TERMS OF REFERENCE

A. **Job title:** Consultant to prepare a comprehensive report summarizing achievements of the Small Hydropower project in Montenegro

B. **Type of position:** International, short term

C. **Post Reference:** MNE 12-073

D. **Duty Station:** Podgorica, Montenegro and home based

E. **Duration of appointment:** up to 25 working days, within the period October 2012 – December 2012

F. **Contract type:** Individual Contract (IC)

I. **Deadline for application:** October 16, 2012

I. **Background:**

The Government of Montenegro adopted the Small Hydro Development Strategy in April 2006, as a politically acceptable way in which to reduce its dependence on energy imports. With the GEF project Power Sector Policy reform to promote small hydropower development in the Republic of Montenegro, UNDP is supporting the government in realizing its goal of 15 to 20 MW of new small generating capacity by the close of the project, instead of 2015 as declared by their strategy. Furthermore this project will support the government in securing that additional capacity in a more cost effective, and therefore in a more politically sustainable manner. In so doing the project will avoid between 402,360 to 536,480 t CO₂ eq in GHG emissions over the 20 year life of the new small hydro generating facilities.

Main of the project objectives have been achieved to the end of 2012:

i) Strengthening Institutional, legal and price conditions attracting investment in small hydro power by simplifying tendering and authorization procedures for small hydro-power producers, developing regulation for connection by small power producers to the power grid, and development of financial incentive scheme for small hydro power development;

ii) Supporting Independent Power Producer (IPP) investment decisions in Small hydro power by collection of Hydrological data for additional 15 sites and data of all available small hydro-site collected and posted on web site;

iii) Operational small hydropower IPP concessions operational by designing model tendering and contractual documents for SHPPs, training and organizing unit in SHPP tendering and contracting process, and tendering and contracting out the development of 5 selected SHPP sites for power generation; and

iv) Summarizing project results and lessons learnt, documenting and making it publicly available.

In order to disseminate the result of the UNDP Small Hydropower project and attract attention of wide local and regional audience to the renewable energy development, the UNDP plans to publish a report with main results and achievements of the project and will hire an International Expert, as his/her services are required to prepare a comprehensive report summarizing the achievements of the UNDP Small Hydropower project in reforming the power sector policy to promote small hydropower developments in Montenegro, lessons learnt and recommendations for future of the renewable energy developments in Montenegro.
Information about the UNDP small hydropower project, reports and studies, energy sector, RES policy and regulation, related information will be provided by the UNDP project team. Information relevant to the UNDP small hydropower project can be obtained at the [www.oie-res.me](http://www.oie-res.me).

II. Duties and Responsibilities:

Objectives of the assignment: The purpose of engagement of international consultant is preparation of comprehensive report summarizing the achievements of the UNDP Small Hydropower project in reforming the power sector policy to promote small hydropower developments in Montenegro, lessons learnt and recommendations for future of the renewable energy developments in Montenegro. The report will be issued further in a form of publication and disseminated.

Job content: Under the direct supervision of UNDP Programme Manager, the consultant will be responsible:

- Preparation of the comprehensive report summarizing the achievements of the UNDP Small Hydropower project in reforming the power sector policy to promote small hydropower developments in Montenegro, lessons learnt and recommendations for future of the renewable energy developments in Montenegro.

The key product expected from this work is a comprehensive analytical report that should, at least, include the following contents:

- Brief description of the UNDP small hydropower project
- Context and purpose of the report
- Overview of energy sector of Montenegro, structure, policy and strategy, legal framework.
- Renewable Energy Sources in energy sector of Montenegro, policy and strategy, legal framework
- Hydropower energy potential of Montenegro,
- Economic, social and environment benefits of Montenegro of utilization of the hydropower energy potential
- Main barriers to the power sector policy reform to promote small hydropower developments in Montenegro
- Achievements of the UNDP project to address these barriers to promote small hydro power developments
- Lessons learnt from the UNDP small hydro power project in Montenegro
- Conclusion and recommendations for future development of the renewable energy sources in Montenegro
- Annexes: TOR, itinerary, field visits, people interviewed, documents reviewed, etc. and references.

Total volume of publications without annexes should not exceed 60 pages of a text (A4 size, font size -12, line spacing -1.5, margin size -1sm from all sides).

Specific Tasks:
1. Undertake a desk review of available information, preparation and negotiation of proposed contents of the report.
2. Prepare draft report and submit for comments
3. Address all received comments in the final report. Submit the final report for acceptance
4. Prepare a presentation and conduct mission to Montenegro to present the report (upon UNDP request)

UNDP in Montenegro promotes sustainable development, which is economically viable, socially inclusive and environmentally friendly •

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The expected results:
1. The consultant shall present the results in the form of a written report in standard format (as a word and PDF file and in electronic version) with an executive summary; a draft version of the report is to be submitted for comments before its finalization.
2. Presentation should be done in Power Point.
3. Reports to the Project Manager and relevant staff at UNDP country office in Montenegro

Timing and reporting:
Consultant to prepare a comprehensive report summarizing achievements of the Small Hydropower project in Montenegro will be engaged under short-term Individual Contract (IC) on short-time base, immediately after the completion of the recruitment procedure. The tentative start date of the contract will be the end of October 2012. The consultant will be obliged to deliver tasks set in these Terms of Reference no later than 20th December 2012.

Time duration and travel: The Consultant is expected to spend up to 5 (five) days in Podgorica, Montenegro. The rest of the time, 20 (twenty) days. he/she will be home based writing the key outputs.

III. Competencies:

- Demonstrates integrity by modeling the UN’s values and ethical standards;
- Promotes the vision, mission and strategic goals of UN/UNDP;
- Displays cultural, gender, religion, race, nationality and age sensitivity and adaptability;
- Ability to lead strategic planning, results-based management and reporting;
- Builds strong relationships with clients, focuses on impact and result for the client and responds positively to feedback;
- Consistently approaches work with energy and a positive, constructive attitude;
- Demonstrates good oral and written communication skills;
- Demonstrates ability to manage complexities and work under pressure, as well as conflict resolution skills.

IV. Qualifications and expertise:

- University degree and minimum 5 years of experience in energy, CO2 reduction and institutional development;
- Proven experience with analysis of on-grid renewable energy projects around world, especially in transition countries including analysis of barriers and their mitigation strategies, economic, social and environment benefits of renewable energy sources;
- Sound knowledge of and experience with designing and implementing policies and capacity building activities to promote renewable energy;
- Knowledge of UNDP/GEF climate change mitigation project development and evaluation;
- Proven excellent English writing skills: potential candidates must submit a list of publications and at least one example of published report/articles on the relevant subject.
V. Application Process:

Interested applicants are requested to submit their applications to UNDP Office in Podgorica by e-mail to consultancy.me@undp.org by October 16, 2012.

The application should contain:

1. Duly completed Personal History Form (P11) can be downloaded from http://www.undp.org.me/files/jobs/index.html

2. Cover/Motivation Letter

The short-listed candidates only will be requested to submit a letter of interest including a price quotation indicating the lump sum (in EUR) requested for the work and travel envisaged in the section "Duties and Responsibilities".

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