



**TERMS OF REFERENCE (TOR) FOR
GENDER SPECIALIST FOR ENERGY EFFICIENCY FINANCING IN THE INDUSTRIAL
SECTOR**

PROJECT NAME:

**“Gender Action Plan in GCF-KDB Programme: Supporting Innovative
Mechanisms for Industrial Energy Efficiency Financing in Indonesia with
Lessons for Replication in other ASEAN Member States”**

DEADLINE:

17 January 2025



I. PROJECT NAME

Gender Action Plan in GCF-KDB Programme: Supporting Innovative Mechanisms for Industrial Energy Efficiency Financing in Indonesia with Lessons for Replication in other ASEAN Member States

II. POST TITLE

Gender Specialist for Energy Efficiency Financing in the Industrial Sector

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 located 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. These provide the regional blueprint for reducing the energy intensity of the region by 32% by 2025. One of the main program areas is Energy Efficiency and Conservation (EE&C). The EE&C program area has an outcome-based strategy (OBS) that is: OBS 5 – to advance Energy Efficiency and Energy Management in industry, which focuses on promoting energy management in industry to increase competitiveness and reduce energy consumption.

The industry sector accounted for 39.1% of total final energy consumption in the region in 2020, well above the other sectors¹. This number is on course to be tripled by 2050. Characterised as a hard-to-abate sector due to its fossil fuel-dependent operations, this sector requires strategies specifically tailored to decarbonise. For these reasons, implementing energy efficiency measures in the industrial sector is essential for near- and mid-term strategies before fuel or technological substitutes become viable in the future, further accelerating energy transition while enhancing energy security.

However, adoption of energy-efficient technologies and measures is often limited by a wide range of barriers, including lack of awareness, limited access to finance, regulatory challenges, and perceived risks associated with new investments.

IV. PROJECT DESCRIPTION

In 2023, Green Climate Fund and Korea Development Bank have signed a funded activity agreement (FAA) for a programme called ***“Supporting Innovative Mechanisms for Industrial Energy Efficiency Financing in Indonesia with Lessons for Replication in other ASEAN Member States programme”***.

¹ ASEAN Centre for Energy (2022), The 7th ASEAN Energy Outlook



The programme provides a package of innovative energy efficiency solutions including financial de-risking mechanisms, exploration of new energy service business models, development of a supportive regulatory framework, and technical assistance for industry sector in Indonesia. There are three main components of the programme:

1. Energy Efficiency Finance: provide backstopping credit risk of local FI's own loan with GCF Credit Guarantee via local FIs
2. De-risking Mechanism: introduce Energy Saving Insurance (ESI) and ESCO financing structure through knowledge sharing, workshops, consultations, and capacity buildings
3. Technical Assistance for the Market Readiness: strengthen Local Financial Institutions' capacity, provide technical advisory services for industry player, and develop regulatory frameworks.

ASEAN Centre for Energy (ACE) is an executing entity, providing technical assistance activities to execute component 2 and 3 of the programme mentioned above.

The programme starts from **April 2024** and ends in **April 2031**.

V. OBJECTIVE

As part of the GCF-KDB Project, which aims to support innovative financing mechanisms in energy efficiency within the industrial sector, we are determined to achieve significant gender-positive impacts, such as promoting gender-responsive policymaking, enhancing employment equality, and improving access to financial and capacity-building opportunities for women. The intended gender positive impacts of the Programme are determined based on identification of the project's key stakeholders and their contribution to closing gender gaps in the country relating to the sectors of participating Industrial Enterprises.

The main intended gender positive impacts of the programme include the following:

- Promotion of gender-responsive policymaking and budgeting at the corporate and national levels
- Increase local financial institutions' and government entities' understanding of the gender aspect in the Programme's implementation
- Mainstream gender indicators during project application screening and project implementation

The main intended gender positive impacts at the project level include the following:

- Improved quality of employment for women
- Improved equality in job allocation for women
- More energy efficiency business owned or led by women
- Reduced health risk and health caring responsibility for women

To deliver this task, a **Gender Specialist** is required to support the development and execution of the Gender Action Plan at both programme and project levels. This includes integrating gender-inclusive approaches into policies, regulatory frameworks, and project activities to address gender gaps effectively and enhance women's participation and empowerment in the energy efficiency sector.



Relevant Gender Outputs of this programme are:

- Integrate the gender inclusive approach and participation in policies and regulatory framework for EE, as well as enhance the gender mainstreaming capacity of local financial institutions
- Increased participation of stakeholders/audience from women-owned businesses during the establishment of EE promotion mechanism for regional replication
- Enhancement of capacity of stakeholders in EE, especially for women employees and business owners
- Maximised gender benefit of EE finance

VI. TASKS TO BE UNDERTAKEN

1. Development

- Conduct gender assessment on local financial institutions, regulatory body, and industry players through literature study and interview.
- Develop guidelines for local financial intermediaries, regulatory, and industry players to implement gender action plans that align with standard international practices.
- Develop a gender-inclusive energy efficiency financing framework.
- Design training materials and outreach programs targeting women employees, business owners, and SMEs.

2. Implementation:

- Lead stakeholder consultations, ensuring at least 30% participation from women, including those from vulnerable and minority groups.
- Design training in gender-sensitive practices, including recruitment, workplace conditions, and grievance handling.
- Establish grievance mechanisms that are inclusive, anonymous, and protective.

3. Monitoring and Reporting:

- Track and report on Gender Action Plan (GAP) implementation with gender-segregated data.
- Develop monitoring tools to assess gender outcomes and benefits.
- Prepare periodic reports, including lessons learned and recommendations for improvement.

VII. WORK MECHANISMS

The implementation of the project is arranged as below:

- Led by the Energy Efficiency and Conservation (CEE) Department, ACE is responsible providing technical assistance to the GCF-KDB Programme as the implementing entity while KDB is responsible for handling the financial mechanism. In this activity, ACE will manage and facilitate the work and communication with Korea Development Bank (KDB).
- The Consultant to provide the technical expertise and support as described in this TOR. The consultant is responsible for communicating with external parties required under this project, particularly selected companies or plants to be assessed. During the work period, the consultant must have regular check-in call meetings with ACE to discuss progress in every step



of the work. Any interaction with the external parties to support the project by the consultant must be approved by ACE.

VIII. DELIVERABLES AND DURATION OF ENGAGEMENT

The Consultant awarded with the assignment will be hired **for 11 months**, starting from **February 2025** and obliged to work within the required deadlines and be available for call if needed. An indicative timeline is provided below:

No.	Deliverables	Deadline
1.	One (1) Gender Assessment and Guideline for Local Financial Intermediaries and Regulatory Body	30 th June 2025
2.	One (1) Gender Assessment and Guideline for Industry Enterprises	31 st July 2025
3.	One (1) Gender Action Plan Monitoring Framework for Local Financial Intermediaries (Local FIs)	31 st December 2025
4.	One (1) Gender Action Plan Monitoring Framework for Industry Enterprises	31 st December 2025

IX. CONSULTANT QUALIFICATION

ACE requires a consulting service provider or technical experts with proven experience and capacity to provide the necessary tasks and deliverables as described above. The desired qualifications are:

- Preferably master's degree or equivalent in Political Science, Natural Science, Gender or Women Studies, Development Studies, Social Sciences, or a related field
- At least 5 years of experience in gender mainstreaming, preferably in energy or development programmes, with previous experience in Indonesia is preferred
- 5 years of proven expertise in conducting gender audits, developing gender policies, strategies and framework, documenting gender-related data, and leading capacity-building initiatives,
- Strong understanding of gender issues in the context of energy efficiency, financing, and industrial enterprises with capability to translate the conducted audits into actionable recommendations
- Excellent communication and facilitation skills, with the ability to engage with diverse stakeholders, such as government agencies, private sectors, financial institutions, and CSOs
- Familiarity with international (*e.g.*, CEDAW, IFC Performance Standards, GRI, WEP Gender Analysis Tools, etc.) and regional (*e.g.* ASEAN Gender Mainstreaming Strategic Framework) frameworks and standards on gender equality
- Proven experiences in stakeholders' consultation and have adequate network within the nexus of energy-finance-gender in Indonesia
- Understanding of local and regional energy regulations and standards that apply to the industrial sector
- Ability to produce detailed and comprehensible reports, including actionable recommendations for energy efficiency improvements
- Proficient in English, both writing and speaking



X. SERVICE FEE

- For satisfactory performance of the assignment, Consultant will **be paid a lump sum fixed fee, ranging from USD 15,000 – USD 20,000.**
- The service fee awarded to the consultant will depend on the scope of the work and tasks to be delivered. ACE and consultant will agree upon a detailed price breakdown before the start of the activities.
- The fee shall include all stakeholders or consultation meetings necessary to collect the data for the assessment.
- We strongly encourage all interested candidates to **submit a competitive price proposal, with clear fee mentioned for each deliverable.** Given the high level of competition, proposals that demonstrate equivalent qualifications at a more favourable price point will be given preferential consideration.
- Payment will be made to Consultant's nominated bank account. The first payment will be issued upon submission of the initial draft of the document, with the final payment made after the successful approval of the completed report.
- 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.

XI. REQUIRED DOCUMENTS

Interested consultants or individual experts should submit a proposal (maximum 10 pages), which becomes the evaluation criteria, that contains:

- **Introduction:** explain your expertise and experience that is relevant to the ToR
- **Scope of work:** understanding about the tasks and deliverables of the study
- **Methodology:** explain your data collection method, what data to collect, analysis to perform
- **Timeline:** breakdown detail activities with gantt chart and milestones towards completion of the project
- **Resource Management:** provide experts' profile/CV to be involved in the projects with their roles, identify potential risks that may hamper the projects and how to mitigate, and regular reporting mechanisms to ACE
- **Financial Proposal:** provide cost breakdown and alignment with scope of project and the size of plant

XII. SELECTION PROCESS AND TIMELINE

The selection process and timeline for this procurement are as follows:

- Call for Proposals : From 7 January to 17 January 2025
- Shortlisting of Proposals : From 17 January to 21 January 2025
- Interview : From 27 January to 28 January 2025
- Final Evaluation : From 29 January to 30 January 2025
- Clarification with the Winner : 31 January 2025
- Contract Award : 1 February 2025



XIII. SUBMISSION OF APPLICATION

Please submit the proposal alongside your CV or Company Profile to email with the subject: "**Gender Specialist_GCF-KDB**", to ACE's Procurement Division (procurement@aseanenergy.org) and cc to cee@aseanenergy.org no later than **17 January 2025 (GMT+7)**.

We encourage early applications as the recruitment process will close upon the selection of a suitable candidate.

XIV. AMENDMENT TO TERMS OF REFERENCE

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

XV. CONFIDENTIALITY AGREEMENT

Without written permission from ACE, the consultants shall not disclose any data or information to external parties.

XVI. ACE GOVERNANCE POLICIES ON FRAUD AND CORRUPTION

ACE takes a zero-tolerance approach to fraud and corruption involving ACE Staff Members and third parties concerning their work with ACE. ACE encourages the use of the Whistle-Blower Policy to report any identified cases of fraud and/or corruption in ACE operations.

XVII. 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.

XVIII. CONTACT PERSON

All communications and queries related to this ToR shall be submitted in writing through email to cee@aseanenergy.org and procurement@aseanenergy.org