



ASEAN CENTRE
FOR ENERGY

Call for Expert – ASEAN Centre for Energy (ACE)

POLICY CONSULTANT ON ASEAN COOPERATIVE PROJECT ON FINANCING MECHANISMS DESIGN FOR ENERGY EFFICIENCY AND CONSERVATION (EE&C) PROJECT IMPLEMENTATION

ACE Building, 6th Floor
Jl. H.R. Rasuna Said
Block X-2, Kav.07-08
Jakarta 12950
Indonesia

About ACE

Established on 1 January 1999, 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's headquarter is located in Jakarta.

Phone: (62-21) 527 9332
Fax: (62-21) 527 9350

secretariat@aseanenergy.org
www.aseanenergy.org

ACE would like to invite international expert to submit a proposal for Policy Consultant

TERM OF REFERENCE FOR POLICY CONSULTANT

Background

Energy Efficiency and Conservation (EE&C) is one of the most cost-effective ways to enhance energy security, increase competitiveness and address climate change. Under EE&C Programme Area, the objective of the APAEC 2016-2025 is to strengthen cooperation in energy efficiency and conservation through institutional capacity building and increasing private sector involvement including enhancing public awareness as well as expanding markets for energy efficient products. The fourth outcome-based strategy of the EE&C programme aims to enhance the participation of financial institutions in EE&C development.

Thus, the project “**ASEAN Cooperative Project on Financing Mechanism Design for EE Projects Implementation**” will support ASEAN Member States (AMS) to develop mechanisms to enhance financing for EE&C depending on their current status and financial institutions available in their respective country.



ASEAN CENTRE
FOR ENERGY

ACE Building, 6th Floor
Jl. H.R. Rasuna Said
Block X-2, Kav.07-08
Jakarta 12950
Indonesia

Phone: (62-21) 527 9332
Fax: (62-21) 527 9350

secretariat@aseanenergy.org
www.aseanenergy.org

Financing mechanism

In developing and emerging countries, aligned with their economy, their financial resources in energy efficiency are gradually shifting from grants to concessional loans and enhancing public–private sector partnership initiatives to decrease the burden on public funds. However, the public sector has still played an important role in supporting that shift in Energy Efficiency Financing (EEF). Five types of EEF initiatives have been identified to assist in that process. They are: (1) EE funds, (2) utility programmes, (3) dedicated credit-lines, (4) risk-sharing programmes, and (5) performance contracting systems via energy service companies (ESCOs).

By looking at the current efforts and success in AMS, it can be recognised that there are promising initiatives in a few countries with good lessons learned. In Thailand for example, the Energy Conservation Fund, which involves the banking sector, has implemented several financing schemes for EE. For example the Energy Efficiency Revolving Fund (EERF) has saved 5,423.48 million baht/year or 0.98 million t CO₂ equivalent between 2003-2011. However, knowledge and exchange amongst AMS on these success stories are still needing to be improved.

This project, which will involve a series of workshops and international consultant support, aims to facilitate exchange of information and best practices in order to advance the development of effective energy efficiency finance mechanisms in the ASEAN region.

Therefore, ASEAN Centre for Energy (ACE), an intergovernmental organisation, is seeking an experienced Policy Consultant to deliver the outputs according to term of condition of the TOR.

2. Terms of Reference

2.1. General Terms of Reference

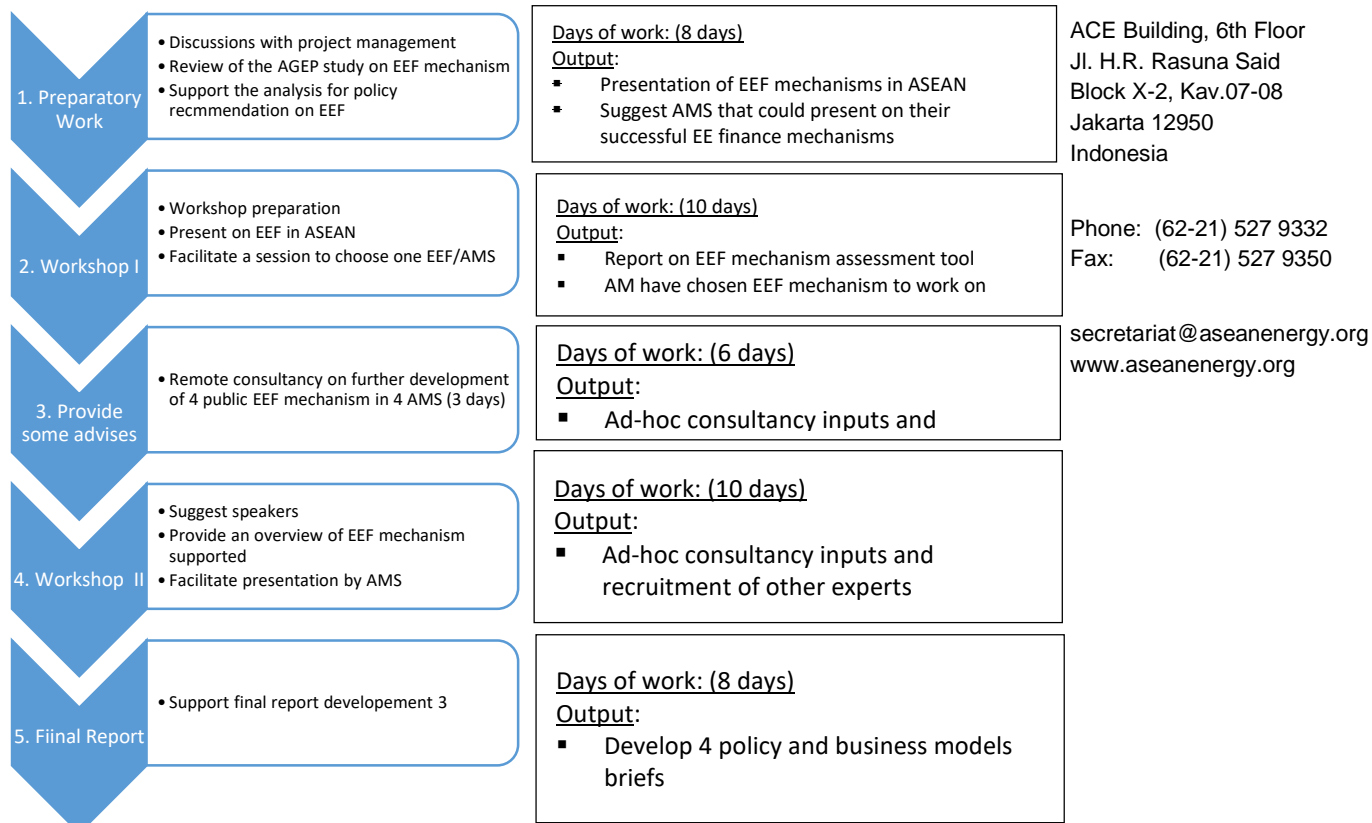
Objective of the assignment:

- a. Provide inputs to the first and the second workshop regarding public and financial mechanism and guide policy reflection and development; raise AMS knowledge on the diversity of EE finance mechanisms
- b. Assist AMS with policy expertise to follow up in the preparation of EEF mechanisms
- c. Provide assistance in the EE&C policy and regulation briefs of different newly developed public financing mechanisms.
- d. Assist to prepare concrete follow-up project proposals for further development of the financial mechanism in some AMS.

2.2. Detailed specifications



ASEAN CENTRE
FOR ENERGY



Preparatory Work:

- Review the existing study on EE finance mechanism and make a presentation from its content, in particular from ASEAN-German Energy Programme (AGEP).
- Develop a summary of Public High-Performance Financing Schemes in ASEAN.
- Develop an evaluation scheme on how to assess the likelihood of its applicability to targeted country.

Workshop 1:

- Present an overview of the EEF mechanisms and policy support in ASEAN
- Facilitate a session to identify EEF mechanisms in each AMS

Workshop 2:

- Provide an overview of supported EEF mechanism in AMS



ASEAN CENTRE
FOR ENERGY

- Facilitate presentations from the policy briefs/projects of the respective AMS countries.
- Facilitate a session to identify the next steps

Ad-hoc consultancies:

- Provide inputs to questions and requests from the participating countries on **public** EEF mechanisms
- Follow up with the countries that they will be preparing these documents: Concept note, Stakeholders, process of implementation and challenges.

ACE Building, 6th Floor
Jl. H.R. Rasuna Said
Block X-2, Kav.07-08
Jakarta 12950
Indonesia

Phone: (62-21) 527 9332
Fax: (62-21) 527 9350

Final reporting:

- Ensure that the policy aspects in the policy briefs from the countries are sound and could lead to further Technical Assistance (TA) and financial support by ASEAN or international donor agencies.

secretariat@aseanenergy.org
www.aseanenergy.org

Deliverables/Outputs

The deliverables to be submitted by the consultant are as follows:

1. Presentation on EEF mechanisms in ASEAN
2. Framework to assess public and private EEF development in AMS
3. Policy brief on the assessment method to identify possible EEF mechanisms in AMS (results/report of workshop 1)
4. Consultancy reports for 4 AMS and their respective EEF mechanism
5. Overview of policy briefs developed (results/report of workshop 2)
6. Summarise up to 4 policy briefs/case studies on public EEF mechanism in the AMS

Timeline

No	Activities	Deadline
1.	Presentation on existing EEF mechanisms in ASEAN	September 2018
2.	Framework to assess public and private EEF development in AMS	November 2018
3.	Presentation at the workshop	Mid of November 2018



ASEAN CENTRE
FOR ENERGY

ACE Building, 6th Floor
Jl. H.R. Rasuna Said
Block X-2, Kav.07-08
Jakarta 12950
Indonesia

Phone: (62-21) 527 9332
Fax: (62-21) 527 9350

secretariat@aseanenergy.org
www.aseanenergy.org

4. Report on Consultancy support	Mid-December 2018
5. Prepare report on overview of public EE finance mechanism	January 2018
6. Presentation at workshop II	February 2018
7. Submit 4 policy brief/case study summaries	March 2018

Reporting

- a. The consultant shall work closely and report to the responsible team from ACE during the contract period and seek input for the workshop content, reports, and the study via teleconference or other communication systems. The work consultation shall be done with the following contact person:

- **Rio Jon Piter Silitonga** (riosilitonga@aseanenergy.org)

- b. The consultant should/shall be fully dedicated to the tasks and be ready for direct discussion with ACE. All communication to/with other parties should/shall be channelled through ACE.
- c. The consultant is willing to coordinate with other consultants hired by ACE for other programs under supervision of ACE.

All reports and studies are to be submitted in English. The documents are required to be submitted using the layout and design provided by ACE. The reports will be made feasible to be uploaded on the ACE website.

Requirements

- Postgraduate in energy policy or political science, preferably ASEAN and Japanese national.
- At least 5 years of work experience on public green financial instruments or EE&C and energy related in ASEAN.
- Knowledgeable on energy issues, global and regional energy trends and developments and has demonstrated skills to coordinate and implement projects and programmes.
- Experience on developing public EE finance.
- Excellent command of English and capacity in writing high quality reports and presentations.
- Experience in international presentations

I. Specification of inputs



ASEAN CENTRE
FOR ENERGY

ACE Building, 6th Floor
Jl. H.R. Rasuna Said
Block X-2, Kav.07-08
Jakarta 12950
Indonesia

Phone: (62-21) 527 9332
Fax: (62-21) 527 9350

secretariat@aseanenergy.org
www.aseanenergy.org

a. Assignment of personnel

- Consultant is planned to include up to 40 man-days, including meetings with ACE and stakeholder.
- A total of maximum two international return flights to Jakarta, Indonesia, or other ASEAN major cities (to be defined) are (assumed) to be undertaken for the implementation of all activities by the consultant. The mission trip will be scheduled by ACE.
- Estimation budget for travel, including per diem, accommodation, air fares and local transportation shall be included in the Financial Offer.

b. Period of Assignment

The Consultant awarded with the assignment will be hired according to the timeline defined in the previous section above, or until and obliged to work within the required deadlines and be available for phone / Skype call if needed.

c. Amendment to Terms of Reference

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

d. Confidentiality Agreement

Without any prior consent from the ACE, the consultant shall, in no case, disclose any data or information to external parties without written permission from ACE.

e. Workshops, training and upgrading

The cost of working meeting and review meeting organization will be covered by ACE.

f. Copyright and intellectual property

All material produced under this assignment will belong to ACE and remain property of ACE. Consultant will not have any control over copyright claims and intellectual property

II. Proposal

In response to the Term of Reference, the proposal of max. 5 pages should include the following aspects:

a. Technical offer consisting of:

- Consultant's ability to do the work that includes mitigation plans in case the consultant consists of less than two persons and backstopping process is needed.
- Working plan and time schedule that includes the number of trips needed (international and local). Please provide also man-days for each deliverable work.
- For the allocation of man days, please use the table as follows:



ASEAN CENTRE
FOR ENERGY

ACE Building, 6th Floor
Jl. H.R. Rasuna Said
Block X-2, Kav.07-08
Jakarta 12950
Indonesia

Phone: (62-21) 527 9332
Fax: (62-21) 527 9350

secretariat@aseanenergy.org
www.aseanenergy.org

No	Action & Deliverables	Man-days	Man-day Rate	Expert	Total Rate
1.	Professional Fee : a. Methodology b. List of required data c. Data collection and verification from AMS d. Preliminary result e. Conduct of Workshop f. Report of workshops g. Report of the study				
2.	Mission Trip (economic class and 4 star hotel)				

- b. Curriculum Vitae with names of persons working under this contract (up to three persons).
- c. Company profile (in case of consulting).

The consultant is allowed to propose the revision on the Deliverable Works in achieving the inputs – subject to the approval of ACE.

2.3. Application

To apply for this position, the following document shall be submitted to hr@aseanenergy.org, and riosilitonga@aseanenergy.org, by 16 August 2018 as the latest, including:

- a. Motivation to work for ACE in this project
- b. Curriculum Vitae with names of persons working under this contract (up to three persons).
CV using the official application form, and certified true copies of educational certificates obtained

Please indicate on the subject heading: Proposal of Policy Consultant (PC)