

Terms of Reference

Technical assistance to Palestine: Support Palestine in the design and implementation of the National Renewable Energy Action Plan “NREAP”



Regional Center for Renewable Energy and Energy Efficiency
المركز الإقليمي للطاقة المتجددة وكفاءة الطاقة



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1 Background

About RCREEE

The Regional Center for Renewable Energy and Energy Efficiency (RCREEE) is an independent regional organization, which aims to enable and increase the adoption of renewable energy and energy efficiency practices in the Arab region. RCREEE partners with Arab governments and global organizations to initiate and lead clean energy policy dialogues, strategies, technologies and capacity development in order to increase Arab states' share of tomorrow's energy.

Through its solid alliance with the League of Arab States, RCREEE is committed to tackle each country's specific needs and objectives through collaborating with Arab policy makers, businesses, international organizations and academic communities in key work areas: capacity development and learning, policies and regulations, research and statistics, and technical assistance. The center is also involved in various local and regional projects and initiatives that are tailored to specific objectives.

Having today seventeen Arab countries among its members, RCREEE strives to lead renewable energy and energy efficiency initiatives and expertise in all Arab states.

About AREF and NREAP

The Pan-Arab Renewable Energy Strategy 2030, adopted by the Arab Economic and Social Development Summit in January 2013, represents the starting signal and shows a political agreement and commitment to achieve national and regional Renewable Energy goals.

Moving forward and in order to ensure the proper implementation of this strategy and support Arab countries in the achievement of their planned objectives, the Energy Department of the League of Arab states in cooperation with RCREEE developed a regional process "the Arab Renewable Energy Framework" (AREF) that contains guiding recommendations to achieve national renewable energy targets and the National Renewable Energy Action Plans (NREAP) adapted to Arab countries context and approved on the political level by the Arab Ministerial Council for Electricity (AMCE) in September 2014 and circulated among Arab states for adoption.

The National Renewable Energy Action Plan (NREAP) sets out the Government's strategic approach and concrete measures and steps followed by countries to meet the successful implementation of national targets and to deliver planned RE objectives.

In this regards and with the aim to assess the annual progress of RE deployment in the Arab region, the League of Arab States (LAS) developed the reporting guideline "A master document that presents a reporting methodology for the Arab Renewable Energy Framework".

The reporting guideline was approved by the Executive Bureau of the Arab Ministerial Council of Electricity in September 16, 2014 and is part of the monitoring process of the AREF.

**About the current assignment:**

The energy context in Palestine is very specific and facing several challenges due to: the scarcity of natural resources and high energy dependence (Imports of 100% of its fossil fuel and about 87% of its electricity), challenging political situation, financial crisis and high density population accompanied by an increase in energy demand.

To overcome this difficult situation, the Palestinian Authority adopted a proactive policy to promote and support renewable deployment at national level, hence renewable energies open new perspectives for the energy sector to prompt practices for sustainable development and reduce its future vulnerability to political, economic and security shocks.

The Palestinian Energy Authority through the Palestinian Energy and Environment Research Center (PEC) has undertaken several measures to boost this sector and is establishing the essential pillars needed to create the appropriate regulatory and investment environment that will lead to the achievement of the planned objective of 20% of electricity generation in 2030.

In that respect, RCREEE is assisting the PEC in designing the appropriate policies and mechanisms to achieve the different targets set in the national RE strategy and is supporting Palestine in the development and preparation of the Palestinian National Renewable Energy Action Plan (NREAP) and the Palestinian reporting guideline that will be the national guidance in developing their short to long terms action plans.

2 Objective

The overall objective of the project is to assist Palestine in the development, monitoring and evaluation of their National Renewable Energy Action Plan in a consistent way.

The current mission aims also to provide guidance on the appropriate policies and framework conditions that will support the participation of the private sector in the achievement of targets and will help to sharpen and align Palestine intermediate objectives and measures. This will include the identification of RE deployment barriers and gaps as well as the proposal of areas for improvement essential for the completion of fixed RE objectives in the medium and long term.

3 Scope of Work

Taking the AREF and NREAP template as guidance under this assignment, the Expert(s) in cooperation with at least one Palestinian expert will perform the following key activities:

- 1) Organization of an introductory national consultation workshop regrouping main actors of RE deployment in Palestine to present the AREF and the NREAP and to introduce project methodology and objectives. The organization of the workshop will be in close cooperation with RCREEE and the Palestinian Energy Authority through the Palestinian Energy and Environment Research Center (PEC).
- 2) Perform a situational analysis of the status of energy context and undertake a gap and barrier analysis of RE deployment and progress in Palestine, this include:



- a. Data collection and gathering the information required in the NREAP template during the period 2010-2030, by sector and technology including existing and projected energy mix, relevant strategy, policy and mechanisms, laws and regulations, grid integration and administrative procedures as well as identify and list of the projected required investments for each technology....
 - b. Conducting interviews and consultations with key national actors to analyze the current context and vision and to identify main gaps and barriers hindering RE deployment. The findings of the workshop will be compiled in a report that will be sent to the PEC for feedback and additional comments. The output of this task will form the basis for the proposal of improvements needed to ensure objectives achievements.
 - c. Review and tabulate the RE targets and growth paths, by sector, including projections by intervals. Additionally take stock of the projected required investments for each technology.
 - d. Undertake a comprehensive review and assessment of the current practices governing renewable energy development and participation of private investments including if/any past experiences and practices and incentives (such as self-generation, micro-grids, and private investments), the power sector structure including cost and tariff structure and reform plans.
 - e. Develop a synthesis of the current situation and suggest recommendations and improvement areas based on regional and international best practices to accelerate RE deployment in Palestine, this include policy and regulatory framework reforms, use of innovative financing mechanisms and incentives, administrative procedures, improvement of infrastructure and national capacities...
- 3) Based on the national assessment and analysis and based on the Arab Renewable Energy Framework (AREF), draft and prepare the Palestinian NREAP structured according to the different chapters and articles defined by the template annexed to the current ToR.
 - 4) Based on the national assessment and analysis, draft and prepare the Palestinian Monitoring tool structured according to the Arab Renewable Energy Framework "Reporting Guideline" annexed to the current ToR.
 - 5) Based on the local context and vision, support Palestine in the implementation of the national strategy and action Plan in the Horizon of 2030 and propose a Road map of actions based on a short and medium term measures to accelerate renewable energy deployment and support Palestine in the achievement of their fixed targets.
 - 6) Conduct consultations with key stakeholders to discuss Palestinian NREAP, the proposed Road map of actions as well as recommendations and areas of improvement. The regular consultations meetings will be organized jointly with the Palestinian Energy and Environment Research Center (PEC).
 - 7) Final NREAP draft submission, subject to approval of PEC and RCREEE.



4 Timeframe and Deliverables

The start of the assignment is planned for 15 March 2017. The final version of the NREAP is expected to be presented to the Palestinian authorities in August 2017.

| Number | Action | Max Man days | Deadline |
|--------|---|--------------|--|
| 1 | Preparation of the work plan, methodology and desk review Deliverable: Inception report | 2 | Within 2 weeks from the date of contract signature |
| 2 | Organization of an introductory national consultation workshop Deliverable: Presentation, Workshop reporting and synthesis of key actors recommendations | 3 | April 2017 |
| 3 | Perform a situational analysis of the status of energy context and undertake a gap and barrier analysis of RE deployment and progress in Palestine Deliverable: Gap analysis report including synthesis of the current situation, SWOT analysis and proposal of recommendations and improvement areas to accelerate RE deployment in Palestine based on regional and international best practices | 8 | May 2017 |
| 4 | Draft and prepare the Palestinian NREAP Deliverable : Palestinian NREAP | 4 | June 2017 |
| 5 | Draft and prepare the Palestinian Reporting Guideline Deliverable : Palestinian AREF Reporting Guideline | 2 | June 2017 |
| 6 | Support Palestine in the implementation of the national strategy and action Plan in the Horizon of 2030 Propose a Road map of actions based on a short and medium term measures to accelerate RE deployment and support Palestine in the achievement of their fixed targets and conduct a cost benefit analysis of the proposed scenario and measures and present recommendations and improvements to be made at national level. Deliverables : National Strategy of RE deployment in Palestine within 2030. Report summarizing RE future deployment perspectives and executive Summary of the Road map of actions including cost benefit evaluation | 11 | July 2017 |
| 7 | Conduct consultations with key stakeholders to discuss Palestinian NREAP, the proposed Road map of actions as well as recommendations and areas of improvement. | 5 | July 2017 |



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|---|--|-----------|-------------|
| | Deliverable : Presentation and Meeting and workshop reporting | | |
| 8 | Final draft approved by Palestinian authorities and RCREEE. Deliverables : Final version of the NREAP Final version of the Reporting Guideline | 5 | August 2017 |
| | Total | 40 | |

5 Qualifications of the Consultant

The consultant(s) can be a consulting firm or an independent consultant. International, regional and Palestinian profiles are accepted however for non-Palestinian experts a joint partnership with national expert is required.

The consultant(s) are expected to fulfil the following requirements:

- Advanced university degree in energy, energy management, renewable engineering, or other energy relevant fields, as well as economics or policy development.
- At least 15 years of experience in the design and implementation of RE strategies and energy policy deployment at international or regional level, preferably with further experience in the MENA region.
- In-depth knowledge in institutional, regulatory and legal frameworks for sustainable energy, including the legal drafting of policies and supporting measures, administrative procedures, etc...
- Proven track record of delivering similar services at a regional or national level
- Excellent command of written and spoken English and Arabic.
- Good working relationship with the national mandated entity.

The assignment must be conducted in close coordination with RCREEE and the Palestinian Energy and Environment Research Center (PEC) that will ensure the monitoring and the supervision of the work progress. The consultant(s) are responsible for the delivery of all contents based on the scope of work with respect to the reporting schedule.

6 Contracting Party and Beneficiary

The Consultant(s) will enter into a consultancy contract with RCREEE according to their internal regulation and terms of contracting.

7 Provisions

1. All activities need to be in a strong accordance with the above-mentioned requirements and based on state-of-the-art in knowledge as well as international standards.



2. The consultant will closely communicate and coordinate with the Commissioning Party throughout the project.
3. The Commissioning Party has the right to have all reports under this project redrafted by the consultant as many times as necessary to achieve an acceptable final version by the beneficiary. The project time line indicated has to be strictly adhered to.
4. The Consultant shall acknowledge that the Commissioning Party have proprietary rights of all reports, articles, and any other documents acquired, compiled or prepared in the performance of the project, with the exception of those documents used in the project which have already been copyrighted.
5. The consultant shall be under an obligation of confidentiality on all matters concerning the activities and all issues relating to its assignment in the project. This confidentiality clause commits the consultant "to respect the secrecy of all information, knowledge of which it may gain during the execution of its work, and to refrain from divulging to third parties or from using for personal/corporate gain or for that of a third party any document or item of information which would not otherwise have been made public, even after they have ceased to be of relevance to the aforementioned work. The consultant shall thus not make any statements publicly or to media regarding the assignment unless the Commissioning Party has given its written permission to do so.
6. The NREAP should be submitted in Arabic.

8 Submission of proposals

Applicants are requested to submit their proposals no later than 8 March 2017. Technical and financial offers should be sent by e-mail to rim.boukhchina@rcreee.org and byaseen@menr.org. The application package must include:

- The technical proposal detailing the work scope, outline and methodology to be adopted.
- Introduction of the consultant including track record of relevant renewable energy and energy efficiency and capacity development experience at international or and regional level, and CVs of the experts to be involved.
- Any other relevant documents to demonstrate competency of the applying institution for the required services
- The financial offer will contain detailed, item-wise estimates, so that there will not be any confusion any time of tender evaluation as well as during execution and payment. Please indicate the total cost including all expenses in Euro. The consultant must quote his rates in figures as well as in words. The fees are fixed and not subject to any adjustment.

9 Payment Conditions

The payment will be provided to the consultant after successful completion of the tasks presented above and their approval by RCREEE and the Palestinian Energy and Environment Research Center (PEC), and the provision of all deliverables against invoice.

Payment for the services describe above will be made as follows:



- 40% of the total contract price upon Commissioning Party acceptance of the (1) inception report, (2) Organization of the introductory national consultation workshop and the (3) Gap analysis report.
- 60% of the total contract price after completion and against Commissioning Party acceptance of the following deliverables: (4) Palestinian NREAP, (5) Report summarizing RE future deployment perspectives and executive Summary of the Road map of actions including cost benefit evaluation, (6) Presentation and Meeting and workshop reporting and (7) Final version of the NREAP.

10 Other terms and conditions

- The opening and evaluation of the offers will be done in accordance with RCREEE regulations. RCREEE reserves the right to accept or reject any offer without assigning any reason thereof.
- The costs of preparing the proposal and negotiating contract are not reimbursable.
- The offer of the Consultant shall remain valid for a period of 60 days after the last date of offer submission.
- In case of non-conformity of offers RCREEE has the right to cancel the tender without assigning any reason thereof.
- The offer should be submitted in a pdf format under a forwarding letter. Both the forwarding letter and each page of offer shall be signed by authorized signatories of the consultant.
- The fee shall be fixed and inclusive of all taxes and local levies, as applicable from time to time.
- The consultant should not have abandoned any consultancy assignment during the last 3 years, ending December 2016 nor should he have been debarred or blacklisted by any Organization during the said period of 3 years.
- RCREEE has the right to have all reports under this project redrafted by the consultant as many times as necessary to achieve an acceptable final version by the beneficiary.
- The project time line indicated has to be strictly adhered to.
- The Consultant shall acknowledge that RCREEE and the Palestinian Energy and Environment Research Center (PEC) have proprietary rights of all reports, articles, and any other documents acquired, compiled or prepared in the performance of the Project, with the exception of those documents used in the project which have already been copyrighted.
- The consultant shall be under an obligation of confidentiality on all matters concerning the activities and all issues relating to its assignment in the Project. This confidentiality clause commits the consultant "to respect the secrecy of all information, knowledge of which it may gain during the execution of its work, and to refrain from divulging to third parties or from using for personal/corporate gain or for that of a third party any document or item of information which would not otherwise have been made public, even after they have ceased to be of relevance to the aforementioned work. The consultant shall thus not make any statements publicly or to media regarding the assignment unless RCREEE has given its written permission to do so.



- This ToR shall be deemed to form an integral part of the contract and should be returned signed by the applicant as part of the Technical Proposal.

11 Bidder Selection

RCREEE will only contact short-listed bidders based on RCREEE's internal regulations and policies. RCREEE has the right to accept or refuse any offers without any justifications.

12 Annexes

The AREF, NREAP Template and Monitoring Guideline are annexed to the present tender.

Cairo, 14.02.2017