Funded by the European Union

TERMS OF REFERENCE

Agence Française de développement

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Long-term technical assistance to support the implementation of the "Renewable energies and energy efficiency" sectoral component of the European EUROCLIMA+ program

EGI-2020-149

Duration of the mission: 24 months extendable 2 times for 12 additional months
Start of the Service: June 2020

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1. CONTEXT OF THE MISSION

1.1 Presentation of AFD

Agence Française de Développement (AFD) is a financial institution which is central to France's public aid mechanism for developing and emerging countries. Its mandate is to contribute to financing the development of these countries. AFD assists public authorities, the private sector and local networks of associations in the implementation of a wide range of economic and social projects, including in crisis or post-crisis countries. It operates on five continents and in the French overseas territories.

Its actions for economic growth and environmental conservation contribute to the preservation of Global Public Goods and are directly in line with the Sustainable Development Goals (SDGs). These goals were adopted in September 2015 during the General Assembly of the United Nations and aim to eradicate poverty, protect the planet and ensure prosperity for all by 2030.

AFD develops financial and intellectual partnerships with other donors, notably European donors. It contributes to the presence of France and its actors in the development sphere.

AFD is a Public Industrial and Commercial Institution (EPIC) whose capital is wholly owned by the French State. It is under the supervision of the Ministry for Europe and Foreign Affairs, Ministry of the Economy, Ministry of the Interior and Ministry for Overseas France.

As a Specialised Financial Institution (SFI), it is subject to the provisions of the Monetary and Financial Code governing this type of institution. Its accounts are certified by auditors and subject to controls by the ACPR (Prudential Control and Resolution Authority), the Court of Auditors and the AMF (Financial Market Authorities). (see AFD's website: www.afd.fr)

1.2 Rationale for the service

The European Commission delegates the management of European Union resources to bilateral development finance agencies or institutions in an increasing number and variety of contexts.

In the context of the EUROCLIMA+ program and under two agreements for the delegation of European Union funds to AFD, signed on 2nd May 2017 and 21st December 2017, the latter undertook to finance and set up technical assistance services for Latin American beneficiary entities based on a transparent project preselection, preparation and selection process. Following this process, AFD will also be required to handle the establishment of the contracts and the monitoring of the implementation of the selected projects, as well as their evaluation. The implementation of the components assigned to AFD will be subject to regular financial and narrative reports to the European Commission.

In view of the complexity of the mechanism and the tasks entrusted to it, and to ensure there is an efficient management of the various components and an optimal management of the funds, AFD

wishes to involve the services of one or several service providers to support the implementation of the sectoral components it has been entrusted with.

2. GENERAL PRESENTATION OF THE PROJECT

EUROCLIMA+ is a programme for Latin American countries which aims to assist them in the implementation of their Nationally Determined Contribution (NDC) submitted by governments in the context of the Paris Climate Change Conference (COP 21) in 2015 and, more broadly, in the design and preparation of climate change mitigation and adaptation measures.

The beneficiaries are States or decentralised entities or others (companies, civil society organisations, etc.) from Latin American countries eligible for the European development cooperation instrument, *i.e.*: Argentina, Bolivia, Brazil, Chile, Colombia, Costa Rica, Cuba, Ecuador, El Salvador, Guatemala, Honduras, Mexico, Nicaragua, Panama, Paraguay, Peru, Uruguay and Venezuela. Regional or international organisations may also be eligible for certain components of this programme.

2.1 Characteristics of the EUROCLIMA+ programme

The EUROCLIMA+ programme is mainly intended to finance intellectual services (studies, technical assistance, capacity building programmes, programmes for exchanges of experience or capitalisation) and pilot projects. It has been allocated an initial budget ("EUROCLIMA+ 2016") of EUR 40m, which breaks down into a "vertical" component divided into "sectors" and a "horizontal" non-sectoral component with, in addition, technical assistance and the management fees related to the entire programme (managed by the European Commission). Each component or sector will be implemented by two European agencies, with the following breakdown:

2016 components (amounts in EUR M)	**Agencies**	**Budget**	**Additional funds**[1]	**Total**	**Incl. AFD**
Horizontal component	FIAAPP, GIZ	7		7	
Forests and biodiversity	EF, GIZ	10	3	13	
Disaster risk reduction (floods, droughts)	AECID, AFD	10	2	12	3.2
Urban mobility	GIZ, AFD	10	3	13	5.5
TA for the entire programme (secretariat)		3		3	
Total		**40**	**8**	**48**	**8.7**

This first allocation was subject to delegation contracts, which were signed with the various European implementing agencies in the 2nd quarter of 2017.

In 2017, EUROCLIMA+ benefited from a second budget allocation of EUR 40m from the DCI Committee, which breaks down as follows:

2017 components (amounts in EUR M)	**Agencies**	**Budget**	**Incl. AFD**

[1] The European Union allocated EUR 8m of additional funds in 2018, divided between the three sectoral components and justified by the large number of project proposals received in the context of the call for projects launched for these components.

Horizontal component – firm tranche	FIIAPP, GIZ	2	
Horizontal component – conditional tranche	FIIAPP, GIZ	5	
Resilient food production	EF, GIZ	10	
Renewable energies and energy efficiency	AECID, AFD	10	4.0
Water management within an urban resilience perspective	AFD, AECID	10	6.0
Economic Commission for Latin Am. and the Caribbean		1.5	
UN – Environment		1.5	
Total		**40**	**10.0**

For each component, the bulk of the funds will be allocated in the form of grants to the beneficiary entities, which will be the contracting authorities for the projects selected *via* a call for proposals. A minority share of the funds (20 to 30% of the budget) will be provided in the form of technical assistance directly managed by the European agencies in order to assist the latter in the implementation of the component or beneficiary entities (for example, to support the preparation and monitoring of projects likely to be supported by the component or in the form of seminars for exchanges and capitalisation).

In each sector, the agencies divide up the roles and determine their operating and project selection method, while respecting a framework common to all the components or sectors:

- A lead agency handles the coordination;
- The selection rules (eligibility criteria, processes) are approved by a "sectoral working group" (SWG) in which representatives from the beneficiary countries (3 representatives in each technical committee) and the European Commission participate;
- Once the selection has been made, the agencies divide up the projects by mutual agreement (depending on their geographical competences, possible relations already established with the beneficiary, etc.) and depending on their respective budgets;
- The activities and financing are managed by the agencies using their own procedures, which have been subject to approval by the European Union;
- Quarterly activity reports are produced by sector/component;
- Narrative and financial semi-annual reports are produced by each agency.

Under the supervision of the European Commission, EUROCLIMA+ is coordinated by a secretariat based in Brussels, whose responsibilities include organising meetings which concern the entire programme and coordinating the communication and activity reports.

Participation in the management of EUROCLIMA+ also involves the participation of agencies in the programme's various governance bodies:

- A Steering Committee, the programme's decision-making body, which includes all the stakeholders, in particular the 18 national focal points, and meets once a year;
- A Management Committee, composed of the European Commission, the Secretariat and bilateral agencies, which meets 3 to 4 times a year;

- The Sectoral Working Groups, the day-to-day management bodies for each sector, which include the two European implementing agencies, the European Commission and three national representatives from Latin American countries. These Working Groups are convened at a frequency left to the judgement of the agencies (the first meetings organised to approve the project selection process, then to present the selection results; the following meetings will be devoted to the monitoring of the implementation of projects).

2.2 AFD's role

With a total budget of EUR 18.7m, AFD is participating in the implementation of four vertical components:

Out of the 2016 budget (EUR 8.7m):

- Urban mobility, jointly managed with the German agency GIZ (shared lead, but with a predominant part by GIZ);
- Disaster risk reduction (droughts and floods), jointly managed with the Spanish agency AECID (as lead donor).

Out of the 2017 budget (EUR 10m):

- Water management within an urban resilience perspective (AFD as lead donor), jointly managed with the Spanish agency AECID;
- Renewable energies and energy efficiency, jointly managed with the Spanish agency AECID (as lead donor).

AFD will supervise the implementation of the projects it will handle in the context of these four components, with a total budget of EUR 14.3m (EUR 2.9m for the "Disaster risk reduction component", EUR 4.2m for the "Urban mobility" component, EUR 4.2m for the "Water management in urban areas" component and EUR 3m for the "Renewable energies and energy efficiency" component). AFD will only take on projects in the countries corresponding to its area of operation, *i.e.* (unless its scope is extended): Argentina, Bolivia, Brazil, Colombia, Cuba, Ecuador, Mexico and Peru.

2.3 Timetable and progress for the "Renewable energies and energy efficiency" component of the programme

The call for proposals, which was launched in late June 2018, led to the submission of a large number of project proposals (46, including 20 eligible). Following the preselection process conducted by the two implementing agencies (AFD and AECID), seventeen entities were preselected and invited to submit a detailed project proposal. Eight projects were selected, three of which will be implemented by AFD, in Argentina, Colombia and Ecuador. Activities are planned to begin at the beginning of 2020, once the grant agreement is signed with the final beneficiaries.

The list of the 3 selected projects implemented by AFD are given in the Appendix 1.

2.4 Financing of the remuneration of the Service Provider

The service to support AFD in the management of the EUROCLIMA+ programme is being financed from the share earmarked for technical assistance from the budget allocated to AFD by the European Union under the two abovementioned delegation agreements.

3. OBJECTIVES OF THE MISSION

The objective of the mission is to provide AFD with sectoral support for the overall implementation of the "Renewable energies and energy efficiency" component, in particular for the monitoring of implementation of the projects which will be supported in the context of this component, as well as for the deployment of the various related technical assistance and communication/visibility activities.

4. TYPE OF SERVICES REQUESTED

4.1 General description of the missions

The contract will concern the following services:

MISSION 1: Technical, ESG, administrative and financial supervision of the "Renewable energies and energy efficiency" component

The service provider, working with AFD's Latin America Department (AML), AFD's various local agencies and the Task Team Leaders (TTL) from the Energy Division (EGI), will be tasked with:

- Monitoring the proper technical, administrative and financial implementation by the financial beneficiaries of the selected projects assigned to AFD;
- Participating in the organisation of seminars and workshops related to the Renewable energies and energy efficiency" component;
- Ensuring the implementation of communication and visibility commitments of the projects;
- Contributing to the reporting activities to the European Commission on the activities conducted in the context of the components (including reporting in the Euclides database);
- Maintaining ongoing relations with all the stakeholders of the components, in particular the AECID and national focal points of the Latin American countries and the members of the Sectoral Working Groups.

MISSION 2: Provision of sectoral experts

Depending on the needs identified with the beneficiary entities and validated by AFD, the service provider will be requested to provide a pool of consultants to give ad hoc support to the beneficiaries for the implementation of their project.

These consultants will be required to lead workshops with the beneficiaries, provide them with ad hoc expertise to identify their needs or assist them in managing their services. The mobilisation of this short-term expertise is estimated to require 90 man-days for the duration of the mission.

An estimation of 90 man-days of short-term may be contracted as part of the main framework-contract but additional services may be contracted in the future through subsequent contracts. The technical offer shall include the CV of the proposed pool of experts.

The profile of experts required could be

- Energy efficiency experts in the areas of intervention of the projects selected for AFD financing;
- Procurement experts, to support the beneficiaries in the compliance with the procurement process on the basis of AFD procedures;
- Environmental and social expert to supporting the beneficiaries in the compliance with E&S standards , if needed.

4.2 Description of specific activities

The specific activities provided for in the context of the mission will concern:

4.2.1. Task 1 - Supervision and monitoring of projects managed by AFD

The service provider, working with the AFD project team, will supervise the proper technical, administrative and financial implementation of the projects by the final beneficiaries, according to the methods set out in the financing agreements. In this respect, it will be required to conduct supervision missions in the countries where projects are implemented and to carry out the following tasks (non-exhaustive list):

- Participate in the project steering committees and support AFD for the validation of the work programmes and annual financing plans of projects;
- Review implementation of the communication plans agreed with the final beneficiaries
- Supervise compliance with the procurement procedures and the contract establishment phase according to the terms set out in the agreement and support AFD for the validation of the contract awards;
- Ensure the quality control of the activities conducted by the final beneficiaries and the services outsourced to third parties and review the documents produced in this context (technical and financial activity reports and other deliverables, etc.);
- Assist the final beneficiaries in the establishment of logical frameworks and project monitoring and evaluation systems (monitoring and impact indicators).
- Assist the final beneficiaries in the establishment of evaluation and monitoring of Environmental and Social aspects if needed

To ensure an appropriate monitoring of the projects, it will be expected that the service provider visits each final beneficiary at least once a year. Regular contacts will take place by phone / VC.

4.2.2. Task 2 - Clarification of Technical Assistance needs with project beneficiaries

On the basis of the proposals selected, the service provider will contact the project team (AML, local agencies, EGI technical division, legal division) and each beneficiary at the start of the projects to clarify the needs, identify the related contracts (supplies, intellectual services, works). This phase will include at least one trip for an initial contact with each beneficiary. It will also involve reaching agreement with the beneficiary over the project timetable, the procurement plan, the logical framework, etc. The various technical assistance needs will be submitted to AFD, which will validate the appropriateness of the proposed support. The mobilisation of ad hoc expert missions will then be validated by AFD for the subsequent missions.

4.2.3. Task 3 Definition and implementation of the communication and visibility plan of the components

The service provider will assist the final beneficiaries in the refining and the implementation of a communication plan and the various related activities. In this respect, the service provider will (non-exhaustive list):

- Define the communication strategy for the component, in coordination with AECID and the programme Secretariat;
- Implement the various communication actions, working with AECID and the programme Secretariat (ensuring various media are used, depending on the intended targets);
- Organise the participation of the EUROCLIMA+ programme in regional events related to the water sector (preparation and possible participation in side events…);
- Organise the logistics and facilitation of workshops or exchange meetings between the beneficiaries of the component. The planning and format of these events will be specified in the communication plan. It is expected that at least 1 annual workshop will be organised.
- The service provider will bear all the costs incurred (rental of rooms, meals…), which will be reinvoiced to AFD, in addition to the related management fees.

The service provider will make a budget proposal for each event, based on actual costs, which will require validation by AFD. Most of this expenditure will be incurred for the Euroclima+ coordination meetings (Sectoral Working Groups in particular), or for communication or experience-sharing events conducted in the context of the two components

4.2.8. Task 4 - Participation in the monitoring and reporting concerning the activities

The service provider will contribute to the sound administrative and financial management of the “Renewable energies and energy efficiency” component, working closely with the person responsible for the administrative management of the entire programme based at AFD in Paris. To this end, the service provider will keep and update a budgetary monitoring table of the expenditure incurred for the implementation of the component.

The service provider will update if necessary, in coordination with AECID and the programme Secretariat, the logical framework for the component and define a set of common indicators for all

the projects financed by this component, in order to enable the impact assessment of the component as a whole in line with the reporting obligations required from EU.

Furthermore, the service provider will contribute to the implementation monitoring reports related to the component. There are two types of report, which will be validated by AFD:

- An annual technical and financial performance report (in English or Spanish) to be submitted by AFD to the European Union at the end of February in the year following the previous year for all the Euroclima+ components managed by AFD, containing an executive summary in both languages. The global report will be consolidated by the administrator of the EUROCLIMA+ programme based in Paris, with the inputs of each technical long-term assistant (the service provider for the Renewable energies and energy efficiency component).
- A purely technical half-yearly report (in English or Spanish), containing an executive summary in both languages, sent to AFD at the end of Q2 and Q4 of each year.

More generally, the service provider will also contribute to ensuring there is effective communication with the European Commission (particularly EU delegations in the countries where the projects will be implemented) and the programme's Secretariat on the activities conducted and managed by AFD. In this sense, if it is considered necessary, the service provider will eventually participate in the Management Committees, as a support to the project team. It is expected to foresee one annual travel to Europe (probably in Brussels and Paris).

Finally, the service provider will be responsible for ensuring the capitalisation and effective management of the knowledge produced in the context of the activities conducted under the (dissemination of good practices, evaluation reports…). It will consequently ensure the dissemination and sharing of documents related to the various projects by using the Intranet tool of the EUROCLIMA+ programme.

4.2.9. Task 5 - Ensure effective communication with the various stakeholders of the components and prepare the meetings of the Sectoral Working Groups

The service provider will contribute to ensuring there is effective communication between the stakeholders for both components, *i.e.*:

- With the AECID teams involved in the management of the other projects financed for this component, in order to ensure there is overall consistency in the implementation, on the basis of the logical framework established. A semi-annual may be needed (*via* videoconference) with the AECID teams;

- With representatives of the Latin American countries which are members of the Sectoral Working Groups. In this respect, it will assist AFD and AECID in the preparation of the meetings of these Sectoral Working Groups (proposal for an agenda, logistical arrangements, preparation of presentations, drafting of reports, etc.). These annual meetings (or semi-annual if necessary) may be held by videoconference, or face-to-face if necessary. In this

case, the costs related to the organisation of these meetings will be borne by the service provider as part of the reimbursable expenses (mission 3 of the specifications).

4.2.10. Task 6 – support to project implementation

The pool of short-term consultants can be mobilised to support implementation of the projects. In particular, the following tasks could be envisaged:

- Support to drafting ToRs
- Provision of tendering services
- Advice on technical specifications
- Review of project implementation
- Recommendations on new technologies
-

The needs for each project will be defined during implementation of task 2.

5. RESOURCES REQUIRED

To carry out the services described above, the following will be requested:

- The provision of a principal technical assistant for a two-year period, subject to 2 prolongations of one year,
- The provision of a group of short-term consultants, which can be mobilised in an ad hoc manner on the basis of subsequent contracts.

5.1 Principal technical assistant

To perform the services described above, the bidders will propose a principal consultant to carry out the activities.

The mobilisation of the consultant will need to be planned for a two-year period for the execution of the programme, renewable twice for a year. Billing will be based on the time spent and established semin-annually. The Consultant is expected to be mobilised at least part-time to ensure appropriate monitoring of the project.

The profile of the principal consultant will be as follows:

- A minimum of 10 years of experience at international level in energy sector and preferably energy efficiency: definition of public policies, project management (studies, procurement, supervision of works), assistance to the contracting authority;
- Relevant experience as head of mission in Latin America;
- Knowledge of climate-related issues, especially of issues related to adaptation to climate change;
- Experience in the management of development projects and in the procurement, performance, management, monitoring and supervision of contracts. Experience in the management of technical assistance programmes with European financing will be appreciated;

- Knowledge of donors and international cooperation.
- Fluency in Spanish and English at the minimum. A command of French is recommended;
- Flexibility to carry out technical advice missions and administrative tasks (procurement, billing financial monitoring);
- Rigour and an ability to coordinate/manage consultants;
- A regional expert will be appreciated.

5.2 Group of consultants

The consultants made available on request will have the following profile:

- A minimum of 15 years of experience at international level in the field of water management;
- Relevant experience as a principal consultant in Latin America;
- A command of Spanish and English. A command of French would be an advantage;
- Knowledge of donors and international cooperation.

On an indicative basis, the expertise requested will be:

- Energy efficiency;
- Latin American energy efficiency public policies;
- Procurement and contract management;
- Event management and communication;
- Environmental and social
- Any other expertise deemed relevant based on the profile of the projects to supervise.

The bidder will propose as many profiles as necessary of key consultants for the performance of the service which will be evaluated.

6. DELIVERABLES

6.1 List of deliverables to be submitted by the service provider:

Throughout the duration of the service, the contractor will be required to:

- Submit a realistic 2-year work programme (detailed for the first 6 months and by main phases and objectives for the rest of the period) at the start of the service, then a quarterly work programme and budget (with details of the provisional reimbursable expenses which will be incurred during the period) to be submitted at the time of billing, with each invoice for the past period;
- Draft technical and financial reports to the EU (annual) and AFD (semi-annual);
- Draft supervision reports after each supervision mission.
- Draft reports on the workshops or events related to the components;
- Prepare the communication plan for the component and other communication documents depending on needs;

- Update the logical framework for the "Renewable Energy and Energy Efficiency" component and define a set of common indicators for all the projects to be financed by this component;
- Produce, as necessary, explanatory notes or other documents.

6.2 Submission and approval of reports

All documents will require AFD's approval (AML Department, EGI technical division and the Andean Regional Department for billing).

7. TERMS OF DELIVERY AND PERFORMANCE

7.1 Supervision of the service

The energy Division (EGI) will handle the technical supervision of the service provider's service and the Andean Regional Department the administrative supervision (validation of billing on a quarterly basis).

Each Euroclima+ project will be supervised by the AFD agency in the country in question and by the TTL of the energy Division at AFD in Paris responsible for following the country in question.

7.2 Location

The service provider (principal technical assistant) will be based in Bogota, in Colombia, in order to ensure there are regular contacts with the Andean Regional Department and the other two technical experts who will be responsible for monitoring other components of the Euroclima+ programme (urban mobility and energy).

Regulat missions shall take place in the countries of intervention of the projects, namely Colombia, Ecuador and Argentina.

The service provider may, if it wishes to do so, rent an office in the WORK&GO co-working space in Zona T (Avenida 82#11-40) located near AFD's agency in Bogota. The current monthly cost of WORK&GO for an office rental stands at COP 850,000 (exclusive of tax). The rental fees will be reinvoiced to AFD, as reimbursable expenses related to the implementation of the service by the principal technical assistant. The service provider may be able to share a workspace with the other two technical experts in order to share the rental costs.

7.3 Duration

The framework contract shall come into effect as from its notification to the service provider, for a period of 2 years. It may be tacitly renewed twice for a period of 12 months each.
The service provider's financial offer will be based on a period of 4 years (duration of the mission).

7.4 Working languages

The mission requires the use of several working languages, including:

- French for communication with or at AFD. Communication may otherwise be conducted in Spanish (or English);
- English or Spanish for communication with the European Union (and DEU) and with AECID;
- Spanish or Portuguese for communication with the representatives of the beneficiary countries and with the project beneficiaries.

8. ESTIMATE, EXPENSES AND PRICES

The contract is a framework agreement for subsequent contracts. The successful bidder will invoice a bi-annual amounts broken down as follows:

- The provision of a principal technical assistant for a two-year period, subject to a prolongation of an additional year; combined with flat rate travel per diem (including accommodation, meals and local transport) and reimbursable fees (travel expenses and office rental),
- The provision of a group of consultants, which can be mobilised in an ad hoc manner on the basis of subsequent contracts; combined with flat rate travel per diem (including accommodation, meals and local transport) and reimbursable fees (travel expenses),
- The definition of reimbursable fees for the implementation of specific events (organisation of workshops, possible travel by the members of the Sectoral Working Groups, communication events, interpretation/translation, etc.).

The resident principal technical assistant will be remunerated for time spent and will be present throughout the two years of the service and for the third year in the event of renewal.

The short-term consultants will be mobilised for each subsequent contract on the basis of unit prices set out in the bid. These experts will be mobilised on the basis of task-related Terms of Reference to be prepared by AFD. The following procedure for mobilisation of short-term experts is proposed:

- For the 90 man-days contracted as part of the main framework-contract: the Consultant will submit short technical / financial proposal prepared by the Consultant that will need to be approved through a no-objection of AFD
- For additional man-days, a subsequent contract will have to be signed, including AFD's ToRs and the Consultants technical and financial offer.

Payments will be made on presentation of an invoice and a work plan and provisional budget for the following quarter.

The principal technical assistant, as well as the group of consultants, will be autonomous regarding the reservations (secretariat for hotels, airline tickets reservations…), appointments, phone and computer equipment, etc. Those different aspects will be included in the experts' estimated diary rates.

Any travel will be subject to prior agreement by AFD. Travel-related expenses will be reimbursable under the following conditions:

- Train;
- Plane in economy class;
- Category A or B car rental.

The per diems will include the expenses related to residence, from the time of arrival in the country to the time of departure (local transport, accommodation, meals).

Appendix 1 – Projects implemented by AFD

	TITLE	LEADER	COUNTRY	DURATION (months)	OVERALL BUDGET (euros)	EUROCLIMA+ (euros)
1	Living LAB for sustainable buildings	Consejo de Gobierno del régimen Especial de Galápagos. ECUADOR	Ecuador	36	1,887,700	1,490,500
2	Energy-efficient Municipal Buildings	Universidad Nacional de La Plata (UNLP)	Argentina	36	867,000	656,500
3	Reinforcement and promotion programme for energy efficiency processes in high thermal energy consuming industrial sectors in Colombia	Colombia Productiva (PTP)	Colombia	36	2,620,000	1,500,000