:

<table>
<thead>
<tr>
<th>Activity</th>
<th>Jul 2024</th>
<th>Aug 2024</th>
<th>Sep 2024</th>
<th>Okt 2024</th>
<th>Nov 2024</th>
<th>Dec 2024</th>
<th>Jan 2025</th>
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<tbody>
<tr>
<td>1. <strong>Multistakeholder Dialogue on Energy-gender Nexus</strong></td>
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<tr>
<td>a. Provide experts review on the concept note of the multistakeholder dialogue</td>
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<td>b. Support the stakeholder mapping and gather contacts into available database</td>
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<td>c. Prepare summary and key points from the event</td>
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<td>2. <strong>Develop Academic Journal on Mainstreaming Gender on Energy Policy in ASEAN</strong></td>
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<td>a. Develop abstract</td>
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<td>b. First draft paper and presentation (initial findings)</td>
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<td>c. Finalise the reviewed draft paper</td>
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<td>d. Revision (if any)</td>
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<td>3. <strong>Report Just and Inclusive Energy Transition</strong></td>
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<td>a. Report outline</td>
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<td>b. Report development</td>
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<td>c. Revise the report</td>
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Therefore, for supporting the project activities, ACE is seeking an experienced technical expert(s) to deliver the output of the study.

IV. Duration of Engagement
   a) The Consultant awarded with the assignment will be hired from **July 2024** until **January 2025** and obliged to work within the required deadlines and be available for call if needed.

   b) The Technical Expert will undertake this roadmap development for a period of approximately equivalent to 25 man-days (Table 2), which can be continuous or intermittent due to the further discussion between ACE and Consultant. The rate is also referring the ACE’s rules and regulation (ACE Publish Rate)

V. Task to be undertaken
   The Consultant will be assigned to provide a technical assistance to the ACE in delivering the study as per following detail:
   a. Objective of the assignment
      i. To pave the way and define the ASEAN Just and Inclusive Energy Transition for approval by ACE and ASEAN Member States
      ii. To identify necessary Gender-Responsive Renewable Energy data as per the request and needs of ACE and ASEAN Member States through the developed survey-based research
      iii. To assist ACE in data collection from relevant stakeholders
      iv. To provide recommendations in implementing the project through necessary activities, such as academic journal, multi-stakeholder dialogue and energy-gender database in landing page

   b. Scope of work
      The scope of the assignment for the technical experts are:
      i. Multistakeholder Dialogue on Energy-Gender
         The activities outputs and insights shall be noted by expert to be use as a reference for the report development.
      ii. Academic Journal
         1. Preparing the abstract
         2. Gathering data
         3. Finalising the paper
      iii. Development of the Report
         1. Compiling the data needed (primary and secondary sources)
         2. Laying out the Report content
         3. Drafting the Report
         4. Incorporating inputs and revisions from the related stakeholders
         5. Finalising the Report

   c. Expected Deliverables
      Expected deliverables and timelines to be submitted by the experts are:

      | Deliverables                          | Deadline         | Man-Days |
      |--------------------------------------|------------------|----------|
      | 1. Multistakeholder Dialogue on       | July – August 2024 | 3        |

Table 2. Scope of Work and Deliverables of External Consultant
Energy-Gender

i. Provide experts review on the initial concept note of the multistakeholder dialogue
ii. Support the stakeholder mapping and gather contacts into available database
iii. Prepare summary and key points from the event

2. Academic Journal

i. Develop abstract
ii. First draft paper and presentation (initial findings)
iii. Finalise the reviewed draft paper
iv. Revision (if any)

| July – January 2024 | 11 |

3. Development of the Report Just and Inclusive Energy Transition

i. Draft report outline
ii. Develop the report
iii. Finalise and revise the report

| July – September 2024 | 11 |

| Total Man-Days | 25 |

VI. Work Mechanism

The implementation of the capacity building will involve various parties, as below, but not limited to:

a. ASEAN Centre for Energy (ACE) is in charge for the whole implementation of the project. It is led by Modelling and Policy Planning (MPP Department) under coordination with ASEAN Plan of Action for Energy Cooperation (APAEC) Department, under the commission of the Executive Director of ACE. ACE will manage and facilitate the work and communication on all official consultation with the official AMS Focal Points: RE-SSN, REPP-SSN, SOME, and AMEM, including with other external parties, if needed. All communication work is only through ACE.

b. The External Consultant to provide the technical expertise as described in TOR. During the work period, the Consultant is required to do the regular conference call meeting with the ACE to discuss the progress in every single step of work. A Webinar / GoToMeeting / Microsoft Teams may also to be conducted in regular basis with the involved parties to monitor and follow up the progress of the work.

All intellectual properties that are generated from this Project are owned solely by ACE. External consultant shall maintain the confidentiality of the acquired data and only be utilized for the sole and exclusive interest of ACE, unless written approval has been granted.

VII. Qualification & Relevant Experiences Technical skills:

a. A Master’s degree in energy policy and planning, gender studies, sociology, anthropology, law, public policy, science and technology, and another appropriate specialist discipline. A Doctorate’s degree is an advantage.

b. At least seven (7) years working experience in the energy sector and gender mainstreaming programme or in another relevant field in a technical capacity is preferred. Extensive experience in gender-energy policy and ASEAN energy research is an advantage.

c. Experienced in conducting multistakeholder dialogue, focus group discussion, etc in order to gather the primary data needed for the study.

d. Excellent command of English and capacity in writing high quality reports in the language; ability to deliver high-quality workshops and discussion in English is also required.

e. Capacity and flexibility to complete the assignment within the required time frame.
VIII. Consultant Fee
a. The arrangement of composition for working days for ALL personnel must be specified with total number does not exceed the total estimated 25 days (adjusted fee) as has been mentioned in Table 1.
b. For satisfactory performance of the Assignment, Consultant will be paid a fixed fee of maximum USD 6,500 (Six Thousand and Five Hundred Dollar).
c. Payment will be made to Consultant’s nominated bank account.
d. ACE is an intergovernmental organisation and not liable for any taxes. You shall file and settle any payment for income tax arising from the income from ACE. ACE shall not be responsible for any consequences of your failure to fulfil your obligation relating to income taxation laws of your respective country.
e. The technical expert consultant is not required to travel to meeting venue; however, this might be changed over time, depend on the latest situation of the pandemic and other relevant issues.
f. A monthly report on the man-days usage and timesheet is required to be submitted by the external Consultant to ACE.

IX. Required Document
Interested Technical Expert invited to submit a proposal in response to these Terms of Reference (Max 10 pages).

a. The Technical component should present the following information (60%):
   ▪ A brief discussion indicating the bidder’s understanding of the needs of the study.
   ▪ A brief analysis of key issues as well as a methodological discussion of how the bidder proposes to address those needs including assessment of key issues, analytical strategies that will underlie the Project, specific tools/ methods/ techniques to be utilised, and practical discussion of possible limitations in carrying out the Project.
   ▪ A detailed work plan that specifies activities to be undertaken, expected outputs and deliverables, resources to be utilised and timing.
   ▪ A discussion on how measures to ensure the future sustainability of the outcomes of the Project will be addressed.
   ▪ CVs of the proposed expert and brief discussion of candidate’s past experience in undertaking similar work and brief summaries of all projects undertaken.

b. The Financial component should specify the following information (40%):
   Please complete and submit the financial proposal, which shall include cost estimates and payments schedule, following Annex 1 (one) to this proposal. The financial component should specify all direct and indirect costs, inclusive of applicable taxes, for undertaking the Project, including but not limited to:
   ▪ Professional fees of expert(s) for completing all deliverables in unit cost and the number of hours/days;
   ▪ Miscellaneous charges, if applicable;
   ▪ Justification for the allocation days and/or total day should be provided as well if more than the estimation in Table 1. Scope of Work and Deliverables of External Consultant.

Table 2. Format of Man-days proposed by External Consultant

<table>
<thead>
<tr>
<th>Deliverables</th>
<th>Planned Activities to comply the deliverables</th>
<th>Deadline</th>
<th>Proposed Expert(s)</th>
<th>Involved Working Days</th>
</tr>
</thead>
</table>
X. Submission of Application
You may apply by sending your proposal to procurement@aseanenergy.org and cc to mpp@aseanenergy.org by 8th July 2024 EOB at the latest. Please indicate the subject heading: Application for Technical Expert of ASEAN Just and Inclusive Energy Transition

XI. Amendment to Terms of Reference
These Terms of Reference may be amended in writing only, subject to the agreement of both parties.

XII. Confidentiality Agreement
Without written permission from ACE, the consultants shall, in no case, disclose any data or information to external parties.

XIII. Copyright and intellectual property
All material produced under this assignment will belong to ACE and remain property of ACE. The consultants will not have any control over copyright claims and intellectual property.

XIV. Contact Person
All communications and queries related to this ToR shall be submitted in writing form through email to procurement@aseanenergy.org and cc to mpp@aseanenergy.org.
ANNEX 1
Fees and Payment Schedule
(To be submitted as part of the Financial Proposal)

A. FEES

<table>
<thead>
<tr>
<th>No</th>
<th>Description</th>
<th>Unit</th>
<th>Fees (Total estimated cost)</th>
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<tbody>
<tr>
<td>1</td>
<td>Professional Services</td>
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<td></td>
<td>- Input days for each expected output</td>
<td>(# of days)</td>
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<tr>
<td>2</td>
<td>Other Expenses</td>
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<td>TOTAL</td>
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Unit: in USD or IDR

B. PAYMENT SCHEDULE

The FIRST PARTY shall make payment in the following manner of the total contract amount after successfully completing the deliverables by the Consultant:

- First payment (down payment): 60% (Within 2 weeks after signing the contract)
- Second payment: 40% (after approval and acceptance of all deliverables)

The payment shall be remitted to the following bank account:
Name of Bank:
Address of Bank:
BIC* (Swift Code):
Account No.:
Beneficiary’s Name: