

Terms of Reference – Individual Contractor Decarbonising Humanitarian Energy Multi Partner Trust Fund (DHE MPTF) Secretariat

Division/Programme Unit: Division for Peace/PTPU

Project title: Decarbonising Humanitarian Energy Multi Partner Trust Fund (DHE MPTF) Secretariat

Title (i.e. consultant, individual contractor): Individual Contractor

Application Deadline: 27 June 2024

Location of contract: Geneva, Switzerland. The consultant may work remotely from any location, but ideally would be within +/- 3 hours of Geneva time.

Area of Specialization/Thematic Areas: Innovative Finance, Decentralised Renewable Energy and Energy Access, Business Development, Climate Finance

Overview (Quick description of the funded project and its context):

The Decarbonising Humanitarian Energy (DHE) Multi Partner Trust Fund (MPTF) was developed through the GPA Coordination Unit, and UNITAR hosts the DHE programme Secretariat, which is responsible for overall DHE programme leadership, partner coordination, strategic delivery for impact at scale and knowledge creation and dissemination. The role of the DHE MPTF is to design, demonstrate, and facilitate a Centralised Clean Energy Service (CCES) that takes a country-wide approach to reducing greenhouse gas emissions and supporting the sustainable energy transition of humanitarian actors and within displaced and hosting communities. At present the CCES is to be delivered by the DHE Secretariat and GPA CU at UNITAR, the Green Energy Team at UNDP and NORCAP's Green Shift Programme. The project is intended to: reduce energy consumption and costs for individual client organisations; support a simplified involvement of the private sector to increase its investment capacity; coordinate the grouping of multiple projects together ("bundling") to achieve economies of scale and unlock innovative financing mechanisms; open opportunities to improve energy access to the displaced and local host communities; and produce a suite of evidence-based communications materials that promote lower carbon operations.

The DHE contributes to the global efforts to support sustainable energy access and decarbonisation in humanitarian settings, coordinated by the GPA Coordination Unit. It recognises that the use of renewable energy technologies in humanitarian response settings is not so much a question of access to technology, but of an integrated policy approach bringing together all relevant stakeholders, such as governments and local communities of host countries, international humanitarian organizations, refugee communities as well as private sector providers of resources, knowledge and technology. In this regard, DHE programme outputs and learnings will have wider benefit to humanitarian energy stakeholders and will be disseminated through GPA's knowledge management procedures.

General objective of the contract: The Energy Access and Innovative Financing Specialist will support the DHE MPTF by developing the standard procedures for unpacking MPTF funds to support Energy Access projects, and defining the pathways for bringing those projects to implementation. The IC will do this by beginning development of a DHE Energy Access Framework that will outline various pathways

for supporting and implementing energy access projects, and in the scope of this contract will fully define two of those priority pathways: 1) The Call for Proposals process to fast-track MPTF support for energy access projects for displaced and host communities and 2) The process for bringing projects concepts from the energy access workshops to implementation. In effect, the consultant will develop two parallel approaches to support energy access projects: one through third parties and the call for Proposals process, and one through the DHE Energy access workshops.

Responsibilities/description of professional services:

1. Define a framework for developing Energy Access projects from concept to implementation under the DHE.

- a. Conduct initial and ongoing mapping of funding models and opportunities in Nigeria (e.g. supply/demand side subsidies, results-based financing, local business development and capitalisation, financial aggregation and derisking, Renewable Energy Credit [REC] usage, etc.) and similar relevant contexts to inform the development of innovative blended finance approaches for DHE energy access projects in Nigeria and other DHE priority countries.
- b. Undertake initial consultations with DHE programme partners and relevant humanitarian, development, and private sector actors to inform insights on existing work, energy needs, challenges, and project development/funding opportunities in displacement contexts in Nigeria.
- c. Review existing energy access workshop approach/previous publications and identify gaps and opportunities for aligning workshop outcomes with DHE programming. Collaborate on how to incorporate DHE-specific considerations into workshop planning and report writing.
- d. Draft an initial outline of the different delivery pathways (the Energy Access Framework) for developing, funding, and implementing energy access projects via the DHE MPTF in Nigeria and other DHE priority countries.
- e. Outline the unpacked standard process for assessing, prioritizing, and selecting energy access project concepts or locations for further development and piloting with DHE MPTF support (ideally anchored to CCES-supported energy transitions)

2. Define the DHE Energy Access Calls for Proposals component, including application procedures, evaluation criteria and procedures, funding dispersion, and impact monitoring and reporting framework.

- a. Facilitate the Development of Calls for Proposals processes, including procedures, templates and guidelines for the request for proposal process connected to the CCES, and assistance in drafting, reviewing and revising the initial concept notes to ensure alignment with the DHE MPTF objectives.
- b. Support the development of project documents and technical annexes, including project plans, budgets, monitoring and evaluation (M&E) frameworks, and impact templates, integrating standards and best practices on community inclusion and gender.
- c. Develop the technical review scoring matrix and guidance notes for respondents to the DHE Energy Access Calls for Proposals, in accordance with the requirements of targeted funding sources, such as the DHE Operational Manual, MPTF requirements, and IKI guidelines.
- d. Align with the MPTF Office and outline fund disbursement procedures.

Measurable outputs/deliverables/schedule of deliverables:

- Beginning development of the Energy Access Framework (EAF) including:

- Fully defined pathway for bringing workshop concepts and other energy access project concepts to implementation in DHE.
- "Call for Proposals" package to invest in identifying innovative projects for scale-up and unlocking potential innovative financial mechanisms, including project documents and technical annexes, financial and technical evaluation frameworks, and procedures for monitoring and impact reporting.
- Concept Paper on a full Energy Access Framework (EAF) to define the development, implementation, and funding of projects via the DHE MPTF.
- Landscaping report on sustainable financing and delivery models for energy access in forced displacement settings in Nigeria, including references to case studies from other contexts where relevant.
- Presentations for ongoing communications with the DHE Steering Committee on the energy access component of the DHE, and finalised CFP templates (working closely with the DHE Secretariat Lead and Desk Officer, GPA Team Management and program partner focal points to finalise these documents).

Performance Indicators for evaluation of results:

- Quality and timely submission of deliverables
- Activities implemented with a high degree of effectiveness and efficiency, demonstrating a high degree of professionalism of the individual contractor, and contributing to an increase in the professional image of UNITAR, the GPA and the DHE MPTF

Qualifications:

- An advanced university degree in sustainable energy, environmental policy, innovation, development economics, management, or related fields.
- A minimum of 10 years of professional experience in areas related to the disciplines, demonstrating comprehensive knowledge of sustainable energy, energy access and development/humanitarian programmes.
- Strong familiarity with humanitarian agencies, including an understanding of energy access, as well as knowledge of UNITAR, UNDP, and other relevant UN and intergovernmental processes.
- Proven track record in developing processes, writing guidelines, TOR's, generating reports, and publishing materials within relevant fields, particularly in relation to funding mechanisms and governance, energy and climate policy and practice.
- Extensive experience in transdisciplinary and interdisciplinary collaborations, showcasing the ability to work across diverse sectors and disciplines effectively.
- Exceptional writing skills and fluency in English are essential.

Duration of contract: 1 July 2024 – 31 October 2024

Reporting structure (name of direct supervisor):

The individual contractor reports to the head of the DHE Secretariat.

To apply: Please submit a CV, and a 1-page cover letter to: energy@unitar.org. The subject of the email should be “**DHE MPTF Individual Contractor position**”. The applications are reviewed on a rolling basis.