

TERMS OF REFERENCE: ENERGY ACCESS CONSULTANCY – RESEARCH AND PROGRAMME ADVISER

Contact: [Hannah McColgan \(Human Resources\)](#)

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A. Background

The International Institute for Environment and Development (IIED) is a policy and action research organisation promoting sustainable development and linking local priorities to global challenges. We are based in London and work on five continents with some of the world's most vulnerable people to strengthen their voice in the decision-making arenas that affect them.

Our **energy** work involves research, dialogue and testing innovative methodologies on the ground, focusing on energy access delivery models, productive end-uses from energy, CSO engagement in policymaking, and financing decentralised renewable energy. For an overview of our work see <http://pubs.iied.org/pdfs/G04083.pdf>

IIED's energy team is looking for an **energy access consultant with research and on-the-ground programme experience**, and expertise in **finance** and **productive uses of energy**. Experience in **Tanzania** and **East Africa** is an advantage.

This is a short-term role to provide support on a range of projects led by IIED, in collaboration with our partners. The consultancy is for up to 50 days, December 2017-March 2018. The deadline for applications is **Tuesday 28th November 2017** and should be submitted to Hannah McColgan at hr@iied.org

Background on some of our projects are below:

1. Financing energy access

IIED is initiating in-depth primary research on the performance of innovative finance mechanisms in channelling funds to decentralised, green energy access projects which maximise social impact in low-income countries. This builds on our research tracking energy finance flows¹ and an initial review on the role of "aggregators" in overcoming barriers to channelling finance to small-scale projects². Financial aggregation bundles together energy opportunities, lowering costs and risk for investors. Examples include The Infrastructure Development Company Limited (IDCOL), SunFunder, and Ignite Power.

¹ See Rai, N, Best, S and Soanes, M (2016) *Unlocking climate finance for decentralised energy access*. IIED, London. <http://pubs.iied.org/16621IIED/> ; Kaijage, E., Nyagawa, S., Best, S., Cosmas, R., Temba, S., Mtwanga, B., Mahanga, N. (2017) *Money is Power: Tracking finance flows for decentralised energy access in Tanzania*. IIED Working Paper. IIED, London. <http://pubs.iied.org/16623IIED/>

² See Shakya, S, and Byrnes, R (2017). *Can Financial Aggregators kickstart investment in decentralised energy?* IIED, London. <http://pubs.iied.org/16636IIED/>

The **consultant will be responsible** for the research start-up phase, developing a robust research design, organising field research and potentially conducting some desk-based or in-country research interviews.

2. Energy policy and research by IIED and our partners

IIED's energy work is usually done in collaboration with partners.

The Green and Inclusive Energy partnership³ is a collaboration of Hivos, ENERGIA and IIED, supported by the Dutch government, and working with national civil society organisations in Indonesia, Nepal, Kenya, Tanzania, Zimbabwe, Malawi, Nicaragua and Guatemala.

The partnership focuses on lobby and advocacy that will influence the public and political debate on energy, with the ultimate aim of transitioning toward greener and more inclusive energy systems. IIED supports Hivos country programmes and their local civil society partners as they conduct advocacy-oriented research on a range of topics (finance, private sector, policy and gender). We respond to support requests from the countries and lead on papers for global audiences, including on the role of citizen agency and energy access⁴.

The consultant will be responsible for reviewing Terms of References and draft papers produced under this partnership, and providing advice on global research themes.

The consultant may be requested to help write-up and communicate the key findings of other IIED energy projects.

3. Productive Uses of Energy – Tanzania

Jointly initiated by the International Institute for Environment and Development (IIED) and Hivos, and working with local partners, the Energy Change Lab started in Tanzania in 2015 (<https://www.energychangelab.org/>.) The Energy Change Lab works with pioneers and change-makers in Tanzania to build an energy system that is sustainable and people-centred. We do this by developing leaders, incubating prototypes for sector change, building evidence, connecting people and sharing ideas.

Under our Energy and Jobs theme, the Lab is running a programme to unlock collaboration and innovation by decentralised energy providers and other stakeholders which promote the Productive Uses of Energy (PUE) in Tanzania. The prototyping programme builds on significant in-country research⁵. We work with mini-grid developers to support experimentation and peer-to-peer learning on how to stimulate local demand for energy.

Working in collaboration with IIED and Tanzanian staff, **the consultant will help advise on** PUE project outputs, such project impact measures, briefings and practical guidance. This may involve travel to Tanzania.

³ <https://www.hivos.org/focal-area/green-and-inclusive-energy>

⁴ For example, see Best, S. (2015) Demanding supply: Putting ordinary citizens at the heart of future energy systems. IIED, London. <http://pubs.iied.org/16594IIED/>

⁵ Productive Uses of Energy research <https://www.energychangelab.org/global-research/> and blogs <https://www.energychangelab.org/news-blogs/>

4. Fundraising support

IIED is continually generating funds to initiate new projects and expand existing ones. Depending on expertise and internal demand, the consultant may be requested to support IIED staff in identifying or review new sources of funding, and prepare concept notes.

This Terms of Reference sets out the likely activities and deliverables under the assignment.

The precise tasks will be agreed with IIED at the outset of a contract.

B. Activities

- a. Plan and design **energy finance** research
 - i. Review existing research by IIED and others
 - ii. Identify key knowledge gaps which would advance policy and practice on aggregators as an innovative finance mechanism for energy access
 - iii. Design full terms of reference and methodology
 - iv. Liaise with subjects for research (with support of IIED) to secure participation
 - v. Plan field research
 - vi. Work with IIED staff to achieve access to research subjects and interviewees as required.
 - vii. Conduct and write up first phase of literature review and initial research interviews (desk-based – to be confirmed)

 - b. Support IIED/partner **energy research and policy briefs**
 - i. Review and make recommendations for improvement to research proposals and Terms of References
 - ii. Review draft research papers or policy briefings and provide substantive editorial inputs to help achieve a publication-standard
 - iii. Draft short briefings to communicate key findings of IIED's work as required
 - iv. Participate in occasional meetings and calls with partners, potentially including a 2 day meeting in Netherlands early December.

 - c. Support on **Productive Use of Energy** workstream:
 - i. Review and provide advice to improve key plans and materials for Tanzania prototyping programme developed, such as project impact measures and guidance for mini-grid developers
 - ii. Draft or review policy brief and communications materials
 - iii. Participate in calls/meetings with global and Tanzania team as required.
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d. Fundraising support

- i. Review existing funder database and gather information on new sources
- ii. Analyse the data to present a credible list of potential funding sources
- iii. Work with IIED staff as required on short concept notes and to engage funders

C. Deliverables

The precise deliverables will be agreed with IIED at the outset of a contract, but could include:

- a. Finance Aggregators:
 - i. Full Terms of Reference, including detailed Research Design (purpose, questions, methodology, bibliography, interviewee list, timelines, field research plan, product scope, recommendations for communications)
 - ii. Agreement with research subjects on participation
 - iii. Write-up and analysis of preparatory desk-based research and stakeholder interviews (to be confirmed)
 - b. General energy access policy and research
 - i. Written edits and verbal advice on research ideas and Terms of References
 - ii. Substantive editorial inputs to draft research papers or policy briefings to achieve a publication-standard products
 - iii. Meeting / call participation
 - c. Productive Uses of Energy – (Energy Change Lab Tanzania)
 - i. Written and verbal inputs on project plans and materials, such as key performance indicators and preparation of practical guidance to emerge from the prototyping experience
 - ii. Preparation of draft blog or briefing to disseminate published products on PUE
 - iii. On-going advice to colleagues on PUE project as required
 - d. Fundraising:
 - i. Analysis of potential appropriate new funding sources
 - ii. Preparation of draft concept notes
 - iii. Advice on suitability of new opportunities
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D. Key points of contact

- Ben Garside, Senior Researcher (energy), Shaping Sustainable Markets
- Sarah Best, Senior Researcher (energy), Shaping Sustainable Markets
- Hannah McColgan, Human Resources

E. Timeframe

- a. Contract will be on a draw down basis up to a maximum of 50 days, commencing beginning of December until end March 2018.
- b. IIED may request the consultant to travel to Netherlands (December 2017) and Tanzania (February or March 2018), depending on project needs. Expenses will be covered by IIED.

F. Management

- a. Consultant to spend occasional days at the IIED office for purpose of co-ordination, information-sharing and guidance. Days to be agreed between IIED staff and the consultant on the basis of mutual convenience.

G. Experience and Track Record

The role combines research, technical, project design, collaboration and writing skills. The successful applicant will meet or exceed the following qualifications, experience and skills:

Essential

- Advanced degree (Masters or PHD) in appropriate subject e.g. Energy, Agriculture, Economic Development, Development Studies
 - Excellent understanding of energy access policy, research and debates
 - Specific knowledge of either energy access finance and/or productive uses of energy and mini-grids
 - Examples of published research, reports and/or policy briefings on energy access
 - Experience with technical analysis and advice for on-the-ground energy access projects and investments in off-grid rural areas in developing countries
 - Experience working with a variety of stakeholders in low-income community and professional contexts (government, private sector, CSOs)
 - Experience of collaborative problem-solving and involving diverse perspectives
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- Strong interpersonal skills and the ability to work with multi-cultural, multi-disciplinary teams
- Excellent oral and written skills in English.
- Track record of report writing for clients
- Commitment to maintaining the highest standards of confidentiality at all times.

Desirable

- Fundraising experience
- Knowledge and experience of working in Tanzania and/or East Africa
- Impact assessment expertise
- Knowledge and experience working with Social Innovation Labs
- Experience in developing methodologies or practical tools to assist project developers, policy-makers or communities develop sustainable local energy supplies

D) How to Apply

We invite interested consultants to submit the following application documents:

- CV, including links to relevant published reports
- Short proposal (maximum 2 sides A4) outlining how you meet the criteria and particular value added that you bring in delivering work proposed.
- A financial proposal including a daily rate (do not include a travel budget)

Please send your application to Hannah McColgan at hr@iied.org (Human Resources). The deadline for applying is **17h00 Tuesday 28th November 2018**. Short-listed applicants will be invited for a follow-up discussion (call/meeting) in the immediate days after the deadline.

For any questions of clarification on content of this Terms of Reference, please email members of the IIED energy team - Ben Garside (ben.garside@iied.org) and Sarah Best (sarah.best@iied.org)
