 

**Terms of Reference**

**Governance of an Energy Centre in Brazil**

**1 Objective**

As part of the UK Government’s Prosperity Fund, the British Embassy in Brazil is commissioning a study to assess various options for the governance structure of an Energy Centre to inform and support the Prosperity Fund Energy Programme. The proposal should identify operating models, outlining the functions and processes that will be undertaken, and recommendations on an effective governance structure, encompassing a Strategic advisory board and its Sub committees.

**2 Context**

Brazil’s economic growth is reliant on meeting its growing energy demand by 2030. Total energy demand is expected to increase 60%requiring an estimated cumulative investment of £365bn by 2030. However, regulatory and technological barriers and a challenging business environment can prevent Brazil from achieving its energy goals.

The British Embassy is developing a programme to support and accelerate Brazil’s low carbon energy transition. The programme considers the importance of greater coordination between regulatory and technical solutions to address the key challenges to faster transition to low carbon energy. The programme contemplates the creation on an Energy Centre which will identify the synergies between regulatory and technological barriers and develop a clear and co-ordinated pathway for addressing them, creating opportunities in the energy market in the process. The programme will work to develop evidenced based policy and regulatory recommendations and advocacy for change and pilot innovative technologies in the following priority areas:

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| **Energy Regulations** * Developing a competitive gas market
* Decommissioning
* Improving the environmental licencing process
* Supporting a competitive supply chain
* Bio fuels/Bio gas from waste
 | **Green Energy Technology*** Interconnectivity challenges of Integrating renewable energy into the main grid
* Production of bio diesel and bio gas from waste
* Smart Grids
* Energy storage
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**3 Deliverables**

The British Embassy in Brazil is seeking for an energy specialist to undertake research to assess and propose an effective governance structure, encompassing a Strategic advisory board and its sub-committees for an energy centre in Brazil. The report should include operating models outlining the functions and processes that will be undertaken by the centre that could also support officials from Brazilian government working alongside programme staff, embedded within the team or vice versa.

The work should result in the delivery of the organigram and governance of (i) Strategic Advisory Board and (ii) Sub-committees and (iii) operating models and recommendations.

The Strategic Advisory Board should consider stakeholders in key positions in the energy market in Brazil, such as Ministerio de Minas e Energia (MME), Ministry of Science and Technology (MCTIC) Empresa de Planejamento Energetico (EPE), Agencia Nacional do Petroleo (ANP), IBAMA, ANEEL, relevant civil society organisations and energy companies. The purpose of the Strategic Advisory Board will be to provide a strategic steer for the Energy Centre, ensuring alignment with Brazilian Government priorities and advise on main work streams. It is envisaged that the Advisory Board will meet once a year.

The Sub-committees’ role will be to formulate ideas and plans to support implementation of the Energy programme, taking account of the Strategic Advisory Board’s recommendations and ensuring co-ordination with other relevant energy programmes and alignment to the Government’s energy priorities avoiding duplication of work. The Sub-committee structure should include key stakeholders in the energy sector including other actors with energy programmes in Brazil. It is envisaged that the subcommittee will meet twice a year.

Both structures, Strategic Advisory Board and Sub-committees should work in co-ordination. The organigrams should mention seniority and roles and not individual names. No contacts should be approached in relation to this work.

It is recommended that the report also assesses the governing structure if energy centres around the world and in Brazil against which the recommendations can be evidenced and benchmarked.

The products to be delivered are:

* Full Report in English, digital and physical
* Executive summary in both languages, English and Portuguese, digital and physical
* Management presentation to be held at British Embassy or British Consulate

All the surveys and studies should be supported with evidence and sources of research. It should be consider the most recent information available and make explicit and justify its premises.

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**4 Responsibilities**

The awarded Contractor will report to the Energy Programme Manager.

The Contractor will be responsible for all the research, including data collection, processing, analysing and reporting. In case of receiving information from the British Embassy, the awarded Contractor must agree with the confidentiality of the information as requested.

The contractor should agree to hold an introductory meeting, a final meeting (Management presentation) and monthly meetings to share progress, and agree decisions pertinent to the success of the deliverables of the project.

The British Embassy can request possible adjustments in the products (reports) to be delivered and agreed by both parties. The objective is to ensure clarity and a clear understanding of the expectations of both parties.

The Contractor is responsible to deliver the products mentioned in item 3 in compliance with the Timeline and Payment method described in item 5.

**5 Timetable and Payment scheme**

The study should be carried out during the period of September 2018 to February 2019. The details about initial, final and monthly meetings dates are displayed the table below.

Payment will be by result and against delivery. The first payment will be executed face to the second meeting (First week of Nov 2018) and draft report review, considering 30% of the total amount of the proposal. The second payment, considering 70% of the total amount will be done after final meeting face to the presentation of the products agreed on item 3 and possible adjustments required. All payments will only be processed once deliverables have been received and fully approved by the Energy Team at the British Embassy.

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| **Steps** | **Timeline** | **Payment** |
| Proposal open to application | 13 08 2018 |  |
| Applications end | 23 08 2018 |  |
| Selection Board | 31 08 2018 |  |
| Contract Award | 10 09 2018 |  |
| Introductory meeting | 10 09 2018 |  |
| First meeting  | 10 10 2018 |  |
| Second meeting and draft report review | 09 11 2018 | **First payment (30%)** |
| Third meeting and draft report review | 03 12 2018 |  |
| Full Report and Executive Summary delivery | 14 12 2018 |  |
| Final meeting - Management presentation | 14 12 2018 | **Second payment (70%)** |

The proposal should range between £22,000 and £24,900. Any proposals outside this range will not be considered.

A Selection Board will assess all proposals received and select the award Contractor. The Board will be composed of at least three Embassy personnel from three different teams. Proposals not selected will receive an automatic response. The evaluation criteria are presented in a separated document. Please take in consideration the gender inclusion in your proposal.

**6 SENDING THE PROPOSALS**

The proposals must include:

* All elements which will be considered for tender evaluation (more information in Evaluation criteria doc), such as names and curriculum of the technical team of consultant (s) who will undertake the study and suggested methodology and sources to be applied in the research;
* Financial proposal of the study considering all charges and fees, in the range presented in item 5.

The parties interested to apply for this work should submit their proposals to Erika.Gouveia@fco.gov.br by 12:00pm  **August 23th 2018.** For any queries during the application time, please forward an email to Erika Gouveia Erika.Gouveia@fco.gov.br.