INDIVIDUAL CONSULTANT PROCUREMENT NOTICE

Date: 01st June 2017

Interested, qualified and experienced individual consultant(s) are hereby invited to forward their applications for the assignment as detailed below.

Number of positions : 1
Contract Type : **Individual Consultant (International Consultant)**
Description of the assignment : **Technical Advisor on Energy Efficiency Policy and Programmes**

Estimated Period of assignment/services (if applicable): 50 days over a 5 months' period

Estimated Contract Commencement Date : **19th June 2017**

Applications should be submitted by email to the following address: -
procurement.za@undp.org

The **deadline** for submission of applications is by close of business on **9th June 2017.**

Any request for clarification must be sent by standard electronic communication to the e-mail address indicated above. UNDP will respond by standard electronic mail and MAY send written copies of the response, including an explanation of the query without identifying the source of inquiry, to all consultants who would have acknowledged receipt of this notice and thus confirmed that they shall be submitting their applications.

1. BACKGROUND

The South African government through the Department of Energy (DoE) in collaboration with the Department of Trade and Industry (the dti), and the United Nations Development Programme (UNDP) is implementing the project, *Market Transformation through the Introduction of Energy Efficiency Standards and the Labelling of Household Appliances in South Africa* (S&L Project). The project's objective is removing inefficient appliances from the South African market and encouraging adoption of new minimum energy performance standards (MEPS). The project forms an integral part of the measures/interventions designed to reduce electricity consumption and the carbon footprint of the residential sector. The project paves the way for the continuous introduction of energy efficiency improvements into the appliances and equipment industry.

2. SCOPE OF WORK, RESPONSIBILITIES AND DESCRIPTION OF THE PROPOSED ANALYTICAL WORK

UNDP is seeking to recruit an S&L incentive policy expert to review completed and current work being done on incentive policy, and then consolidate the findings to develop final policy recommendations to be considered and incorporated in future planning of policy formulation and budget allocations. The S&L incentive policy expert will also support the South African National Energy Development Institute (SANEDI) in executing a pilot incentive programme.

EXPECTED OUTPUTS

The consultant shall prepare and submit:

1. **Deliverable 1: Technical Advisory Report:** A report detailing the strength, weaknesses and gaps that may affect positively or negatively the implementation of the proposed incentive. The report should also look in to structural framework requirements necessary to manage the proposed incentive.
2. **Deliverable 2:** Organize a half-day workshop during the first country visit, where all relevant stakeholders will discuss research findings and opportunities for financial and non-financial incentives
3. **Deliverable 3**: Participate and present at the regional workshop

3. REQUIREMENTS FOR EXPERIENCE AND QUALIFICATIONS

The selection of consultants will be aimed at maximizing the overall qualities in the following areas [weighting applied to each quality is shown in brackets, summing to 100]:

- Proven experience (10 years) in analysis and evaluation of S&L incentive programmes- practical and research based [30]

- Demonstrated understanding of the South African context (programme and existing policies) and South Africa S&L programme status. [30]

- Ability to support the execution of the SANEDI incentive programme [20]

- Excellent analytical, writing, advocacy, presentation, and communications skills are required [10].

Education:

- Master's degree in Engineering, Energy and Developmental Studies, Physics, Business Management or relevant field [10]

4. DOCUMENTS TO BE INCLUDED WHEN SUBMITTING THE PROPOSALS.

Interested individual consultants must submit the following documents/information to demonstrate their qualifications:
1. Proposal:
(i) Explaining why they are the most suitable for the work
(ii) Provide a brief methodology on how they will approach and conduct the work (if applicable)
2. Financial proposal
3. Personal CV including past experience in similar projects and at least 3 reference**s**

5. FINANCIAL PROPOSAL

- **Lump sum contracts**

The financial proposal shall specify a total lump sum amount, and payment terms around specific and measurable (qualitative and quantitative) deliverables (i.e. whether payments fall in installments or upon completion of the entire contract). Payments are based upon output, i.e. upon delivery of the services specified in the TOR. In order to assist the requesting unit in the comparison of financial proposals, the financial proposal will include a breakdown of this lump sum amount (including travel, per diems, and number of anticipated working days).

Travel;

All envisaged travel costs must be included in the financial proposal. This includes all travel to join duty station/repatriation travel. In general, UNDP should not accept travel costs exceeding those of an economy class ticket. Should the IC wish to travel on a higher class he/she should do so using their own resources.

In the case of unforeseeable travel, payment of travel costs including tickets, lodging and terminal expenses should be agreed upon, between the respective business unit and Individual Consultant, prior to travel and will be reimbursed

6. AWARD OF CONTRACT

The contract will be awarded to the lowest priced technically qualified proposal.
Where 70% is the minimum technical score of the following overall criteria: -
- Methodology
- Experience
- Qualification

Additional documents attached to this Notice: -

- **TERMS OF REFERENCES (TOR)**

- **INDIVIDUAL CONSULTANT GENERAL TERMS AND CONDITIONS**

- **CONFIRMATION OF INTEREST AND SUBMISSION OF FINANCIAL PROPOSAL**