

Section 3 TERMS OF REFERENCE (TOR)

Secretariat of the International Renewable Energy Agency (IRENA) Knowledge, Policy and Finance Centre (KPFC)

IRENA SUSTAINABLE ENERGY MARKETPLACE SUPPORT SERVICES

1. BACKGROUND

The International Renewable Energy Agency (IRENA) is an intergovernmental body with a mandate to “promote the widespread and increased adoption and the sustainable use of all forms of renewable energy” (Article II) and to “provide to its Members upon their request advice on the financing for renewable energy and support the application of related mechanisms” (Article IV). IRENA directs its principal partnership activities towards knowledge sharing, ensuring that existing information and experience is developed, organised, and made accessible in a usable format. Cooperation at the global, regional and national levels, knowledge sharing, enabling policies and enhanced capacity, and the encouragement of investment flows and strengthened technology and innovation, are essential elements in the Agency’s efforts.

To advance efforts towards concrete investments and actions, IRENA has implemented the **Sustainable Energy Marketplace (Marketplace)** for renewable energy and energy efficiency projects, which brings (1) projects, project developers and project owners, (2) financiers and investors, and (3) service and technology providers together in a virtual market place.

The core of the Marketplace is an actively operated and facilitated web-based online tool which will make the projects and all relevant stakeholders visible, easily identifiable and approachable, and by this increase the transparency of the renewable energy project market in the region. The market players will register and enter the Marketplace by providing information on them in a structured way. This well-structured data will allow for efficient search functions in the Marketplace. For example, investors will be able to screen projects in the region according to their specific investment criteria and other interests, and project owners will be able to search suitable funding sources and advisors according to their topical needs.

The Marketplace aims to facilitate project initiation and project development activities, and bring bankable renewable energy projects to financial closure by facilitating access to financial and risk mitigation instruments, advisory services, and public finance programmes. It will also help institutions and initiatives who already provide funding and technical assistance to make their project pipelines visible to other financiers and providers of services and technical assistance.

The online platform will also be closely linked to IRENA’s existing tools and databases, notably the Project Navigator providing tools and templates for project developers, and relevant country level data already available, notably the Global Atlas, REsource and IEA/IRENA Policies and Measures Database.

The Marketplace covers all countries in Africa, in Latin America and Caribbean (LAC), Asia, South-East Europe and the rest of SIDS where IRENA is developing and implementing close partnership with the prominent financiers and other initiatives.

2. PROJECT BACKGROUND

The objective of the project specified in these Terms of Reference (Project) is to support IRENA in:

- 1) operating the Marketplace globally, but especially in LAC region, and
- 2) supporting and managing project level facilitation activities globally.

3. SCOPE OF WORK

3.1 General

IRENA (headquartered in Abu Dhabi) plans to negotiate a Long-Term Agreement (LTA) for the provision of Sustainable Energy Marketplace Support Services for a six months period, with scope to renew for up to one year, upon successful evaluation of the TMS provided.

3.2 Timeline and Milestones

The project duration will be for 6 months and shall be initiated on 01.06.2018, and completed by 31.12.2018. The consulting company would work around 20 days per month to accomplish the tasks as specified in the Scope of Work in this Terms of Reference.

At the end of month, in conjunction with invoicing and payment procedure, the consulting company shall submit a Monthly Summary Report, reporting the main expected tasks and indicators of achievement as indicated in the draft template given in the Annex 1, and related supporting documents as applicable. Invoicing will be based on the total number of days for each month and the fixed daily fee of the expertise.

3.3 Task 1: Management of the Marketplace

The consulting company shall help IRENA to support and manage the community of users of the Marketplace. This includes but is not limited to the following activities, especially in the LAC portals:

- Managing the outreach activities to expand the user base of the Marketplace, such as information dissemination through e-mails, webinars, events, etc.
- Helping the users in registration process as required;
- Pre-screening of submitted profiles, requesting improvements and clarifications as needed, and approving complete profiles;
- Responding to the questions of registered users.

3.4 Task 2: Project facilitation

The consulting company shall support IRENA and its partners in concrete facilitation activities to support projects in development phase, with the objective of making them ready to attract financing. This includes but is not limited to the following activities:

- Desk assessment of potential projects to be supported / facilitated;
- Set criteria for shortlisting projects that IRENA will support possibly with additional support through funding in cooperation with its partners;
- Support in practical project preparation;
- Use the project assessment form developed by IRENA to assess projects and provide suggestions to improve it. Identify barriers for the development of the projects and provide suggestions which includes identifying suitable stakeholders (investors, service providers or technology suppliers). Supporting the project developers, IRENA and its partners in preparing financial presentations for projects;
- Analyse potential of other sources than project owners directly, such as technical assistance and project preparation initiatives, and IRENA member countries, being a primary source of Marketplace Project Data.

3.5 Task 3: Development of the Marketplace

- Develop proposal for long-term roadmap and improved structure of the IRENA Marketplace by documenting business requirements, desired functionalities, layouts and other components of the platform;
- Collect feedback from users (through specifically planned inquiries and ad hoc feedback through the Marketplace), and refine these into concrete proposals to further improve the platform;
- Support IRENA in drafting TORs and other guidance for IT projects to further enhance the platform.

Criteria	Weighting (%)
1. Proposed approach and work plan	
Project plan to include:	20
• Strategy and plan to originate new projects, financing instruments providers, service/technologies suppliers	10
• Proposal for conducting project assessments and matchmaking	10
2. Overall experience	30
	10

<ul style="list-style-type: none"> • 3 - 5 years' experience in project finance, preferably related to renewable energy • 3 - 5 years' experience in project development support in Latin America and the Caribbean • 1 - 2 years' experience in operating and maintaining similar platforms (provide examples) • 1 – 2 years' experience developing innovative online tools for energy sector (provide examples) 	<p>10</p> <p>5</p> <p>5</p>
<p>3. Team quality</p> <p>Composition</p> <p>Provide CVs of at least two experts (one senior expert and one junior expert).</p> <ul style="list-style-type: none"> • <u>For senior expert</u>: 7 - 10 years' expertise in: <ul style="list-style-type: none"> ○ project development ○ finance ○ renewable energy project structuring • <u>For junior expert</u>: 2 - 5 years' expertise in: <ul style="list-style-type: none"> ○ project development ○ finance ○ renewable energy project structuring <p>Qualifications, experiences of team and knowledge of the region</p> <ul style="list-style-type: none"> • Knowledge of the renewable energy market in Latin America and the Caribbean • 1- 2 years' experience in managing similar online platforms • Advance degree in Renewable energy development or finance • Perfect command of written and spoken English, and an excellent knowledge of Spanish <p>Other skills: Experience working with major multilateral/bilateral development agencies and/or development bank will be a distinct advantage.</p>	<p>25</p> <p>5</p> <p>5</p> <p>5</p> <p>5</p> <p>2.5</p> <p>2.5</p> <p>25</p> <p>10</p> <p>5</p> <p>5</p> <p>5</p>

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Annex 1: Monthly Summary Report Template

MONTHLY SUMMARY REPORT				
	Name of organisation: Contract Number: Period:			
Tasks	Activities	Summary of Results	Indicators	Days
Task 1: Operation and maintenance of the Marketplace				
[Task X]	[Brief description of activities carried out in relation to Task X]	[Brief description of results achieved in relation to Task X. Reference to relevant deliverables.]	<ul style="list-style-type: none"> ▪ Number of users contacted and supported during the registration ▪ Number of new users registered ▪ Number of events and webinars, etc. 	
[...]	[...]	[...]	[...]	[...]
Task 2: Project facilitation				
[Task Y]	[Brief description of activities carried out in relation to Task Y]	[Brief description of results achieved in relation to Task Y. Reference to relevant deliverables.]	<ul style="list-style-type: none"> ▪ Number of project assessments conducted ▪ Number of project preparation support provided ▪ Number of matchmaking initiated 	
[...]	[...]	[...]	[...]	[...]
Task 3: IT platform development				
[Z]	[Brief description of activities carried out in relation to Task Z]	[Brief description of results achieved in relation to Task Z. Reference to relevant deliverables.]	<ul style="list-style-type: none"> ▪ Number of feedback collected from users ▪ Number of proposals and mocks up prepared for long term development of the Marketplace 	
[...]	[...]	[...]	[...]	[...]

ANNEX 2. Description of IRENA Sustainable Energy Marketplace

See brochure "Sustainable Energy Marketplace"

For more information, visit <http://www.irena.org/Marketplace>