

**TERMS OF REFERENCE
FOR THE ENVIRONMENTAL AND SOCIAL
IMPACT ASSESSMENT OF THE PROPOSED
700 kW SOLAR HYBRID ENERGY SYSTEM AT
UNHCR MELKADIDA SUB-OFFICE, ETHIOPIA**

Table of Contents

1.	General information	3
2.	Scope of Work	4
3.	Deliverables	5
4.	Requirements for bid validity	5
4.1	Requirements for qualifications of proposed staff:.....	5
4.2	Proposal documentation of Proposed Concept	5
a.	Technical-methodological Strategy	5
b.	Project management.....	5
c.	Specification of inputs	6
d.	Timeline.....	7

I. General information

a. Brief information on the project

The UNHCR plays a vital role in protecting and advocating for the rights and well-being of refugees and stateless people around the world. With its extensive network of staff and resources, the agency has been able to help millions of people who have been forced to flee their homes due to conflict, persecution, or other forms of violence.

As part of its commitment to sustainability and reducing its carbon footprint, the UNHCR is now seeking to transition some of its large field compounds to renewable sources of energy. This move is aimed at not only reducing the agency's environmental impact but also improving the living conditions of refugees and host communities in these areas. By working with a Developer to implement these changes, the UNHCR is hoping to make a positive impact on both the environment and the people it serves.

One of the facilities that UNHCR is looking to deploy a renewable energy solution is Melkadida Sub-Office, located in south-eastern area of Ethiopia. The compound comprises offices hosting UNHCR's administrative, support and management services and accommodation hosting UNHCR staff who provide support to the humanitarian operations in Melkadida refugee camp. Although adjacent to or located near the operational sites managed by UNHCR, compounds are distinct from the actual sites hosting refugee communities.

b. Context

UNHCR, has embarked on greening their infrastructure under the support of the Green Financing Facility, an innovative financing mechanism functioning under specific rules and procedures dedicated to better support the upfront inputs needed to phase out fossil fuels and achieve sustainability. This goal is to facilitate the switch by UNHCR from diesel generation to renewables. In the context of most humanitarian operations in this region, the only practicable renewable technology is solar PV, either in combination with batteries or some amount of residual diesel generation. The key objectives are to maximise the reduction in CO₂ emissions from diesel fuelled generation and to hopefully generate financial savings when compared with diesel generation at UNHCR compounds and, where practicable, other generators for which UNHCR is responsible. This is expected to further have an increase in access to renewable energy for other agencies, host and refugee communities, where possible, without additional cost to UNHCR.

c. Objectives

The objective of this consultancy services is to conduct an Environmental Impact Assessment for the development of an up to 700 kW hybrid solar energy system for the UNHCR Melkadida Sub-Office. The Environmental Impact Assessment and Environmental Management Plans will be submitted to the FDRE Environmental Protection Authority or the Regional Environmental Protection Authority for review and approval upon the fulfilment of conditions indicated in the Ethiopian Environmental Impact Assessment Proclamation No. 299/2002.

2. Scope of Work

The scope of work in this assignment is to carry out a detailed Environmental Impact Assessment (EIA) for the development of an up to 700 kW hybrid solar energy system for the UNHCR Melkadida Sub-Office to be submitted in order to obtain a license/ approval for the project.

The project will be up to 700 kW and will consist of a hybrid system configuration: Solar PV, battery storage, 30% residual diesel for high peak. More details on the project will be provided to the consultant on award of the work.

The tasks are expected to include:

2.1 Desktop review and analysis of the project with regards to:

- a) Collecting baseline information on the study area environment (including information on air quality, water resources, biodiversity, land use, socio-economic conditions, cultural heritage, and other relevant factors), project design, and technologies and identify key stakeholders, and the proposed methodology for the assessment
- b) Relevant policy, legislative and regulatory frameworks both at National and County level
- c) Potential environmental and social impacts for the different phases of the project.
- d) Any other tasks deemed necessary by the consultant/ regulatory authority

2.2 On-site review and assessment of the environmental impacts of the project with regards to

- a) Impacts to the study area environment due to the construction, operation and decommissioning phases of the project
- b) Impacts to the community and local stakeholders (if required) by means of consultation and public participation
- c) Any other tasks deemed necessary by the consultant/ regulatory authority

2.3 Preparation of an Environmental and Social Impact Assessment Report, which includes

- a) Evaluation of potential environmental and social impacts (positive and negative) for the different phases of the project. The types of impact should be described with regards to human beings, flora and fauna, soil, water, air, climate, land, cultural and interactions amongst them.
- b) Analysis of project alternatives.
- c) Any other tasks deemed necessary by the consultant/ regulatory authority

2.4 Formulation of an Environmental and Social Management and Monitoring Plan

- a) Recommendation of mitigation measures and monitoring programmes for the adverse impacts to be controlled to an acceptable level
- b) Recommendation of enhancement measures for the positive impacts
- c) Any other tasks deemed necessary by the consultant/ regulatory authority

2.5 Engagement and consultation with relevant regulatory authorities as may be needed

3. Deliverables

The required deliverables will be the following:

- an Environmental and Social Impact Assessment Report and
- a comprehensive Environmental Social Management and Monitoring Plan.

4. Requirements for bid validity

4.1 Requirements for qualifications of proposed staff:

Professional experience: registered EIA expert with at least 5 years' experience in EIAs

Relevant experience: previous experience in EIAs for renewable energy related projects

Experience in the region/knowledge of the country: at least 5 years' professional experience in the Eastern Africa region or Ethiopia

Language skills: business fluency in English

4.2 Proposal documentation of Proposed Concept

a. Technical-methodological Strategy

- The consultant is required to consider the tasks to be performed with reference to the objective of the services outlined in this tender. Following this, the consultant presents and justifies the strategy with which it intends to provide the services for which it is responsible.
- The consultant is required to present the actors relevant for the services for which it is responsible and describe the cooperation with them.
- The consultant is required to present and explain its approach to steering the measures with the project partners and its contribution to the results-based monitoring system.
- The consultant is required to describe the key processes for the services for which it is responsible and create a schedule that describes how the services are to be provided.
- The consultant is required to describe the necessary work steps and take account of the milestones and contributions of other actors.

b. Project management

The consultant is required to explain its approach for coordination of the project.

- The consultant is responsible for selecting, preparing, and steering experts assigned to perform the tasks.
- The consultant manages costs and expenditures, accounting processes and invoicing in line with the requirements of UNHCR.
- The consultant reports regularly to UNHCR.

The consultant is required to draw up a personnel assignment plan with explanatory notes that lists all the experts proposed in the bid; the plan includes information on assignment

dates (duration and expert days) and locations of the individual members of the team complete with the allocation of work steps as set out in the schedule.

c. *Specification of inputs*

The consultant is required to provide a breakdown of the estimated hours and number of experts required to complete the work package

Required tasks	Expert assigned	Expert days	Comments
<ul style="list-style-type: none"> Preparation/ kick-off meeting 			The consultant shall meet (virtually) with the UNHCR team to discuss assignment implementation
<ul style="list-style-type: none"> Desktop review and analysis 			
<ul style="list-style-type: none"> On-site review and assessment 			The consultant shall visit the site for this task
<ul style="list-style-type: none"> Preparation of an Environmental and Social Impact Assessment Report and Environmental and Social Management and Monitoring Plan 			The consultant shall prepare an ESIA report and associated management and monitoring plan for review and commenting by the UNHCR team and project proponent
<ul style="list-style-type: none"> Report delivery 			The consultant shall submit a final ESIA and associated management and monitoring plan to UNHCR, as well as submitting the final ESIA and associated management and monitoring plan, in the required format, to the relevant regulatory authority for approval.
<ul style="list-style-type: none"> Engagement and consultation with relevant regulatory authorities as may be needed to obtain Environmental Approval/ Certificate 			
Travel expenses	Expert assigned	Expert days	Comments
<ul style="list-style-type: none"> Per-diem allowance for site visit to Melkadida 			Site visit to Melkadida
<ul style="list-style-type: none"> Travel expenses 			Site visit to Melkadida

The consultant is requested to calculate the financial bid Annex B exactly in line with the quantitative requirements of the specification of inputs above. The consultant should use all its own necessary survey equipment's to conduct the detail feasibility study. UNHCR will facilitate vehicles for the project implementation areas.

The above to be done according to the applicable laws and regulations in Ethiopia as well as any other required input to provide a more accurate and up-to-date information.

d. Timeline

The ESIA process is expected to take no more than eight (8) weeks. Please provide an approximate timeline for the ESIA process with your proposal, taking into account

- a visit to the site,
- stakeholder engagement/ consultation (if required),
- public review and comment (if required),
- preliminary review from the regulatory body (if required), and
- any reviews and feedback and possible revisions from the project proponent.

Please also indicate which is the regulatory body responsible for the approval process, any specific requirements specific to that regulatory body, and an estimated time for approval from the regulatory body after submission of the Environmental and Social Impact Assessment Report and a comprehensive Environmental Social Management and Monitoring Plan.

TIME SCHEDULE FOR SERVICES

Milestone	Target date	Reviews
	—	

Date:

Name of the Company

Representative:

Signature:

Company Seal: