

Generic Energy Strategy TOR:

For inclusion in the Terms of Reference (TOR) of a Municipal Energy and Climate Change Strategy



CITY ENERGY SUPPORT UNIT

*a south african sustainable energy and
climate protection initiative*

1. Introduction

Suitably qualified external providers are invited to assist with the preparation and coordination of a comprehensive citywide integrated sustainable Energy (and Climate Change) Strategy Report based on the State of Energy Report on behalf of the local authority.

2. Deliverables

The draft sustainable Energy (and Climate Change) Strategy will include:

- The policy, regulatory, institutional and financial context of energy and energy services within the municipality.
- A review of the identified and ranked critical energy issues and assets in the local authority's State of Energy Report. Ensure consistency with stated local, provincial, national and international priorities as far as possible.
- Identified links between energy, health impacts, quality of life and local economic development.
- A strategy that is aligned with provincial and national energy regulations and policies.
- Draft energy visions, goals, targets and short and long-term measures for addressing priority issues.
- Initial modelling of future scenarios based on specific interventions
- The current role of renewable energy and energy efficiency within the municipality
- Identified actions and a list of possible strategy implementation measures and projects for the local authority and for external stakeholders (working in partnership or individually) to implement that will yield the greatest benefits to the city. Propose an institutional framework to achieve these actions.
- A draft monitoring and evaluation system for energy and climate change management issues within the municipality.

3. Consultant Outputs/Responsibilities

- Assist the local authority in formulating an integrated sustainable energy (and climate change) strategy for the municipal area based on the State of Energy Report.
- Meetings with the relevant internal departments as well as external stakeholders including national and provincial government, environmental groups, and universities to obtain relevant information and feedback as necessary.
- Assist the local authority in setting up a Steering/Management Committee including councillors and city officials and a broader Reference Group including interested (academic, research, etc) and affected (chamber of commerce, IPPs, rail commuter company representatives, etc) parties. Both teams should be multi-disciplinary and made up of key stakeholders. The service provider must work closely with the Steering/Management Committee.



- Set up sectoral working groups (residential, industry, commerce, transport, government, electricity supply, etc) – people with knowledge of specific sectors - useful for focusing and supporting the information gathering around a particular sector.
- Workshops on the draft strategy with the Steering/Management Committee and one with the Reference Group.
- Follow an applicable public participation and stakeholder engagement process throughout the project to build awareness and capacity in energy related issues with these stakeholders and to transfer skills on energy information management to core municipal staff.
- Monthly updates to the local authority during suitably scheduled meetings.

4. Expected competencies and Experiences of Consultant

- Sufficient professional capacity and experience to undertake all tasks that may be required to execute the work successfully in terms of this document.
- Experience and knowledge of the principles and practice of sustainable development and the role of energy in this framework.
- Detailed experience and knowledge of the energy sector.
- Knowledge of city development and environmental management.

5. Proposal Content

- An outline of the consultant team and team member competencies and roles in the project.
- Team member CVs
- Organisational profiles
- A description of the proposed work methodology for the project.
- A timeframe showing different work stages or activities.
- A total budget with budget breakdown in terms of work stages or activities.
- Person-days estimated for activities/work stages, with individual consultant rates.
- A description of previous relevant work undertaken, with contactable references.