Revised ToR

Terms of Reference (ToR): Individual Consultant – Technical Expert (Renewable Energy and Policy)

Item	Details
Assignment Title	Individual Consultant – Technical Expert (Renewable Energy and Policy)
Project	Promoting Energy-Related Low Carbon Urban Development (LCUD) in Bangladesh (UNDP/GEF)
Implementing Agency	Sustainable and Renewable Energy Development Authority (SREDA), Power Division, Ministry of Power, Energy and Mineral Resources
Contract Type	Time-based individual consultancy contract (Selection of Individual Consultant – SIC)
Level of Effort	208 man-weeks (full-time), from contract signing to 30 June 2029 [extendable subject to need, performance, and approval]
Duty Station	Project Management Unit (PMU), LCUD Project, SREDA, Dhaka, with travel to partner cities and project sites as required
Supervision	Overall guidance of the Project Directorate, LCUD Project; Day-to-day supervision and reporting to the Project Manager

1. Background

The LCUD Project is implemented by SREDA with grant support from the Global Environment Facility (GEF-LDCF) through UNDP. It aims to promote energy-related low-carbon urban development in Bangladesh through energy efficiency and conservation (EE&C), renewable energy (RE) in buildings and industry, waste management and waste-to-energy, GHG accounting, and supporting policy, finance and capacity-building measures.

As the national agency mandated to promote EE&C and RE, SREDA leads RE policy formulation and the promotion of RE deployment. Delivering these mandates under the project requires dedicated technical capacity within SREDA and the PMU.

Technical Expert – Renewable Energy and Policy will lead the project's support on renewable energy policy formulation and RE technical inputs.

2. Objective of the Assignment

The objective is to strengthen SREDA's and the project's technical capacity in renewable energy policy and RE deployment in buildings and industry, so that related project activities are delivered on time, to sound technical quality, and in line with the approved Annual Work Plan and UNDP/GEF requirements.

3. Scope of Services and Key Responsibilities

The consultant will carry out the following tasks. The Project Director may adjust tasks and inputs as needed.

3.1 Renewable Energy Policy Formulation Support

- Support SREDA in formulating, reviewing and updating RE policies, guidelines and regulatory instruments, including rooftop solar and net-metering related provisions.
- Prepare background analyses, comparative reviews of international practice, and draft policy texts and briefing papers.
- Support stakeholder consultations, comment compilation and finalisation of RE policy instruments.
- Coordinate inputs with the project's PV/RE-in-buildings, PPP/ESCO and LCUD planning and policy experts.

3.2 Policy Updating Support on RE-Related Aspects of EE&C

- Provide RE inputs to energy efficiency and conservation policy updates led by Technical Expert – Energy Efficiency and Conservation.
- Review alignment of RE and EE&C instruments with national energy and climate commitments.

3.3 Standards and Labelling Support for RE Products

- Support development or review of quality standards and labelling for RE products and systems (e.g., solar PV modules, inverters, solar water heaters), in coordination with Technical Expert – Energy Efficiency and Conservation.
- Assist in technical data collection and drafting of related documents.

3.4 Energy Audit Support (RE Opportunities)

- Support industrial energy audits by assessing RE integration opportunities, such as rooftop solar and solar thermal.
- Contribute RE sections to energy audit reports conducted by energy auditors, as directed by project management or SREDA officials.

3.5 Day-to-Day Technical Support to SREDA and the Project

- Provide technical inputs to project work plans, progress reports, PIR inputs and results-framework monitoring, in coordination with the M&E consultant.
- Prepare technical notes, presentations, ToRs, technical specifications and evaluation inputs for project procurement.
- Support trainings, workshops and seminars, including preparation of training materials.

- Coordinate with Technical Expert – Energy Efficiency and Conservation, partner cities, development partners, project associates and other project consultants.
- Perform any other related duties assigned by the Project Directorate and Project Manager.

4. Deliverables

The consultant shall provide the following deliverables:

SL	Deliverable	Timeline
1	Inception note and individual work plan, aligned with the Annual Work Plan	Within 15 working days of joining
2	Prepare a monthly work plan in consultation with the Project Manager and Project Directorate, and share a monthly progress report covering tasks completed, technical outputs, issues, and planned actions	Monthly
3	Draft and revised RE policy, regulatory and guideline documents, with consultation summaries	As per work plan
4	Technical notes and draft documents on standards and labelling for RE products	As per work plan
5	RE opportunity assessments and RE sections of energy audit reports	Per audit / as assigned
6	Technical notes, ToRs, specifications, training materials, and inputs to quarterly and annual reports and the GEF PIR	As assigned
7	Final assignment report summarising work completed, outputs, lessons learned, and recommendations	At contract completion
8	Support any other project activities and documentation assigned by the Project Manager and Project Directorate	As assigned

5. Reporting Arrangement

The consultant shall work under the overall guidance and supervision of the Project Directorate, LCUD Project, and shall report to the Project Manager for day-to-day supervision. S/he shall coordinate closely with other project consultants, including the Technical Expert – Energy Efficiency and Conservation and the M&E Consultant, as well as project associates and partner institutions.

The consultant shall work from the project office at SREDA, observe regular office hours, and comply with the SREDA and UNDP codes of conduct. Any absence from work on a working day shall require the prior written approval of the Project Manager.

6. Inputs and Facilities to be Provided by the Procuring Entity

- Access to the Project Document, Annual Work Plan, and relevant SREDA policy and technical documents.
- Access to RE data, energy audit reports and project records relevant to assigned tasks.
- Office space at the PMU, with computer, printer, internet, and office logistics, subject to project policy.
- Travel and daily subsistence for approved field visits, as per project and GoB/UNDP rules.
- Necessary institutional support for meetings, consultations, and official communication.

7. Required Qualifications and Experience

7.1 Education

- A bachelor's degree (BSc) in Civil, Chemical, Mechanical or Environmental Engineering, or a relevant field (e.g., Electrical/EEE, Energy or Renewable Energy Engineering), from a recognized university.
- A master's degree in renewable energy or a related field will be considered an advantage.

7.2 Experience

- Minimum 7 years of demonstrable experience in renewable energy development, energy efficiency, energy audit, industrial ecology, sustainability science, or related technical areas.
- Engagement in at least 5 projects related to energy efficiency and renewable energy.
- Knowledge of renewable energy and energy policy issues in Bangladesh.
- An excellent technical and planning background.
- Previous work with SREDA, a government agency, or a UNDP/GEF or other donor-funded project will be an advantage.

7.3 Skills and Competencies

- Fluency in reading, written and spoken Bangla & English.
- Preferred skills: project management, technical writing, capacity building, facilitation, and project implementation.
- Proficiency in MS Office and in RE design or analysis tools (e.g., PVsyst, RETScreen) and Bangla typing.
- Good command of report writing in both English and Bangla will be an advantage.
- Ability to work in a multi-disciplinary team, under pressure, and to deadlines.

8. Contract Type and Payment Modality

The consultant shall be engaged under a time-based individual consultancy contract. Payment shall be made monthly, upon submission of a monthly progress report and timesheet and their approval by the Project Manager and the Project Director. Continuation of the assignment shall be subject to certification of satisfactory performance by the Project Directorate and the Project Manager.

9. Confidentiality and Ownership of Outputs

All reports, data, drafts, correspondence, and outputs produced under this assignment shall remain the property of the Procuring Entity. The consultant shall maintain strict confidentiality regarding all official information, including industry and project data, and shall not disclose any information without prior written approval of the competent authority.

10. Conflict of Interest

The consultant must disclose any actual or potential conflict of interest, including any engagement with RE developers, suppliers, manufacturers, or ESCOs that may be assessed or affected by policies or standards under the project. S/he shall comply with applicable ethics, integrity, and procurement requirements throughout the engagement.

