TERMS OF REFERENCE
ICLEI – LOCAL GOVERNMENTS FOR SUSTAINABILITY

ICLEI SEAS/IO SEEKS TO APPOINT A SERVICE PROVIDER TO DEVELOP A REPORT ON NATIONAL POLICY RECOMMENDATIONS IN INDONESIA UNDER THE 100%RE PROJECT

Date issued: 07 June 2024
Bids due: 27 June 2024

Type of contract: Product

June 2024
TERMS OF REFERENCE

As part of the 100% Renewables Cities & Regions Roadmap (100% RE) project, ICLEI Southeast Asia (ICLEI SEAS) seeks the services of a service provider with relevant credentials to develop and finalise a report on national policy recommendations in Indonesia to support and enable a transition of provinces/regions in Indonesia towards 100% RE.

1. Background

The 100% Renewables Cities & Regions Roadmap project (100% RE) - funded by the German Federal Ministry for Economic Affairs and Climate Action (BMWK) through the International Climate Initiative (IKI) - is a global initiative supporting local and regional governments to promote the transition towards 100% renewable energy strategies in Indonesia, Kenya and Argentina.

The 100% RE project works with cities and regions in the selected countries to build a pathway for cities and regions globally to plan and implement a renewable energy-based transition by providing a feasible pathway towards 100% renewable energy by 2050, enhancing capacities and policies, as well as developing ready-to-finance (bankable) projects.

While ‘deep-dive cities/regions’ in the three project countries receive focused attention, other ‘network cities’ in the project countries benefit via experience sharing, capacity building, peer-learning, policy dialogues and recommendations.

In Indonesia, the 100% RE Project has been implemented in the West Nusa Tenggara Province as the deep dive region, and in Mataram City and Sumbawa Regency as networking cities since 2019. This collaboration is based on an agreement between the West Nusa Tenggara Provincial Government and the ICLEI Indonesia Office regarding the Development of Renewable Energy Resources in West Nusa Tenggara Province with reference number 415/75a/KSS/2020, which was signed by both parties on March 30, 2020.

A core component of the project is facilitating multi-level governance and collaboration. While local and regional governments can achieve a lot on their own, national governments must also create enabling frameworks to allow for the shift towards renewable energy at the local level. This Terms of Reference (ToR) relates to this multilevel governance aspect and requests the services of a service provider (individual consultant or consortium) to develop a report on national policy recommendations in the Indonesian context. This report will support Indonesia’s transition towards renewable energies by providing recommendations to create an enabling policy and regulatory framework, and also facilitating the flows of finance to local and regional governments to help them reach their 100% renewable energy targets.

---

1 According to the IRENA Coalition for Action, “renewable energy encompasses all renewable resources, including bioenergy, geothermal, hydropower, ocean energy, solar energy and wind energy. One hundred percent renewable energy (or 100% RE) means that all energy sources to meet all end-use energy needs in a given location, region or country are derived from renewable energy resources 24 hours a day, every day of the year. Renewable energy can be produced locally to meet all local end-use energy needs (electric power, heating and cooling, and transportation), or it can be imported from outside the region using supporting technologies and facilities such as power grids, hydrogen, or hot water. Any storage facility that helps balance the energy supply must also use energy derived only from renewable resources.”
2. Objectives and purpose of the national policy recommendations

As part of the project’s objectives to enable the transition towards 100% renewables in all sectors (electricity, transportation, households, industrial, and commercial) at local and regional level in Indonesia, the national policy recommendations aim to answer the question: How can Indonesia’s national government facilitate greater renewable energy uptake and energy leadership at the subnational level? What policies and tools does it have at its disposal?

- Guide the development of enabling frameworks at the national level for unlocking RE and energy efficiency potentials at the local level, accelerating local energy transitions, optimizing use of resources and technology, and preparing financeable RE projects at the local and regional (sub-national) level.
  - Research question: There are a number of policies that are under the national government’s jurisdiction that hamper energy action at the sub-national level, such as electricity tariffs, subsidies, energy efficiency standards, etc. How should Indonesia address these?

- Support national energy and climate targets and plans, bridging gaps such as planning horizons, sectors/jurisdictions, financing, multilevel governance, etc., emphasizing how local and regional governments can better work together with the national government to achieve these targets.
  - Research question: What gaps exist in decentralization/delegation of responsibilities to the subnational level? How can multilevel governance and coordination be improved between the national government and subnational governments (provinces, cities, etc.)?

The recommendations will draw upon the experiences from the West Nusa Tenggara Province (NTB), Indonesia’s experience with the energy transition, as well as general experiences and best-practices from other national governments and the private sector.

The document will follow the general structure:

- Introduction
- Status quo: This document will provide an overview of existing energy policies at the national level in Indonesia, policy tools available to the central government, and current challenges and obstacles i.e. barriers at the national level that hamper subnational governments in driving the transition to 100% renewable energy (100% RE) in Indonesia.
- Recommendations (6-8 minimum): This will be followed by succinct and targeted policy recommendations that can address, reduce, or remove the barriers to the uptake of 100% RE at the subnational level. There should be a particular focus on enabling counties (cities/regions) to undertake renewable energy action within their jurisdiction and improve vertical policy alignment and integration.
3. Scope of Work and Deliverables

In order to meet the requirements of this Terms of Reference, the appointed service provider is expected to deliver the assignment as summarised below:

**Table 1: Overview of activities and deliverable of the assignment**

<table>
<thead>
<tr>
<th>Activity and Description</th>
<th>Deliverables</th>
</tr>
</thead>
</table>
| 1 Development of National Policy Recommendations draft        | (1) The service provider should present their **proposed methodology** to be conducted on a tight schedule, including activities such as literature review, interviews, consultations, workshops, etc.  

*Existing documents under ICLEI will be provided for reference, such as Initial Status Report of WNT, National Energy Situational and Stakeholder Analysis report, a draft of 100% RE Roadmap of WNT Province and additional workshop reports such as the Serious Games, National Advisory Group Meeting, etc.  

*The initial methodology should be provided in English, and Bahasa if possible.*  

(1) **Preliminary Findings**: An outline for the proposed structure of the report, and a summary of the key findings from the literature review, interviews, and any initial data analysis. This will serve as the basis for the draft report.  

*The initial outline/summary will be delivered in both Bahasa and English.*  

(2) **First Draft**: A comprehensive initial version of the report. It is expected the document will be 20-30 pages when completed. The draft template will be provided by ICLEI Indonesia.  

*The report will be delivered in both Bahasa and English.*  

| 2 Finalization of National Policy Recommendations.             | (3) **Final Draft**:  

A 20-30-page Word document on the National policy recommendations for enabling a transition of cities/regions in Indonesia towards 100%RE, creating an enabling policy framework for the same and supporting national targets on climate and energy, Indonesia’s commitment to Paris Agreement through NDCs and SDGs among others.  

The report will stick closely to the template provided by ICLEI, and be delivered in both Bahasa and English.  

Following the submission of the draft report, the service provider will gather one round of feedback from ICLEI and relevant stakeholders to refine the document. This phase involves incorporating/responding to suggestions, making necessary adjustments, and finalizing the recommendations. The service provider will ensure that the final draft is accurate, appropriately cited and aligned with the project’s objectives.  

(2) **First Draft**: A comprehensive initial version of the report. It is expected the document will be 20-30 pages when completed. The draft template will be provided by ICLEI Indonesia.  

*The report will be delivered in both Bahasa and English.* |
A second round of feedback may be deemed necessary to account for only minor edits/suggestions.

4. Budget
The available budget for this piece of work is up to 3 000 Euros, all inclusive.

5. Service provider requirements
- The service provider can be an individual or a group of individuals
- Excellent written and verbal communication skills in English and Bahasa.
- Proven experience in developing policy analysis, particularly in the energy sector.
- Extensive knowledge of the Indonesia national policy landscape and/or relevant experience in the Indonesian energy sector.
- Demonstrate relevant experience in completing research and writing projects, via proof of previous assignments and contactable references.
- Demonstrated skills in producing high quality outputs.

6. Evaluation criteria
Bids will be evaluated in response to:

<table>
<thead>
<tr>
<th>Criteria</th>
<th>Weight</th>
</tr>
</thead>
<tbody>
<tr>
<td>Demonstrated understanding of the ToR and work required to deliver the assignment</td>
<td>10%</td>
</tr>
<tr>
<td>Proposed methodology</td>
<td>25%</td>
</tr>
<tr>
<td>Qualifications and skills of the service provider</td>
<td>30%</td>
</tr>
<tr>
<td>Demonstrated relevant experience of the service provider</td>
<td>25%</td>
</tr>
<tr>
<td>Detailed budget</td>
<td>10%</td>
</tr>
</tbody>
</table>

7. Timelines
Submission and delivery timelines are as follows:

- **07 June 2024**: Terms of Reference issued
- **27 June 2024**: Deadline for submission of bids
- **28 June - 03 July 2024**: Shortlisted and candidates’ interviews (if needed)
- **4-5 July 2024**: Final candidate/consortium selected

Work plan, to be delivered at the end of each week:

- W1: Proposed methodology
- W2: Proposed outline and initial summary of findings
- W4: First draft
- W5: Feedback received on first draft
- W6: Incorporation of feedback/final draft received
- W7: Second round of feedback (if needed)
8. Submission process

When submitting your application please include the following information:

1) A proposal, should include:
   a) Proposed Methodology
   b) Curriculum vitae of each key team member(s) proposed for the assignment (not more than 5 pages each)
   c) A summary of relevant experience of service provider
   d) Workplan
   e) Budget breakdown in Euros.

Items should be sent as an attachment. Submissions should be in English. Kindly submit your proposal, budget, and supporting documents to iclei-indonesia@iclei.org and keep in copy Siti Koiromah – siti.koiromah@iclei.org with the subject “Service Provider: 100%RE National Policy Recommendations’. Proposals must be submitted before 23:59 (GMT+7) on 27 June 2024.

If you have not heard from ICLEI SEAS/ICLEI Indonesia 2 months after submitting your application, kindly note that either ICLEI SEAS/ICLEI Indonesia has decided not to appoint a service provider for this piece of work, or you have been unsuccessful in your application.

- For further inquiries related to this service, please contact siti.koiromah@iclei.org
- For more information on ICLEI Southeast Asia/ICLEI Indonesia see: https://icleiseas.org
- For more information on the 100% Renewables Cities and Regions Roadmap project see: https://renewablesroadmap.iclei.org/