

Terms of Reference

Anguilla National Electric Vehicle Transition Plan (NEVTP)

1. Background and Justification

Small-island-developing countries such as Anguilla have been exposed to a higher level of threats from the climate crisis due largely to the emissions from larger developed nations. Nonetheless, there are many potential benefits to be achieved from the low-carbon energy transition for example, the potential adoption of solar PV not only reduces energy costs by 30% - 50% but lessens vulnerable countries like Anguilla to the negative and costly implications of geopolitical events such as the current Russia-Ukraine crisis. It is therefore critical that vulnerable countries such as Anguilla, be supported in their energy transition towards increased resiliency to climate change and other external threats.

Energy diversification in transportation is vital for Anguilla. Significant benefits include foreign exchange savings, reduced Greenhouse Gas (GHG) emissions, national income savings, and reduced costs of ownership for car owners. These savings could potentially increase if the move toward Electric Vehicles (EVs) is coupled with renewable-energy-based electricity generation.

The Government of Anguilla has received funding from the European Union (EU) and Expertise France (EF) to support its climate change mitigation activities through the international program known as **RESEMBID**, the **Resilience, Sustainable Energy, and Marine Biodiversity Programme**. The project, **“Streamlining Anguilla’s Energy Sector Towards a More Sustainable Future”** being supported under RESEMBID will promote clean energy, and decentralized electricity solutions in Anguilla. This includes Solar PV integration studies, an updated National Energy Plan, and the strengthening of the country’s clean energy policy framework to encourage diversification of the islands’ energy mix along with energy efficiency. This project will also seek to increase institutional and individual capacity to support clean energy development within Anguilla. Lastly, a National Electric Vehicle Transition Plan (NEVTP) will be created to establish an optimal and balanced approach toward transportation on the island.



2. Objective

The objective of the consultancy is to support the Government of Anguilla to develop a National Electric Vehicle Transition Plan that promotes energy efficiency and air pollutant reduction in the Transport sector through the implementation of Hybrid and Electric Vehicles (HEV). The plan will consider the most optimal and balanced approach to transportation electrification. It will define the legal framework to deliver the phase-out of internal combustion vehicles and consider the overall requirements to deliver a 100% zero-emission vehicle on the island.

3. Scope of Work

The Consultancy firm will carry out the following key activities and submit the following key deliverables in line with the objective of this consultancy.

Key Activities

The Consultancy Firm will be required to undertake the following activities to fulfill its obligations under the contract:

- Participate in meetings with the project team
- Interface with various key stakeholders with responsibility for energy, transport, finance, environment, and other relevant sectors within Anguilla. This will be achieved through national stakeholder consultations.
- Conduct a diagnostic review of local, regional, and international policies, legislation, resolutions, best practice, and other relevant literature which may impact the NEVTP
- Collect and analyse relevant transportation data to inform each deliverable under this consultancy. This includes but is not limited to; data on vehicles imported into Anguilla, fuel consumption within the transport sector, successful policies implemented both internationally and regionally as well as work done on Electric Vehicles in Anguilla and the wider Caribbean.
- Conduct an Economic Impact Assessment of the E-Mobility Transition in Anguilla. Key metrics include (but are not limited to) reliability, maintenance, tie and cost, average power dispensed,
- Conduct an Electric Mobility Readiness Assessment for Anguilla which should inform the National Energy Policy (NEP) and the NEVTP as it relates to Electric Vehicles
- Coordinate activities with the Communications and Visibility consultant to raise awareness within the community about the NEVTP
- Coordinate (when necessary) with current activities under this project **“Streamlining Anguilla’s Energy Sector Towards a More Sustainable Future”**, including the updating of Anguilla’s National Energy Plan and the development of an Integrated Resource and Resilience Plan.

- Transparently document and provide all background material, data, and calculation files to the Ministry of Infrastructure, Communications, Utilities, Housing & Tourism (MICUHT)
- Other activities as necessary to support the project activities

Key Deliverables

The Consultancy Firm will be responsible for the following deliverables:

- Submit an Inception Report which includes a detailed activity schedule and the proposed methodology/approach which will be used to (1) develop the NEVTP in Anguilla and (2) develop an Electric Mobility Transition Strategy (EMTS) (short- and medium-term action plans) to transition towards the uptake of more energy-efficient vehicles inclusive of an electric mobility transition strategy. The Inception report shall be submitted within two weeks of the signing of the contract
- Develop a Draft National Electric Vehicle Transition Plan, to inform an institutional framework for a successful transition to Electric Mobility
 - This draft Plan should be presented to key stakeholders for feedback, verification, and refinement
 - The draft plan should consider the co-benefits and any adverse impacts of policies on other sustainable development goals (e.g.: Good Health and Well-being, Affordable and Clean Energy, Decent Work and Economic Growth, Industry, Innovation and Infrastructure, Sustainable Cities and Communities, Responsible Consumption and Production, Climate Action)

The NEVTP should also consider and/or include:

- Background and current state of affairs in the relevant Sectors in Anguilla
- Recommend Policy Priorities for advancing Electric mobility in Anguilla including, *inter alia*
- Low carbon development/low emissions growth in the transportation sector
- Recommend opportunities/best practices for Streamlining with the utility to encourage demand side management for charging EVs
- Recommend/Develop/streamline import procedures/policies for EVs and HEVs and ancillary components such as home chargers, commercial charging units
- Recommend possible Policy options to support and promote renewable energy development (in particular solar PV) as part and parcel of the transition towards electric mobility
- Recommend possible Policy options to encourage alternative taxation to strike fiscal neutrality while promoting the transition to Electric Mobility

- Recommend possible policy to guide government procurement to increase the number of Energy Efficient/Electric Vehicles in the Government's fleet
- Specific policy sections addressing Electric mobility in the national/public transport sector, industry/commerce/agriculture, and the residential level
- Develop a Draft Electric Mobility Transition Strategy (EMTS), including both short- and medium-term Action Plans to transition toward the uptake of more energy-efficient vehicles
 - The EMTS should contain *inter alia*:
 - Approach for incentive development (tax and non-tax)
 - Public awareness and sensitization strategy
 - Policy for battery life cycle (End-of-Life, other uses, recycling, disposal)
 - Resource mobilization strategy
- Develop methods for Monitoring, evaluation, accountability, and learning (MEAL) of the NEVTP, including training of MICUHT staff in its implementation
- Develop a Terms of Reference for EV charging station contractor(s), including technical specifications for a Level 2 EV charging station
- Develop a technical specification for the purchase of one (1) EV (within project budget limitations)
- Develop and execute an EV repairs and maintenance training program.
- Submit a final NEVTP for promotion and dissemination which outlines a clear and comprehensive strategy for the promotion and delivery of benefits of a transition to electric mobility. This final document should incorporate inter alia stakeholder recommendations, best practices, lessons learned from other islands and co-benefit analysis, etc.

4. Timeframe and Milestones

Location

The Consultancy Firm may be located at the usual place where they conduct business. Nonetheless, the team will be required to make themselves present in Anguilla for key stakeholder consultations, site visits, and any other missions to the island as necessary for the successful execution of this consultancy.

Performance Period

The services of the Consultancy Firm will be retained for a period of six (6) months from the date of the signing of the contract, that is, the Consultancy Firm is expected to complete and deliver their work within a six-month period. This is not an indication of the number of man-days to be worked.

Milestones and Payment Schedule

The implementation of this work is expected to take place over a period of five (5) months. Below is an indicative payment schedule, with a full project schedule to be provided upon the commencement of the contract.

Deliverable	Payment (EUR)
Inception Report (including work plan and methodology)	10%
Draft NEVTP	25%
Draft EMTS and MEAL	15%
Draft and Final ToR for EV contractor and Technical Specification for EVs	10%
Development and Execution of training program	25%
Final NEVTP, EMTS, and MEAL	15%
Total	100%

5. Qualifications and Experience

The team must possess at least:

- The Lead Consultant must hold at least an advanced degree in environmental science, engineering, or a related field.
- Professional experience and a track record working in the energy or transport sector of at least 8 years.
- At least 5 years of experience with electric mobility transition activities, including policy, infrastructure, financing, and technology aspects.
- Technical expertise and experience working with electric vehicles, renewable energy systems, and electric vehicle charging infrastructure.
- Experience assessing greenhouse gas mitigation of renewable energy technologies.
- Experience in policy analysis considering sustainable development goal co-benefits and potential negative impacts.
- Background in energy and transportation-related matters with a sound knowledge of current electric mobility issues, trends, and perspectives, including a range of policy options and possibilities as it relates to the Caribbean.
- Experts should be fluent in the English Language with excellent analytical, and communication skills and proficient in reporting software.
- The ability to collect and manage data and develop transparent evidence bases supporting and tracking the policies developed.
- Experience working with donor and governmental agencies within the Caribbean Region would be an asset.
- Experience in developing and facilitating training workshops.

Other skills:

- Extensive knowledge of the structure, components, and content of user-friendly national energy policies
- Previous experience in facilitating policy-oriented workshops or public consultations.
- The ability to control the consultation process and create a synergy of the group/ subgroups so as to complete the consultation effectively and efficiently.
- The ability to adapt to the local context in preparation for, during, and after the consultation events. This may include policy terminology, a basic understanding of local stakeholders, and other relevant matters.
- Development of data sources and sustainable data supply for tracking policy development and implementation. Familiarity with recent regional and international developments that could impact the content and structure of the Plan.

Other experts

CVs for experts other than the key experts should not be submitted in the tender. The Consultancy Firm shall select and hire other experts as required according to their needs. The selection procedures used by the Consultancy Firm to select these other experts shall be transparent and shall be based on pre-defined criteria, including professional qualifications, language skills, and work experience.

6. Facilities To Be Provided By The Contracting Authority

The Contracting Authority shall provide all the facilities that are required for the implementation of the course training modules.

7. Equipment

No equipment is to be purchased on behalf of the Contracting Authority / beneficiary country as part of this service contract or transferred to the Contracting Authority / beneficiary country at the end of this contract.

8. Reports

The Consultancy Firm shall submit to the Project Manager Project Coordinator periodic reports in the format prescribed by the Project Coordinators at each milestone deliverable stage.

The Project Manager is responsible for approving the periodic reports at each milestone deliverable stage, in consultation with Project Coordinators in Anguilla.

All Final plans and reports delivered under the contract must receive final approval in writing from the Project Coordinators. Upon conclusion of the project, the Consultancy Firm shall submit to the Project Coordinator one original report of all reports/modules generated from this consultancy, including but not limited to, Inception Report, Draft, Final report, and Training Outcomes.

9. Monitoring And Evaluation

The indicators against which the Consultancy Firm will be evaluated with respect to its performance include:

- Compliance with the schedule for the submission of reports and other outputs of the project.
- Quality and comprehensiveness of the final draft plan document
- Adherence to established professional standards in clarity of thought, knowledge of the subject, vision, etc.

10. Proposal Format, Delivery, And Deadline

Any suitable format may be used but must include the following items:

1. CVs for each expert with relevant qualifications and experience. The lead expert should be clearly identified.
2. Technical Proposal (including Methodology and Workplan)

Questions regarding this procurement should be sent by 9 June 2023 to the following:

Ministry of Infrastructure, Communications, Utilities, Housing & Tourism (MICUHT)

Attn: Melissa Harrigan

melissa.harrigan@gov.ai

Proposals are to be submitted electronically to the following and shall include the subject line "National Electric Vehicle Transition Plan":

melissa.harrigan@gov.ai

karim.hodge@gov.ai

DEADLINE FOR SUBMISSION OF PROPOSALS:

23 June 2023 at 5pm

EVALUATION CRITERIA

The evaluation criteria and weightings that will be applied to proposals are as follows:

Category	Description	Weighting
1	Qualifications of consultancy firm: <ul style="list-style-type: none"> i. An advanced degree in environmental science, engineering, or a related field ii. Other relevant certifications 	20
2	Overall experience <ul style="list-style-type: none"> i. Professional experience and track record working in the energy or transport sector ii. Experience with electric mobility transition activities, including policy, infrastructure, financing, and technology aspects. iii. Experience with policy, mobility trends, and issues, particularly within the Caribbean region iv. Previous experience conducting training courses in the relevant topics noted in the ToR 	40
3	Demonstrable, competency-based track record of success working in areas outlined in ToR, supported by references within your application package (including contact information).	30
4	Technical Proposal <ul style="list-style-type: none"> i. Methodology and Work plan based on the deliverables 	20
6	Overall presentation	10
Total		120