TERMS OF REFERENCE (TOR)

SHORT-TERM CONSULTANT

PROJECT NAME:

“Study on ASEAN Energy Investment”
I. **Project Name:**
Study on ASEAN Energy Investment

II. **Post Title:**
Technical Expert Consultant

III. **Background**
The ASEAN Plan of Action for Energy Cooperation 2016-2025 Phase II: 2021-2025 outlined a regional target of reducing energy intensity by 32%, achieving 23% share of renewable energy (RE) in Total Primary Energy Supply and 35% share of RE in the region’s installed power capacity, all by 2025. As the deadline is fast approaching, ASEAN Member States (AMS) will need to introduce bold measures to achieve the regional climate and energy target.

Other than the aspirational targets, each AMS has also set its ambitious national target of attaining net-zero or carbon neutral. Sustainable finance is critical to funding these long-term targets for the next few decades. One of the important areas for deploying more large-scale RE systems is increasing investments. However, the global crises could hinder the RE investment progress in ASEAN both in demand and supply. Due to the limited fiscal capacity held by countries, there is an urgency to attract private finances for clean energy investments. Given the importance of private investments in RE projects, improving ASEAN enabling regulatory framework is essential. In addition to private investments, the AMS can perform several budgetary consolidations to accelerate the energy transition. These additional resources, either from external investments or internal fiscal consolidations, can be channeled to enhance the AMS energy system with low carbon technologies.

This study aims to assess the trends of energy investments in ASEAN to accelerate energy transition while maintaining energy security. It covers the type of investments needed, the potential sources and supporting policies to attract local and foreign direct investments. This topic will also allow exploring more mutually beneficial cooperation opportunities among AMS, as well as between AMS and international governments or other stakeholders outside the region.

**Scope of the Study:**
1. Comprehensive and detailed analysis of historical and future trends, opportunities, challenges, and best practices of domestic and foreign direct investments in the ASEAN energy sector, including from countries such as China, the US, Europe, Japan, Korea, and other major economies
2. The latest inventory of incentives implemented in AMS impacting the energy transition
3. Identify all the support measures that are available and have been given to the energy sector by AMS governments, by sectoral and fuel type
4. Deep dive on the energy investment situation in two AMS as case studies

To achieve the specific objectives of the project, the main activities of the study will include:
Table 1 Activities Schedule

<table>
<thead>
<tr>
<th>Activities</th>
<th>Month</th>
</tr>
</thead>
<tbody>
<tr>
<td>Kick-off Meeting</td>
<td></td>
</tr>
<tr>
<td>Preparation and Data Requirement Mapping</td>
<td></td>
</tr>
<tr>
<td>Data Collection and Validation</td>
<td></td>
</tr>
<tr>
<td>Data Processing and Analysis</td>
<td></td>
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<tr>
<td>Report Writing</td>
<td></td>
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<tr>
<td>Support on Report Revisions, Editing, and Design</td>
<td></td>
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<tr>
<td>Support on Report Publication and Launching</td>
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<tr>
<td>Development of Policy Brief</td>
<td>2</td>
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</tbody>
</table>

Therefore, to support 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 end of July 2024 until end of October 2024 (exact dates will be finalised in the contract), and obliged to work within the required deadlines and be available for a call if needed.
   b) The Technical Expert will undertake this study for a period of three (3) months (Table 2) with the stated Consultation Fee ($8), which can be continuous or intermittent due to the further discussion between ACE and the Consultant.

V. The task to be undertaken
   The Consultant will be assigned to provide technical assistance to the ACE project team in delivering the study as per the following detail:
   a. Scope of work
      The scopes of the assignment for the technical experts are:
      i. Development of Technical Report
         (a) Reviewing the report development status, including the latest collected data and report draft
         (b) Compiling the additional data needed (primary and secondary sources)
         (c) Laying out the updated report outline and content
         (d) Improving and writing the report draft
         (e) Incorporating inputs and revisions from language editor and the related stakeholders
         (f) Finalising the report to be sent out for design and publication
      ii. Findings Dissemination
         (a) Preparing materials and supporting the launching event in September 2024
      iii. Development of Policy Brief
         (a) Writing one (1) Policy Brief with 4-5 pages max based on the findings from the study
   b. Expected Deliverables
      Expected deliverables and timelines to be submitted by the experts are:
Table 2 Scope of Work and Deliverables of External Consultant

<table>
<thead>
<tr>
<th>Deliverables</th>
<th>Timeline</th>
<th>Person-Days</th>
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</thead>
<tbody>
<tr>
<td>1. Kick-off Meeting</td>
<td>July 2024</td>
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<tr>
<td>2. Data Collection and Validation</td>
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<tr>
<td>i. Review the latest collected data</td>
<td>July – August 2024</td>
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<td>ii. Data gaps requirement mapping</td>
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<td>iii. Review notes and recordings from ACE events related to the energy investments</td>
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<td>iv. Literature review</td>
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<td>v. Stakeholder interviews, if necessary</td>
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<tr>
<td>3. Technical Report</td>
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</tr>
<tr>
<td>i. Reviewing the report draft</td>
<td>July – September 2024</td>
<td></td>
</tr>
<tr>
<td>ii. Laying out the updated report outline and content</td>
<td></td>
<td></td>
</tr>
<tr>
<td>iii. Improving and writing the report draft</td>
<td></td>
<td></td>
</tr>
<tr>
<td>iv. Incorporating inputs and revisions from the language editor and related stakeholders</td>
<td></td>
<td></td>
</tr>
<tr>
<td>v. Finalising the report for publication</td>
<td></td>
<td></td>
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<tr>
<td>4. Findings Dissemination</td>
<td>September 2024</td>
<td></td>
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<tr>
<td>i. Preparing materials and supporting the launching event</td>
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<td></td>
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<tr>
<td>5. Policy Brief</td>
<td>October 2024</td>
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<tr>
<td>Total Person-Days</td>
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6. Work Mechanism
The implementation of the study will involve various parties, as below, but not limited to:

   a. ACE is in charge of the whole implementation of the study. It is led by Energy Modelling and Policy Planning (MPP) Department, under the commission of the Executive Director of ACE. ACE will manage and facilitate the work and communication on all official consultations with the official AMS Focal Points, if necessary. ACE has started the research, including data collection, processing, and report writing, to be enhanced by the Consultant.

   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, mostly online, with ACE to discuss and monitor the progress in every single step of work. The Consultant should be fully dedicated to the tasks and be ready for direct discussion with ACE and reply to any inquiry from ACE within a maximum of 24 hours.

All reports and studies are to be submitted in English. The reports will be made feasible to be uploaded on the ACE website and social media.

7. Qualification & Relevant Experiences

   a. A Master’s degree in engineering, energy policy and planning, energy economics, or another appropriate specialist discipline. A Ph.D. degree is an advantage.

   b. At least five (5) years of working experience in the energy sector or in another relevant field in a technical capacity is preferred. Experience in energy policy and energy economics research is an advantage.
c. Experienced in ASEAN energy-related official discussions is an advantage.
d. Excellent command of English and capacity to write high-quality reports and deliver high-quality discussions and presentations in the language.
e. Capacity and flexibility to complete the assignment within the required time frame.

8. Consultant Fee
a. The arrangement of components for working days for every personnel must be specified using the template in Table 2.
b. For the satisfactory performance of the Assignment, the Consultant will be paid a fixed fee of a maximum of USD 5,000 (Five Thousands Dollar).
c. Payment will be made to the Consultant’s nominated bank account.
d. ACE is an intergovernmental organisation and is 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 the income tax laws of your respective country.
e. The technical expert consultant is not required to travel to the ACE office or the meeting venue, however, this might be changed over time.
f. A monthly report on the person-days usage and timesheet is required to be submitted by the external Consultant to ACE.

9. Curriculum Vitae (CV)
Interested Technical Expert invited to submit a proposal in response to this TOR (Max. 10 pages).

a. The Technical component should present the following information:
   ▪ 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 an 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(s) and a brief discussion of the candidate’s experience in undertaking similar work and summaries of all projects undertaken.

b. The Financial component should specify the following information:
   Please complete and submit the financial proposal, which shall include cost estimates and payments schedule, following ANNEX 1 (one) to this TOR. 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. Please provide person-days for each deliverable work in the format of the below table.

- Travel costs, if any.
- Miscellaneous charges, if applicable.
- Justification for the allocation days and/or total days should be provided as well if more than the estimation in Table 2 Scope of Work and Deliverables of External Consultant.

**Table 3 Format of Person-days Proposed by External Consultant**

<table>
<thead>
<tr>
<th>Deliverables</th>
<th>Planned Activities to comply with the deliverables</th>
<th>Deadline</th>
<th>Proposed Expert(s)</th>
<th>Involved Working Days</th>
</tr>
</thead>
<tbody>
<tr>
<td>1.1</td>
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<td></td>
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<td></td>
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<tr>
<td>1.2</td>
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</tr>
</tbody>
</table>

10. Submission of Application
You may apply by sending your proposal to procurement@aseanenergy.org and mpp@aseanenergy.org on or before 14 July 2024. Please indicate the subject heading: Application for Short-Term Consultant on ASEAN Energy Investment.

11. Amendment to TOR
These TOR may be amended in writing only, subject to the agreement of both parties.

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

13. Copyright and intellectual property
All material produced under this assignment will belong to ACE and remain the property of ACE. The consultants will not have any control over copyright claims and intellectual property.
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>Total estimated cost (USD)</th>
</tr>
</thead>
<tbody>
<tr>
<td>1</td>
<td>Professional Services</td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td>- Input days for each expected output (# of days)</td>
<td></td>
<td></td>
</tr>
<tr>
<td>2</td>
<td>Travel Expenses (if any)</td>
<td></td>
<td></td>
</tr>
<tr>
<td>3</td>
<td>Other Expenses (if any)</td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td>TOTAL</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

B. PAYMENT SCHEDULE

ACE shall make payment in the following manner of the total contract amount after completing the deliverables by the Consultant:

- First payment (down payment): 20% (within one month after signing the contract)
- Second payment: 60% (after conducting data collection, report writing, and supporting launching event)
- Final payment: 20% (after submitting the policy brief)

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