MINISTRY OF NATURAL RESOURCES AND ENVIRONMENTAL PROTECTION

OF THE REPUBLIC OF BELARUS

Project “Removing Barriers for Wind Power Development in Belarus”

Terms of reference for an International Individual Contractor

Conducting an analytical study on the development of opportunities to introduce “smart grid” in Belarus

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| **Reference:** | PIMS 4462/IC |
| **Country:** | Republic of Belarus |
| **Description of the Assignment:**  **Type of Contract** | Conducting an analytical study on the development of opportunities to introduce “smart grid” in Belarus  (2019 Annual Project Work Plan activity 3.3.1.5)  International Individual Contractor – Lump Sum |
| **Project:** | **PIMS 4462:** Removing Barriers to Wind Power Development in the Republic of Belarus |
| **Period of Assignment/Services:**  **Number of Working Days:**  **Payment Schedule:**  **Duty Station:** | 28th October – 31st December, 2019  15 working days.  Payment will be made in two instalments: the first instalment in the amount of 1/3 of the total contract amount upon submission of deliverables in accordance with Part I of these Terms of Reference; the second instalment in the amount of 2/3 of the total contract amount – upon submission of deliverables in accordance with Part II of these Terms of Reference.  Home based with 1 mission to the Republic of Belarus during the period of provision of services, with the trip involving at least 2 working days’ stay in the country. (13 days home-based, 2 days in Belarus). |
| *Proposals should be submitted to maryna.belavus@gmail.com no later than by COB on* ***22h******October 2018****. All and any requests for clarification must be sent in writing, or by standard electronic means of communication to the above e-mail address. MNREP will respond in writing by regular or electronic mail.* | |

The United Nations Development Programme (hereinafter, UNDP) plays a key role as a partner of the Government of Belarus in the implementation of programs and policies aimed at improving energy efficiency and introducing renewable energy sources. In particular, UNDP supports the Government of Belarus by buildings the country's capacity and arranging conditions for wind power development in order to achieve the targets of reducing GDP energy intensity under the "Removing Barriers to Wind Power Development in Belarus" project financed by the GEF in accordance with the Climate Change Strategy.

This project provides for supporting the removal of barriers to wind projects in the Republic of Belarus. The project proposes setting up financially viable partnership between the State and private sector in order to promote investment activities in the Republic of Belarus by providing start-up funding and by demonstrating practical know-how in the field of wind energy on a market basis. By its completion, the project is expected to create stable encouraging conditions and procedures of providing support to wind projects with a total installed capacity of at least 25 MW. More information about the project can be found at [www.windpower.by](http://www.windpower.by).

**The role** of the International Consultant on Conducting an analytical study on the development of opportunities to introduce smart grids in Belarus is to assist the Republic of Belarus in the development of “smart grids” with the aim of improving the conditions for increasing the share of renewable energy, including wind energy, in the energy balance.

This assignment provides for one mission to the Republic of Belarus during the provision of services. The mission should include a minimum of 2 working days' stay in the Republic of Belarus, not including travel days.

The International Consultant should provide the following services:

Part I:

1.1 to conduct an analytical review of international best practices in the development and use of smart grids, including in countries with a high level of renewable energy (primarily wind and solar energy) in their energy balance. An analytical review should show how smart grid technologies allow for the management of supply and demand for electric energy, including that generated from renewable energy sources, and ensuring maximum efficiency in the use of energy resources.

1.2 to conduct a working trip to Minsk for meetings where the situation in the Republic of Belarus in the energy sector and the prospects for the development of “smart grid” technologies in Belarus will be studied (Energy Efficiency Department of Gosstandart, Ministry of Energy, Belenergo and others, if necessary).

1.3 to prepare recommendations for the Republic of Belarus on the development of a “smart grid” with the aim of improving the conditions for increasing the share of renewable energy sources, including wind energy, in the country's energy balance.

1.4. to identify the country in which “smart grid” technologies are the most developed and actively used, in order to organize a study visit of Belarusian specialists to that country. Prepare a brief justification for choosing such a country.

1.5 to present the results obtained from the implementation of para. 1.1-1.4. The presentation should be held in the format of a round table in Minsk. During the presentation, an exploratory working visit of Belarusian specialists should be offered to the country, to study the practical issues of using “smart grid» technologies.

The first part of the task should be completed within 1-1.5 months after the start of work on the task. Work on the 1st part includes one mission to the Republic of Belarus.

Part II:

2.1 to assist in the preparation of a study visit of Belarusian specialists to the selected country to study the practical issues of using the technologies of a “smart grid”, including:

- create a programme of the visit;

- ensure agreements with host organizations (in case if any activities during the visit that require additional payment, this payment is made by the Project separately and is not included in the consultant's contract).

2.2 to prepare proposals for practical activities aimed at the development of a “smart grid” in Belarus.

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| **Key deliverables:**   * A report with an analytical review of international best practices in the development and use of smart grids, including in countries with a high level of renewable energy (primarily wind and solar power) in the energy balance. Recommendations for the Republic of Belarus on the development of “smart grids” with the aim of improving the conditions for increasing the share of renewable energy sources, including wind power, in the country's energy balance; as well as the rationale for choosing a country for organizing a working visit of Belarusian specialists to study the use of smart grid technologies. (part 1) * A report on assistance in preparing a study visit of Belarusian specialists to a country with advanced use of “smart grids” technologies (part 2) * A report with proposals for the implementation of practical measures aimed at the development of “smart grid” technologies in Belarus (part 2)   **Other duties:**   * Performance of other related duties at the request of the Project Manager in order to most effectively complete this task.   **Institutional Arrangements:**   * The International Consultant will work from home for approximately 13 working days out of the 15 working days of the assignment. * The International Consultant will undertake 1 mission to the Republic of Belarus during the duration of the assignment, and the mission must include minimum 2 working days' stay in the Republic of Belarus. * The Consultant will be provided with access to relevant information, which is essential for execution of tasks under this assignment, and access to which is not restricted by the laws of the Republic of Belarus. * The Consultant shall have a laptop for his/her work.   **Business travel:**   * One mission will be made to the Republic of Belarus; travel and accommodation expenses for this mission shall be included into the financial proposals; the travel and accommodation expenses shall not be considered in the comparative evaluation of the vacancy bidders' financial proposals. * The Consultant shall be responsible for procuring the medical insurance policy required for traveling to the Republic of Belarus. * Visa costs should be paid by the International Consultant and should be included in the proposal. |
| **Competencies** |
| **Corporate competencies:**   * Excellent communication and networking skills * Ability to work effectively in a team * Strong interpersonal and negotiating skills * Ability to work in a multicultural environment, and * Sound judgment and discretion   **Functional competencies:**  **Education**   * University degree in the field of energy and (or) renewable energy * Master degree in energy, environmental protection or renewable energy is an advantage   **Job knowledge/technical expertise:**   * At least 10 years of relevant experience in the field of renewable energy development * At least 2 years of practical experience in implementing smart grid technologies * Experience of working in the field of integrating renewable energy sources in the energy system using smart grids technologies of at least 2 projects * Knowledge of EU legislation related to the implementation of smart grid technologies   **Management and Leadership:**  The candidate shall:   * Demonstrate strong oral and written communication skills * Focus on impact and results for the client and respond positively to feedback * Consistently apply an energetic, positive and constructive attitude to the work * Keep calm, stay in control over the situation and maintain self-control even under pressure * Act with tact and diplomacy * Exhibit friendliness and ease of communication. |
| **Required skills and experience** |
| Languages:   * Fluency in English * • Fluency in Russian is desired, but not required   Project Manager Maryna Belavus |
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**ANNEX A - FINANCIAL PROPOSAL FORM**

From: (full name): \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Date: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Signature: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

*Herewith I confirm my intent on provision of services in accordance with Terms of Reference and Procurement Notice*

Given the above, please see below my financial proposal

|  |  |  |  |
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|  | **Units\*** | **Rate / USD** | **Total / USD** |
| **Вознаграждение** | Working days\* |  |  |
| Part I | 5 |  |  |
| Part II | 10 |  |  |
| **Sub-total fee** | **15** |  |  |
| **Other expenses \*\*** |  |  |  |
| ***Visa and Insurance Costs*** |  |  |  |
| ***Travel and living expenses \*\*\**** |  |  |  |
| ***Social Tax in Belarus \*\*\*\**** |  |  | **2,000** |
| **TOTAL** |  |  |  |

***\* The estimated number of working days for this assignment is 15 working days including 1 mission (of minimum 2 working days) to the Republic of Belarus.***

***\*\* Other expenses are considered separately for the proposal evaluation purposes only; they will be included in the final (gross) daily rate at contract signature. Only the total fee will be considered at evaluation.***

***\*\*\* Please note that the proposal must include such travel expenses, as flight tickets, per diem and airport terminal fees.***

***\*\*\*\* The Social Fund tax is obligatory for all international consultants in Belarus; it indicatively amounts to USD 2,000 for this assignment assuming 2 payments to the consultant.***