

ToR (Terms of Reference)

for

Consultancy to Develop strategy and project plan for Renewable World to deliver Carbon Project, centred on Improved Cookstoves

1. Background

Renewable World (RW) is a not-for-profit international development organisation that aims to alleviate poverty through access to clean, reliable renewable energy. We specialise in developing and deploying effective ways of bringing off-grid renewable energy solutions to the most remote and underserved communities, empowering them to achieve sustainable and resilient lives.

Since 2019, Renewable World has been engaged in a partnership with Octopus Energy, an electricity and gas supplier in the United Kingdom specialising in sustainable energy. Octopus Energy offers its customers a SuperGreen Package under which the tariff includes carbon offsetting for the gas element of the tariff. The projects funded by offsetting carbon from Super Green gas customers are chosen by Renewable World – and fulfilled by our partner ClimateCare. The project portfolio is chosen annually to align with current Renewable World priorities and currently includes solar and clean cooking projects in Tanzania, India and Nepal. The intention is to provide first class communications to Octopus Energy on the projects (stories, case studies and data) to keep their Super Green customers engaged.

Under the terms of the partnership, Renewable World shall develop and directly deliver Gold Standard accredited carbon projects, to be supported by Octopus Energy customers. This includes offering a mixed portfolio of carbon offsetting programmes which are directly delivered by Renewable in Nepal and potentially Kenya, plus those delivered by Climate Care or a third-party organisation but managed by Renewable World.

To this end, Renewable World has already engaged one consultant to undertake an assessment of Renewable World's renewable energy technology programme within Nepal and complete a study outlining the potential for Renewable World to embark on the Gold Standard accreditation process, and ultimately deliver Gold Standard accredited carbon projects (Step one). Based on the findings of the assessment, RW has identified that the organisation will now move ahead with the development and delivery of a Carbon Project, centred on Improved Cookstoves. To this end, consultancy support is now required to support Renewable World through the initial stages of the accreditation process (Step two).

Whilst the primary customer for carbon offsetting is envisaged as being Octopus Energy, Renewable World is interested in developing and delivering carbon projects more widely, through the Gold Standard accreditation route.

This TOR focuses on Step Two of the two-step process.

2. Objective

The objective of this assignment is to build on the findings and recommendations identified during the Step one assessment process, and to deliver a strategy and project plan to enable Renewable World to initiate a Carbon Project, centered on Improved Cookstoves with the choice of technology to be

determined. The project should centre on Renewable World's main working area Karnali Region and expand outwards to neighbouring districts.

3. Scope of Work

It is expected that this consultancy will be highly participatory, including engaging the Renewable World team in discussions and workshops throughout the process to ensure the understanding and engagement of the entire team throughout the process.

The consultancy should explicitly build on the work completed during Step one, including referencing materials as relevant. The table attached as annex 1 outlines work completed during Step one.

Under Step Two, the Scope of Work is as follows:

Partnerships:

1. Mapping scope for collaboration, including potential partnership mapping and lead partnership conversations within the following sectors:
 - on-governmental sector
 - Private sector
 - Research institutions/ Improved Cookstove networks
2. Following approval by Renewable World of proposed partnership options and confirmation of technology to be promoted, draft partnership agreements with finalised partners.
3. Liaise with local government in the targeted region to leverage their commitment to the project, resulting in MOUs being signed.

Technology:

4. Research potential Improved Cookstove options that adhere to the Gold Standard, including being acceptable, affordable and available for customers and put forward a shortlist, including justifications. In discussion with RW, then confirm technologies to be included within the project, (likely to be two or more options to allow context variation within accreditation constraints).

Tools, guidelines, and documentation

5. Design the baseline tools, sample size and plan, and deliver the project baseline accordingly.
6. Develop certification mechanism, including clear guidelines and processes to be followed by RW, partners and beneficiaries.
7. Develop all necessary project documentation for Gold Standard certification.
8. Develop Job Description for Carbon Project – Project Manager, including recommendations as to whether the position should be part of full time.
9. Develop a project plan for implementation of the Carbon Project, including a detailed year one plan, and Scope of Work for year two onwards.

Information sharing

10. Orient RW team on Gold Standard project requirements, chosen technology and keep key team members updated on a weekly basis regarding progress made.

4. Deliverables and Milestones

The consultant should submit a full proposal outlining their approach to the assignment, and a timeline for delivery of the below milestones. The consultant may revise the order of the milestones noted in *italics* in line with their experience and recommendations.

SN	Activity	Deadline
1	Submission of technical and financial proposal	10 February 2021
2	Workplan agreed and contract signed	20 February 2021
3	<i>Presentation and report on stakeholder mapping</i>	
4	<i>Partnership agreements drafted and signed</i>	
5	<i>Presentation and report on Improved Cookstove technologies</i>	
6	<i>Finalisation of technologies to be included in the project</i>	
7	<i>Design baseline tools and plan, and test tools</i>	
8	<i>Presentation and baseline report</i>	
9	<i>Prepare initial Project Design Document</i>	
10	<i>Development of certification mechanism</i>	
11	<i>Procure the assessment/validation partners in line with RW procurement Policy and Guidelines</i>	
12	<i>Development of all necessary documentation for Gold Standard certification</i>	
13	<i>Development of Project Manager JD and project plan</i>	

5. Budget and Payment Schedule

The service provider's payment shall be based on the financial proposal developed for this consultancy. Payment will be made on submission of agreed milestones, and receipt of corresponding invoice and a report outlining activities completed and outputs delivered. An indicative payment schedule will be agreed and form part of the contract, with the payment schedule not exceeding a maximum of three payments.

6. General Qualification of the Consultant/Firm

The consultant is expected to have:

- Master's degree in a relevant field
- Proven work experience in the renewable energy sector
- Proven experience in the field of carbon offsetting, including Gold Standard experience specifically
- Proven ability to deliver good quality reports in English
- Ability to work independently, on budget and to deadline.

7. Acceptance of Proposal

All rights to accept/reject proposal without giving any reason, shall be reserved with Renewable World. If deemed necessary, the consultant/firm shall be asked for modifications to the proposal before approval.

8. Termination of the Contract

Renewable World may terminate the agreement if the consultant/firm commits a breach in the performance or observance of any of its obligations under this ToR. The consultant/firm shall be notified in writing seven days prior to the termination of the agreement.

9. Confidentiality

The consultant is not allowed to share any data provided by Renewable World without taking written consent. Any documents developed under this contract will be the property of Renewable World and the consultant is not allowed to share these with any external parties.

10. Documents to be Submitted by the Consultant

A. Technical and Financial Proposal

- *Technical Proposal- Explaining the methodology, approach that will be used to carry out this assignment, and timeline for milestones.*
- *Financial Proposal- Detailed budget with breakdown including applicable Taxes. The financial proposal must include the remuneration cost for the resource person/s and travel. Renewable World will cover any costs incurred by Renewable World staff in the course of attending interviews and or workshops and shall provide a suitable venue at Renewable World's office.*

B. Detail of the Consultant/Consulting firms

In the case of consulting firms, the following required documents are to be submitted:

- *Organization/ consultant profile with relevant experience*
- *A copy of consultant/firm registration*
- *Signed CV of the consultant*
- *A copy of Tax clearance certificate*
- *VAT/PAN registration*
- *Audit report*
- *Any other relevant documents (including two examples of previous reports)*

In the case of individual consultant/s, the following required documents are to be submitted:

- *Signed CV of the consultant*
- *PAN registration*
- *Any other relevant documents (including two examples of previous reports).*

References will be collected prior to awarding the contract.

Interested consultants/consulting firms are requested to submit a technical and financial proposal through email to jobs@renewable-world.org within the application deadline (10 February 2021).

Annex one: Work completed under Step one

1	Appraise the accreditation options, processes, timeframes and costs for developing carbon projects, particularly examining but not limited to Gold Standard accreditation.
2	<p>Conduct a review of Renewable World's projects from a carbon offsetting perspective, including:</p> <ul style="list-style-type: none"> o Description of projects, technologies, and programming approaches o Projects and technologies that can be bundled together for carbon credit as per current policy/ guidelines
3	<p>Evaluate the conditions for developing carbon projects, including:</p> <ul style="list-style-type: none"> o Technology disseminated and baseline scenario o Benefits from technology and emission reduction (ER) potential
4	<p>Estimate the potential for developing carbon projects (accredited through both the Gold standard and/ or the Clean Development Mechanism) through Renewable World's existing and pipeline programmes, including:</p> <ul style="list-style-type: none"> o Achievements so far and planned physical targets o Volume of potential emissions reduction generated annually o Cost benefit analysis, including additional cost to Renewable World beyond costs already included in our standard programming approach
5	Assess the potential for developing carbon projects through the introduction of additional renewable energy technologies into Renewable World's future programming
6	Clarify the working methodology for reinvesting funds generated through carbon offsetting