
TERMS of REFERENCE

Authoring of Asia and the Pacific Renewable Energy Report

Background & Status

Asia is Earth's largest and most populous continent. It covers an area of 44,579,000 square kilometres equivalent to approximately 30% of Earth's total land area. Asia is bounded on the east by the Pacific Ocean, on the south by the Indian Ocean and on the north by the Arctic Ocean and its western boundary is east of the Ural River, and the Ural Mountains. Geographically, it is divided into five sub-regions: East and Northeast Asia, North and Central Asia, South and Southwest Asia, South-eastern Asia and the Pacific.

Asia is the fastest growing regions in the world, which requires increasing energy supplies to fuel its rapid pace of economic expansion. Energy consumption and economic output in many parts of Asia have been growing in tandem over the last two decades. Primary energy demand in the South-eastern Asian countries for example is forecasted to increase about 4.7% annually to 2035.

The considerable renewable energy resources in the region (particularly solar, wind, hydro and geothermal) can go a long way to meeting expanding demand, most notably in the electricity sector. Renewable energy also presents an opportunity for the region to achieve a globally important position in the renewable energy market, which is likely to become the cornerstone of the low-carbon, green economy of the future.

It is against this background that REN21, the Asian Development Bank (ADB) and United Nations Economic and Social Commission for Asia-Pacific (UN ESCAP) have joined forces to produce a regional report to better understand current renewable energy developments.

Objective

To support renewable energy commitments across the region there is a need to further scale-up policy best practices, cross-border collaborations and domestic, regional and foreign investments. It is therefore critical not only to capture the full range of renewable energy activities across the region but also to ensure that data collection and sharing of information is institutionalised and carried out on a regular basis. Given the region's immense potential it is also important to understand the range of possibilities and thinking on the future of renewables across the region.

REN21, ADB and UNESCAP will develop an Asia and the Pacific report series to map the current range of renewable energy development across the region in to showcase it to stakeholders both within and outside the region and to global investors and potential promoters of renewables. Mapping the region's renewable energy status will not only provide information for potential investment, it will also present concrete evidence

of the opportunities to harness economic and social benefits in countries where uptake of renewables has lagged.

Thus, the aim of the Asia and the Pacific Renewable Energy Status Report is to capture the status of the renewable energy markets, investments in distributed generation and on-grid solutions by:

- examining the policy trends and regulatory frameworks in the region.
- exploring the latest market developments and activities undertaken across the region to accelerate the diffusion of renewables locally and regionally and promote foreign investments.
- discuss regional, national and local opportunities in manufacturing, infrastructure, guidance of knowledge and resource mobilisation.

Project Outline

The sheer geographical size of Asia, its diversity (politically, economically, environmentally) and varied institutional capacity makes documenting the evolution and uptake of renewable energy, challenging. The work will therefore report on the status of renewable energy in the region, focusing on those countries where data is currently available.

The Asia and the Pacific Renewable Energy Status Report will mainly explore existing data on renewable energy. Expert interviews and questionnaire-based survey will also be conducted to present a comprehensive overview of renewable energy trends.

The first edition of the report will cover the following 18 countries:¹

- East and Northeast Asia: China, Japan, Mongolia, Republic of Korea
- North and Central Asia: Georgia, Kazakhstan, Uzbekistan
- South and Southwest Asia: Bangladesh, India, Pakistan, Sri Lanka
- South-eastern Asia: Indonesia, Myanmar, Philippines, Thailand, Vietnam
- The Pacific: Fiji, Tonga

The report will address the status of renewable energy through the following sections:

- Regional Overview
- Renewable Energy Market and Industry Overview
- Distributed Renewable Energy for Energy Access
- Policy Landscape
- Investment Flows

The report will also have several side bars presenting regional issues such as major energy efficiency efforts and trends in the region to underline the role of supply and demand side measures for the energy transition. Based on experience with similar reports—status reports for China and India, MENA and ECOWAS, EAC and SADC regional reports as well as its Global Status Report series 2005–2018—the REN21 Secretariat will coordinate the report production as well as lead on establishing collaborative data networks.

¹ These countries have been selected for the first edition as they are representative of their sub-region and have established data collection processes.

A report author will be contracted by REN21 to write the report. The report will be based on information provided by contributors and reviewers from governments, international/regional organisations, private sector, NGOs, research and academia, and complemented by desk research. The report draft will be reviewed by an Expert Group consisting of a selected group of experts to ensure that the key regional issues have been covered. An open peer review process and report revision will subsequently be carried out.

A kick-off workshop will be used to finalise the outline, engage support and identify data sources, contributors and reviewers. A draft of the report will be presented at the Asia Clean Energy Forum in May 2019 to fill persistent gaps and to call for experts to review the final draft.

The final Asia and the Pacific Status Report will be launched at the International Renewable Energy Conference IREC held October 2019 in Seoul, Republic of Korea where it will be: a key conference contribution; and a mechanism to involve decision makers in the region. The launch will be followed by outreach events as well as web-based activities, coordinated by REN21, UNESCAP and ADB.

Description of Required Tasks

REN21 seeks the services of an authoring team to carry out the following tasks:

1. Undertake research / collect data necessary to author an Asia and the Pacific Renewable Energy Status Report according to the chapter outline, with the support of the REN21 Secretariat and its network, ADB and UN ESCAP.

In this context, the contractor - in cooperation with the REN21 Secretariat, ADB and UN ESCAP will:

- Prepare a questionnaire to be used to collect data and information on key national and regional renewable energy and efficiency development.
- Reach out to contributors and mobilise them to participate in providing data and information.
- Draw on relevant information collected by REN21 Secretariat and its contributors, ADB and UN ESCAP
- Follow-up with contributors to close data gaps
- Research additional information to close data gaps. In addition to desk research, the contractor is expected to use his/her network of experts to contribute to the status report

2. Author the Asia and the Pacific Renewable Energy Status Report

The contractor is expected to:

- Produce a draft of the Asia and the Pacific report based on in-depth research and analysis
- Consult and collaborate closely with the REN21 Secretariat
- Incorporate review comments received from the ADB and UN ESCAP and from the open review processes

The contractor will work in close consultation with REN21, ADB and UN ESCAP to ensure that national and regional issues are addressed. In addition, the contractor will:

- Prepare the report in British English
- Ensure that:
 - Data for relevant figures and tables generated are provided
 - References/citations as well as and all assumptions for text, figures and tables are provided for all statistics and other information/data, and noted in full as endnotes. **Referencing for data will be done in accordance to REN21’s authoring guidelines** (See Annex 2). All references will be included in report drafts and final report
 - Recognise in the Acknowledgement section all contributors who provided data for the SADC report
- Consult and collaborate closely with the REN21 Secretariat on report preparation and incorporation of review comments received.
- Make available all relevant background information and data to REN21, ADB and UN ESCAP.

Proposal Requirements

The contractor should have:

- a proven track record of knowledge about the renewable energy and sectors
- extensive knowledge about the renewable energy and energy efficiency sectors and related working experience across Asia and the Pacific regions
- proficiency in English (the report will be drafted in English)

The submission must include:

- a detailed résumé of lead author, highlighting related work experience in the focus countries for the Asia and the Pacific report.
- an overview of written reports covering similar scope and focus
- a writing sample that illustrates the contractor’s knowledge of the renewable energy field
- a detailed breakdown of the number of work days and daily rates (it is estimated that the assignment will take approximately 80-95 work days.)
- a summarised résumé for each additional contributor included in the proposal

Proposals should be addressed to:

REN21 Secretariat
 c/o UN Environment
 1, Rue Miollis – Building 7
 75015 Paris
 France

For submission by email please email: laura.williamson@ren21.net

The deadline for receipt of proposals in: **19 October 2018, 17:00 (CEST)**

Report Timeline & Deliverables

Below is the proposed timeline for the production of Asia and the Pacific Renewable Energy Status Report as envisaged by REN21:

By when	What	By whom
Oct 2018	Contracting of consultant to author the report	REN21
Oct 2018 – Mar 2019	Establish data collection networks	REN21
Nov 2018	Hold a multi-stakeholder workshop to finalise the outline, engage support and identify data sources, contributors and reviewers	REN21 at International Off-grid Renewable Energy Conference
Nov 2018– Mar 2019	Regional data collection; drafting of chapters	Consultant in cooperation with REN21, ADB, UNESCAP and regional contributors
Mar – Apr 2019	Draft, review and feedback of Asia and the Pacific Status Report	Consultant in consultation with REN21, ADB, UNESCAP
May 2019	Distribution of report draft to Executive Review Board	Review by expert group
May 2010	Revise report by incorporating and addressing comments received from Executive Review Board	Consultant in consultation with REN21, ADB, UNESCAP
Jun 2019	Open, online peer review of report	Via REN21+ (online system)
Jun – Aug 2019	Finalisation of report	Consultant in consultation with REN21, ADB, UNESCAP
Sept – Oct 2019	Design and printing of report	REN21
Oct 2019	Launch of the Asia and the Pacific Renewable Energy Status Report at IREC 2019	REN21, ADB, UNESCAP

Annex 1

Proposed Report Chapter Outline (approx. 82 pages)

EXECUTIVE SUMMARY	5 PAGES
CHAPTER 1: REGIONAL OVERVIEW	10 PAGES
i. Regional Overview	
ii. Regional Energy Challenges: Energy access, energy security, health and environment, climate change, infrastructure requirements, financing.	
iii. Platforms for Regional Energy Cooperation	
CHAPTER 2: RENEWABLE ENERGY MARKETS AND INDUSTRY OVERVIEW	20 PAGES
i. Trends - Current share of renewable energy in total final energy and total final electricity consumption of countries including the trends over the past years and in the end-use sectors (heating, cooling, and transport)	
ii. Grid-connected Power Sector: Hydropower, geothermal, biomass/biogas, solar, wind	
iii. Transport	
CHAPTER 3: DISTRIBUTED RENEWABLE ENERGY POLICY FOR ACCESS	15 PAGES
i. Renewable Energy Targets	
ii. Off-grid Power Sector: Stand-alone solar PV systems, minigrids, stand-alone wind, hybrid etc.	
iii. Cooking, Heating, Transport (e-mobility)	
CHAPTER 4: POLICY LANDSCAPE	20 PAGES
i. Regional Initiatives	
ii. Renewable Energy Targets	
iii. Renewable Power Support Policies, Institutional Frameworks and Programmes	
CHAPTER 5: INVESTMENT FLOWS	10 PAGES
i. Global Overview: Status and evolution of investments in renewable energy-project size and investment size – those that are online or in the pipeline (Focus on foreign investors)	
ii. Regional Financing Sources: Breakdown between private and public investments to showcase the areas where government is investing; the niche area where private developers are investing; innovative financing mechanisms as well as opportunities for international donors and possible public private partnerships on renewable energy investment and local or cooperative societies' investment	

iii. The Potential of Climate Finance	
SIDEBARS	1-2 Pages
i. Renewable energy in Asia Pacific and SDG 7	
ii. Energy Efficiency Trends	
iii. Power Transmission and Distribution / Cross-border power grid interconnection	
iv. Renewable energy in Cities	

Annex 2

REN21 Referencing Standards

This document outlines the referencing standards used by REN21 for its publications and databases. All contributors, authors and staff are asked to comply with the referencing standards presented here.

General Referencing Requirements

REN21 relies on an extensive network of experts to provide us with the latest information on global renewable energy development. The information provided by this network of contributors is vital to the production of REN21 products such as the Renewables Global Status Report (GSR), our flagship publication.

To maintain the quality and integrity of our products, it is essential that we be able to verify the accuracy of the information that we receive. Thus, it is vitally important that contributors provide us with full source information alongside their contributions. This can be achieved by providing as many of the following items as possible:

- The **name** of the author or researcher responsible for the source material.
- The **date** of publication of the source material, including day, month and year (or whichever is available).
- The name of the **publication/institution** that released or produced the source material.
- The **city** in which the publisher of the source material is located.
- For information accessed online, the full **web-link**, and the **day** on which the information was accessed.
- For information accessed from a printed publication, such as a journal, magazine, book, or newspaper: the **edition** of the publication, and the **page number** of the source material in the publication.

REN21 appreciates that the above information might not always be available. In such cases, we ask that you provide as much source information as possible

- Please provide full source/ reference information for all data, quotations, etc. (anything deserving of a reference) **in ENDNOTES** in your document.
- Endnotes should be after each sentence that contains a data point or other information requiring reference. If more than one reference applies to a single sentence, please make clear in the endnote which reference applies to which data/information.
 - Endnote numbering should restart at 1 with each new chapter.
- Footnotes are used to explain a point in the text. Numbering should restart at [i] for each new page.

Specific Referencing Requirements

The table below outlines the information and format required from contributors for various source types.

Source Type	Reference Style	Example
-------------	-----------------	---------

Report retrieved online	Institution or Author Name(s), <i>Title of Report</i> (Location of Publisher: Publisher Name, Publication Date), Page, URL.	RECS International, <i>The Use of the Guarantee of Origin</i> (Utrecht, The Netherlands: October 2005), p. X, http://www.recs.org/doctree/RECS%20International/05%20Evaluation%20Report.pdf . OR John Doe, <i>The Use of the Guarantee of Origin</i> (Utrecht, The Netherlands: RECS International, October 2005), pp. XX–XY, http://www.recs.org/doctree/RECS%20International/05%20Evaluation%20Report.pdf .
Web page or other Internet source	Institution, Title of Web Page, URL, Date Updated (if given), Date Accessed.	US Environmental Protection Agency (US EPA), “Partner list”, http://www.epa.gov/greenpower/partners/gpp_partners.htm , updated [DATE], viewed 1 June 2007.
Sources that are not officially published (conference documents, working papers, etc.)	Author Name, Title of Document, Document Type (City, Country: Institution/ Publication, Date), Page, URL [if available].	Karl Gawell and Griffin Greenburg, <i>Interim Report: Update on World Geothermal Development</i> , unpublished manuscript (Washington, DC: US Geothermal Energy Association, 1 May 2007), p. 5.
Book	Institute/Organization or Author, Title of Book, (Location of Publication: Publisher, Year), Page.	International Energy Agency (IEA), <i>Key World Energy Statistics 2007</i> (Paris: IEA/OECD, 2009), p. 24.
Journal or magazine article	Author Name, Title of Article, Volume and Issue Number, Date, Page(s), URL [if available].	Daniele Archibugi, “Innovation systems in a global economy”, <i>Technology Analysis and Strategic Management</i> , vol. 11, no. 2 (1999), pp. 527–39. OR Graham Jesmer, “US offshore wind project updates,” <i>Renewable Energy World</i> , 16 December 2009, [URL]. OR “Ethiopia, French firm sign 210m-Euro wind-powered electricity project,” <i>Ethiopian Review</i> , 9 October 2009.
Press release	Organization/Institution, Title of Release, Document Description (City: Date), URL [if available].	American Wind Energy Association (AWEA), “AWEA releases U.S. wind industry annual market report,” press release (Washington, DC: 8 April 2010).
Personal interview, correspondence, email etc.	Name, Affiliation, Location of Interviewee, “personal communication with REN21,” Date.	Andrew Person, International Energy Agency (IEA), Paris, personal communication with REN21, 12 January 2012.