



INDIVIDUAL CONSULTANT PROCUREMENT NOTICE

Date: 28 September 2017

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

Project name: Standards & Labelling

Number of positions	: 1
Contract Type	: Individual Contract (International Consultant
Country	: South Africa (international-based with two country visits to South Africa)
Description of the assignment	: Assist with finalization of the business requirements related to the design of a product database for the national appliance standards and labelling project
Estimated Period of assignment/services (if applicable)	: 20 Working days in the period November 2017 to October 2018
Estimated Contract Commencement Date	: 01 November 2017

Proposal should be submitted by email to procurement.za@undp.org no later than 09 October 2017 12:00 Midnight, South Africa time zone (GMT +02:00).

Any request for clarification must be sent in writing, or by standard electronic communication to the e-mail indicated above. UNDP will respond in writing or by standard electronic mail and will send responses, including an explanation of the query without identifying the source of inquiry, to all consultants.

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

- i. Undertake a review of the South African S&L programme to understand its current status, reporting frameworks and structures, and document the DoE's and the other implementing partner's, (such as the dti or department of environmental affairs) data requirements,
- ii. Identify appropriate and relevant examples of international situations (2 or 3), and present recommendations in the form of country case studies,
- iii. In cooperation with the local BA's, produce the business rules for the software developers,
- iv. During the database development period, be available to answer questions and provide clarification as required. This requirement will be managed by the PM to ensure that any support requested remains reasonable,
- v. Undertake a thorough review of the 'beta' database once it has been developed. The database development time is estimated to take 7 months.

3. REQUIREMENTS FOR EXPERIENCE AND QUALIFICATIONS

- i. The service provider should have a post graduate degree in engineering, energy and development studies, physics, business management or related field.
- ii. Proven 10 years' experience in the development of S&L programmes, with clear evidence of involvement in the development of reporting databases. Multi-country experience will serve as an advantage.
- iii. Knowledge of the South African context and the South Africa S&L programme status.

4. DOCUMENTS TO BE INCLUDED WHEN SUBMITTING THE PROPOSALS.

Applicants are required to submit the following:

- i. A Technical Proposal: Letter of Interest, stating why you consider your service suitable for the assignment and a brief methodology on the approach and implementation of the assignment;
- ii. Personal CV highlighting qualifications and experience in similar projects;
- iii. Work references - contact details (e-mail addresses) of referees (organisation for whom you've produced similar assignments);
- iv. All-inclusive financial proposal (fixed cost bid) indicating consultancy fee and a breakdown of expenses (unit price together with any other expenses) related to the assignment. The proposal must incorporate all the costs of travel, accommodation, etc for the service provider to achieve the required deliverables.

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. EVALUATION

i. Lowest price and technically compliant offer

The award of a contract should be made to the individual consultant whose offer has been evaluated and determined as both:

- a) responsive/compliant/acceptable, and
- b) offering the lowest price/cost

“responsive/compliant/acceptable” can be defined as fully meeting the TOR provided.

<i>Criteria</i>	<i>Weight</i>	<i>Max. Point</i>
<i><u>Technical</u></i>	<i>100%</i>	<i>100</i>
<ul style="list-style-type: none">Proven 10 years’ experience in the development of S&L programmes, with clear evidence of involvement in the development of reporting databases. Multi-country experience will serve as an advantage	<i>50%</i>	<i>50</i>
<ul style="list-style-type: none">Knowledge of the South African context and the South Africa S&L programme status	<i>10%</i>	<i>10</i>
<ul style="list-style-type: none">Papers written (conference and academic) on the topic of S&L reporting specifically, and S&L programmes in general	<i>10%</i>	<i>10</i>
<ul style="list-style-type: none">A motivation letter (up to 2 pages) detailing an approach and why the candidate is suited for the assignment	<i>20%</i>	<i>20</i>
<ul style="list-style-type: none">Qualifications	<i>10%</i>	<i>10</i>

ANNEX

ANNEX 1- TERMS OF REFERENCES (TOR)

ANNEX 2- INDIVIDUAL CONSULTANT GENERAL TERMS AND CONDITIONS