

TERMS OF REFERENCE

APPOINTMENT OF TECHNICAL ADVISOR FOR PREPARATION OF TERM OF REFERENCE (ToR) FOR THE STUDY ON NATIONAL ENERGY POLICY AND ACTION PLAN (NREPAP) 2.0

1. BACKGROUND

Sustainable Energy Development Authority (SEDA) Malaysia is a statutory body formed under the Sustainable Energy Development Authority Act 2011 [Act 726]. The key roles of SEDA include to provide advice to the Minister and relevant Government Entities on all matters relating to sustainable energy, including recommendations on policies, laws and actions to promote sustainable energy, and to administer and manage the implementation of the Feed-in Tariff (FiT) mechanism which is mandated under the Renewable Energy Act 2011 [Act 725].

As part of its roles and functions SEDA Malaysia is entrusted by Ministry of Energy Transition and Water Transformation to develop and update the National Renewable Energy Policy and Action Plan (NREPAP) which was previously launched in 2009 to ensure it align with current advancements in technology, market dynamics, and global commitments towards sustainable development goals. This document will support the Energy Transition agenda through RE project development to address two main issues related to climate change and decarbonization simultaneously to ensure energy security, reliability and affordability.

With the document in placed it is expected that all impediment and issues such as low renewable energy penetration, lack of effective governance of electricity-related develop, less option available in the market to accelerate and stimulate the RE market, and technical restriction and limitation which hamper the market to growth will be addressed and removed. The updated NREPAP will play a crucial role in driving investments, creating new business opportunities, and stimulating economic growth in Malaysia.

Pursuant to that, SEDA Malaysia intends to appoint a credible Technical Advisor to help prepare the Term of Reference (ToR) for the development of new and updated NREPAP (2.0).

2. SCOPE OF SERVICES

The Technical Advisor, herein after referred to as “the Advisor” is required among others to undertake the below assignments as required by SEDA Malaysia:

2.1.	<p>To prepare and submit to SEDA Malaysia the ToR for the study on development of Malaysian Renewable Energy Policy and Action Plan (NREPAP) 2.0. Key highlights of the ToR shall include but not limited to the following items:</p> <p>2.1.1. To propose methodology and prepare inception report</p> <p>2.1.2. To review and access the current NREPAP and other policy to measure the achievement and status, identify gap, etc.</p> <p>2.1.3. To conduct policy and regulatory framework revision</p> <p>2.1.4. To conduct market analysis and technology / innovation assessment</p> <p>2.1.5. To identify capacity and energy potential</p> <p>2.1.6. To support the pilot study / test bedding development</p> <p>2.1.7. To conduct stakeholder session / engagement</p> <p>2.1.8. To prepare draft NREPAP encompass all item in 2.1.2 to 2.1.7 and a broad scan of the energy landscape (spanning over non-electricity sector) up to 2050. The report shall include:</p> <p>2.1.8.1. Strategies / action plan and recommendation (for electricity sector)</p> <p>2.1.8.2. Target capacity and generation (2025, 2030, 2035, 2040,2045 and 2050)</p> <p>2.1.8.3. Monitoring and reporting mechanism</p> <p>2.1.9. To prepare the final NREPAP including deliverable from item 2.1.8. Report shall include but not limited to the following:</p> <p>2.1.9.1. To identify role of relevant agencies to mobilize the strategies and action plans</p> <p>2.1.9.2. To prepare the measurable impact and outcome from NREPAP in the effort to support the current and future target as well as the policy</p> <p>2.1.10. To propose any other items required to improve the NREPAP</p> <p>Sample / format of the ToR is detailed out in Appendix 1. TA is required to submit a proposal on how to deliver the task based on preset format as per Appendix 3.</p>
2.2.	<p>To identify and advise SEDA Malaysia on the relevant stakeholders and target group for the engagement session including but not limited to government bodies, industry players, financing institutions, associations etc.;</p>
2.3.	<p>To attend any relevant meeting or discussion as required by SEDA Malaysia;</p>
2.4.	<p>To assist in carry out Request for Quotation (RFQ)/ market survey / tender exercise;</p>
2.5.	<p>To update progress of work to SEDA Malaysia on weekly basis; and</p>
2.6.	<p>To deliver any other task related to the above scopes as requested by SEDA Malaysia.</p>

3. TECHNICAL ADVISOR QUALIFICATION AND REQUIREMENT

Detail requirement is as in **Appendix 2**. To submit the latest Curriculum Vitae (CV) describing all relevant experiences. The CV must be submitted as part of the proposal

4. ASSIGNMENT TIMELINE

The duration of this assignment shall be for a period of **three (3) months** from the Letter of Acceptance signing date.

5. TERM OF PAYMENT

The Advisor will be paid in lump sum payment upon satisfactory completion and acceptance of the final ToR by SEDA Malaysia. Prices are in Malaysian Ringgit and comprise all costs associated with the assignment (insurance, local travel, communication, etc) related to this assignment. If required, the cost for conducting workshop will be borne by SEDA Malaysia.

6. CONFIDENTIALITY

Except with the prior written consent or the instructions by SEDA Malaysia, the Advisor shall not at any time communicate to any person or body or entity any confidential information disclosed to the Advisor for the purpose of the provision of the Project nor shall the Advisor makes public any information as to the recommendations, assessments and opinions formulated in the course of or as a result of the provision and performance of the Project, nor shall the Advisor make or causes to be made any press statement or otherwise relating to the Project nor publish or cause to be published any material whatsoever relating to the Project without the prior written approval of SEDA Malaysia and the foregoing obligations shall not be rendered void by suspension, termination or expiry of this Agreement for whatsoever cause.

7. INTELLECTUAL PROPERTY RIGHTS

The intellectual property rights and all other proprietary rights whatsoever in any literary works developed or prepared in the course of the Project and any derivative works developed thereafter, shall vest and shall be the absolute property of the SEDA Malaysia throughout their preparation and at all times thereafter.

APPLICANT IS REQUIRED TO SUBMIT THE PROPOSAL AS PER ABOVE DETAILS BY 9 AUGUST 2024.

For inquiries kindly contact: adzha@seda.gov.my ; azaliza@seda.gov.my

APPENDIX 1

OUTLINE FOR THE TERM OF REFERENCE

No.	Item	Description
1.	Title and Introduction	Provide a brief introduction that outlines the context and purpose.
2.	Background of the study	Provide concise overview of the background and context that necessitates the study
3.	Objectives	Clearly define the objectives or goals of the study
4.	Project benefit and expected outcome	Provide the positive impacts or gains that are anticipated from the successful completion of study
5.	Scope of work and deliverables	a) Outline the consultant specific tasks, activities, and responsibilities. b) Specify the expected deliverable of the study i.e. report
6.	Timeline	Provide a detailed schedule or timeline for the project, including key milestones and deadlines
7.	Cost and payment terms	To specify how and when payment for consultancy services will be made
8.	Consulting company qualification	Specify the qualification and minimum experience required for company to deliver the study
9.	Consultant team and qualification	Specify the number and minimum experience required to deliver the study
10.	Tender submission and documents	Specify the technical and non-technical requirements for the tender submission document
11.	Deliverable format	Specify the deliverables format
12.	Selection and appointment	Specify procedures involved in choosing and hiring consultant (in accordance to SEDA's SOP)
13.	Tender briefing	Specify the briefing requirement, date and time

Mandatory Criteria

1. Malaysian citizen
2. Hold a Bachelor's Degree /Master's Degree / Doctor of Philosophy in relevant field such as Energy, Engineering, Environmental Science, Sustainability, Public Policy, Economic or any relevant professional certificates.

Technical Qualifications

1. The advisor must have 10 year technical / non-technical experience / knowledge in any of the following:
 - a) Deep knowledge and understanding of renewable energy technologies and their applications is crucial. This includes knowledge of solar, wind, hydroelectric, biomass, and other emerging renewable technologies. Familiarity with new / innovative technology i.e. energy storage systems and grid integration of renewables is also valuable; or
 - b) Has experience and expertise in policy analysis and development within the energy sector, particularly renewable energy policies. This includes understanding regulatory frameworks, incentives, subsidies, and regional agreements related to renewable energy; or
 - c) Has the ability to conduct quantitative analysis and modeling related to renewable energy policies and their potential impacts. This might involve assessing economic feasibility, environmental impacts, and energy market dynamics; or
 - d) Experience in managing projects related to renewable energy policy development, implementation, or evaluation. This involves coordinating stakeholders, setting timelines, and ensuring objectives are met; or
 - e) Knowledge of energy regulatory processes and institutions, both at national and possibly international levels
2. Soft skills;
 - a) Strong written and verbal communication skills are essential. This also includes the ability to prepare reports, and presentations;
 - b) Able to give advice and experience as a Technical Advisor; and
 - c) Have a good track record, not breach any laws and not convicted in any criminal case in court; and

The Curriculum Vitae (CVs), professional certification, and other relevant documents demonstrating the Proposer's experiences shall be submitted as part of the proposal.

PROPOSAL SUBMISSION FORMAT / SAMPLE

Proposal	:	Technical Advisor for the Preparation of Term of Reference (ToR) for NREPAP
Duration *	:	
Submitted by*	:	
Price / Quotation *	:	

(*Mandatory field)

1. Methodology

<p><i>To identify the approach / framework to deliver the task including the data collection techniques, analysis procedures, etc.</i></p>
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2. List of project activities – specify the relevant activities required to deliver the task

Scope & Timeline	Activities
<p>Example: 1. Kick off meeting with SEDA team – Week 1-2</p>	<p>1. To obtain overview of the project's objectives, scope, and expected outcomes 2. Data collection / gathering</p>

3. Project timeline- to reflect the project timeline i.e. key milestones, deadlines, and phases as per item 2 in Gantt Chart / simple table format