

Terms of Reference

MEI Landscaping Study – Energy Interventions in Situations of Displacement

Background

Currently, it is estimated that upwards of 70 million people are displaced by conflict, violence and persecution and the numbers are rising. In 2015, of those displaced people living in camp settings, around 90% are estimated to be without electricity access and 80% reliant on wood and charcoal fuels for cooking¹. MEI has identified that a significant increase in funding is required to ensure that displaced people are not left out of Sustainable Development Goal 7 – affordable and clean energy access for all. Evidence is clear that energy can act as an enabler for improved lives. In addition, switching from expensive and dirty diesel to cleaner sources does reduce carbon emissions and saves money for humanitarian operations.

The Moving Energy Initiative (MEI) aims to establish how innovation in policy and practice within the humanitarian sector can improve access to sustainable energy among displaced populations, the humanitarian agencies serving them and the host communities around them. The programme also aims to incentivise private sector engagement in the provision of sustainable energy solutions in displacement settings, including through partnerships with humanitarian actors, and to promote local market development and the adoption of sustainable and market-based business models.

Purpose of the Assignment

DFID support to the MEI programme will come to an end in November 2018. As part of the programme's learning agenda, MEI intends to undertake a landscape study to capture information on the changes that have taken place at the policy, operational and management levels of humanitarian agencies and also those of hosting governments regarding energy access in displacement settings. The focus is on the changes that have come about as a result of MEI, and other energy access, initiatives since the MEI programme's inception (2014- 2018).

The study will aim to capture new developments that have occurred within the sector, identifying key themes as well as challenges to implementation. It will also look at potential opportunities for future work in this sector as well as potential collaborations that could be created, taking as their lead the work begun by MEI on planning, assessing, testing and validating the use of innovative and market led interventions in delivering energy access solutions in displacement settings.

The MEI Programme

Central to the work of MEI is enabling a paradigm shift that has been at the core of our energy solutions for a number of years. Not only has there been a lack of attention to energy, but traditional interventions have been known to result in a number of negative indirect impacts, ranging from the reselling of products which can distort local markets, competition and tension between host communities and refugees over scarce resources and, in protracted situations, aid dependency.

¹ Lahn & Grafham, November 2015, *Heat, Light and Power for Refugees: Saving Lives, Reducing Costs*, Chatham House.

Addressing these issues, MEI has developed solutions which are immediately and progressively market-led by working with the private sector.

When MEI began its research in 2015, the paucity of data on energy use and access in displacement settings was a major stumbling block to acknowledging and addressing any of these challenges. It remains an obstacle, but the research that MEI— and those that have been influenced by the MEI work — have done has opened up this area for scrutiny, and provided the base case for system wide change. MEI has promoted better planning and integration of energy delivery with hosting communities, and led practical projects on the ground to test different approaches and improve the evidence base for improving energy interventions. The Moving Energy Initiative aims to enable scale-up and adaptation of cleaner, healthier energy solutions which can prove financial sustainability.

In the three years that MEI has been operational there have been significant changes in the way that agencies, operators and donors have been responding to energy access issues. Most notably this has manifested itself through the ‘Global Plan of Action’, the aim of which is to fundamentally change the way that aid is delivered by humanitarian agencies and their implementing partners. A significant number of key players are a part of the delivery plan for this, with MEI being a co-founder of the initiative and a key part of the steering committee.

With eight workstreams focusing on trialling new market led approaches, developing effective communication and advocacy channels and creating guidance materials that enable practitioners to implement change the MEI programme has delivered evidence identifying the main issues that constrain energy access in displacement settings. Working with this evidence, MEI has further generated learning on potential solutions to overcome the barriers and improve access.

Scope & Objective of the Assignment:

The landscape study will provide information that will support the evaluation and review of the MEI programme that is currently being undertaken. It is not anticipated that it will simply be another evaluation of our work but will take a more outward facing view to capture changes that have occurred in the energy/humanitarian space ideally mapped if possible against whether it is due to the influence and activities of MEI or not. The study should consider where the sector was at the start of MEI and where it is now and as a result of these changes the continuing role that MEI should play.

It is expected that the following aspects should be covered as part of the study but the consultant may refine or add to these as part of their proposal;

- operational capacity – changes in the delivery functions of humanitarian agencies to support a greater emphasis on improving energy access – energy access includes household energy, cooking and also for the purposes of this review institutional energy access (i.e. energy used to power operations)
- policies and practice – changes in policy and delivery of policy (at every level – locally, nationally and internationally)
- private sector involvement – changes in the ‘appetite’ and the focus of private sector players to support active delivery of energy solutions – this could provide an overview of service providers operating in /with interest in operating in humanitarian contexts / protracted crisis settings including both those working on commercial model and philanthropic interventions, including an analysis of business models. The study should consider how these approaches align (or don’t) with the approaches tested and proposed by MEI and how they may integrate in any future work

- profile/awareness of the issue among key stakeholders especially donors and hosting governments.

The consultant is expected to provide examples of where change has occurred, or is planned to occur. Quotations are useful in this context. Quantitative analysis of funding profiles (traditional and non-traditional) would present an important dimension reflecting shifts in priority. Examples of private sector initiatives that perhaps fall outside of the conventional humanitarian delivery model would also be very welcome.

It is recognised that the humanitarian sector is a large and very populated space and in order to ensure focus the consultant should pay special attention in their proposal to advising on the scope and boundaries of their proposed study.

In addition to the above and in recognition of the potential opportunities that exist for scaling MEI identified solutions, the consultant will also resource the study to provide a review of the following;

- Identify gaps (and priorities) for future research, in-country/project based engagement, policy and practice guidance and advocacy – this can translate to incentives/barriers for the private sector (including core dependencies), incentives/ barriers for end-users (including core dependencies) and key partners/alliances and operational geographies.
- Identify how DfID and other donors could best support such work and which organisations, projects and stakeholders should be engaged in the development of future programmes to maximise their impact.
- Outline the role that MEI should play in the future of the sector and how it may need to adapt or evolve to play this role most effectively. This would also include an appraisal of the delivery model for MEI *vis a vis* the consortium model and the make up of the partner organisation's.

Methodology

The consultant will be expected to set out a short methodological approach which can be further developed during the inception phase. We would expect a design that takes a multiple methods approach. Therefore, a selection/combination of document analysis, interviews, group discussions, meetings, and/or other methods may be proposed in order to most effectively and efficiently meet the objectives of the study within the time available. All documentation relating to the current evaluation and creation of lessons learned for MEI will be made available and should form the basis of the review.

Tenderers should propose a design and methodology most likely to meet the review scope and objectives and that delivers the following:

- Value for money for the review and is within budget;
- Use of a range of methods to capture the qualitative and quantitative elements;
- Adopt a flexible approach to the review, and
- Consider a plan of action for promptly discussing with MEI any concerns or potential shortcomings during implementation and suggest possible solutions.

We are open to different methodological approaches and part of the proposal should focus on what approach(es) will be used and why. This assignment will take a global focus and not just consider the countries where MEI currently works. While we will not prescribe the approach we would anticipate the following elements:

- Desk based research both from a global and country level perspective:
- Interviews with key institutions, implementing organisations, and funders / donors

- Possibly site visits to displacement settings to understand the context on the ground – the scope of any such visits would need to be discussed and agreed beforehand.

The winning supplier will be expected to travel within the UK and overseas (Europe and the USA) – and potentially to developing country displacement settings - to meet with programme partners and understand the current context in displacement settings.

Outputs and timing

The main deliverable of this assignment is a thorough, compelling and digestible 20 - 30-page landscape report (not including annexes) that details the core findings of the scoping exercise. The purpose of this will be to present an ‘outward’ facing document.

A second ‘memo’ style report will also be required that details an assessment of how effectively MEI has worked; the partnerships that form the consortium, the detail of the workstreams and their relevance, our ability and success in influencing and advocating as well as delivering. This should take largely from the evaluation that is being completed currently but also it is expected that the consultants offer sufficient expertise and knowledge to be able to provide their own view.

The contractor will facilitate one workshop to present the report and key findings to the MEI team and key stakeholders with visual aids/slide deck of key insights.

Timeline

The consultant will be appointed by early September 2018 and expected to commence work immediately in light of the timelines detailed in the table below.

Deadline for the return of proposals is Friday 31st August.

The consultant is responsible for delivering the following by the stated due date

Task Number	Deliverable	Timeline
1	Participate in an introductory meeting with MEI team	Within 3 days of contract execution
2	Draft inception report and discussion to finalise on the study approach and content	Within 2 weeks of start date
3	Completion of initial desk review and final plan for interviews / site visits	Within 3 weeks of start date
4	Mid-way meeting with MEI to share preliminary findings and receive feedback	Within 5 weeks of start date
5	All interviews and site visits completed by consultants	Within 6 weeks of start date
6	Draft landscaping report and PowerPoint deck submitted to MEI for review.	Within 7 weeks of start date
7	Final version of report and slide deck that incorporates MEI feedback submitted to MEI for approval.	Within 9 weeks of start date
8	Present the PowerPoint at a workshop to MEI & DFID	Within 9 weeks of start date

Skills and experience

The team for this assignment is expected to demonstrate the following:

- An understanding of energy access and humanitarian programmes and policy, and the development of private sector programmes in the off and on grid energy sectors. Ideally within the team there will be an advisor who has specific operational knowledge of humanitarian activities in the area of energy access.
- An understanding of sustainable energy policy and practice more generally, especially in developing countries.
- Capability to integrate gender and social inclusion throughout the review.
- Proven experience in consultancy, programme review and design.
- Familiarity with key actors in both the humanitarian and energy access space such as UN agencies, NGO's and private sector.
- Strong analytical skills to identify current trends, gaps and opportunities in the sector.
- Ability to communicate findings in an accessible way for technical and non-technical readers, including presentation of data in visually appealing ways & well-structured rigorous summaries of findings.
- Flexible and adaptable approach to the assignment to respond to new information and gather quality information in a short time period.

Desirable:

- Experience with private sector business models and financing mechanisms.
- Experience with sectoral mapping and capacity assessments in energy access or a related/similar field
- Demonstrated experience working in an international context with a variety of stakeholders on global energy challenges.

Institutional Arrangements

The consultant will have overall responsibility for the delivery of this assignment. They will closely work and collaborate in this assignment with the MEI Programme Manager. Additional support will be offered from the wider MEI consortium.

Payments

Payments will be made against agreed deliverables on submission of satisfactory proof of progress and verification of quality. It is expected that payment will be made in 3 tranches according to the outputs below;

- Submission of inception report
- Submission of the draft report
- Final presentation to the MEI team and deliverable of all assignment outputs to the satisfaction of MEI.

Respond to the TOR

Tenderers should include the following information in respond to this TOR;

- A brief background outlining their relevant experience in relation to this assignment and how they meet the skills and experience required.
- An outline of the methodology proposed in completing this study, the scope and focus areas it will cover and how it will meet the objectives of the study.

- Any limitations in the methodology and scope of the assignment proposed.
- A proposed timeline and budget for completion of the assignment.
- Details of team members proposed to complete the study.
- Any other relevant comments on the assignment.

Responses should be sent to joe.attwood@energy4impact.org and include '*TOR for MEI Landscaping study*' in the subject line. Responses should be received by midnight (0000 hours) EAT on **31st August 2018**.