



INDIVIDUAL CONSULTANT PROCUREMENT NOTICE

Date: 16 May 2018

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 : Home-based (internationally-based with one country visit to South Africa)

Description of the assignment : Determine the viability of including a QR Code on the Existing Appliance Energy Label

Estimated Period of assignment/services (if applicable): 15 working days

Estimated Contract Commencement Date : early-June 2018

Proposal should be submitted by email to procurement.za@undp.org no later than 27 May 2018 11:59 Midnight, South Africa time zone (GMT +02:00).

Any request for clarification must be sent by standard electronic communication to procurement.enquiries.za@undp.org. UNDP will respond 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”. The objectives are removing inefficient electronic appliances from the South African market and encouraging adoption of efficient technologies by implementing measures/interventions such as minimum energy performance standards (MEPS), labeling programs, and incentive programs. The overarching goal is to reduce electricity consumption and the carbon footprint of the residential sector.

The energy label provides information to the consumer with regards the appliance’s energy use and efficiency. The label is mandatory for 12 residential appliances - the programme website (www.savingenergy.org.za) can be accessed for more detail.

Technology advances in recent years has seen the widespread adoption of the Quick Response (QR) code, a machine readable optical label which contains large quantities of data about the item to which it is attached. It is now possible for consumers to decode QR codes on their smart phones at the point of sale, providing even more product information to the consumer about the appliance they considering buying. Importantly, the code can also be utilised by manufacturers (e.g. additional promotional information such as user guides, contact information, etc.), the regulator (compliance) and the government policy (market penetration, energy and ghg savings).

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

The Department of Energy is seeking an International Consultant (IC) with the requisite experience and knowledge to complete a study on the adoption of a QR code on the existing energy label and how it can be integrated across the value chain to assist with compliance, policy, awareness and marketing. The IC is expected to undertake the following scope of work:

- i. Proposed Approach: Asses the South African S&L programme and formulate a proposal of how best to implement a QR code, which considers all stakeholders (government and industry) articulating the advantages, pitfalls and lessons learned;
- ii. Country Visit: Meet with the project office, government officials, agencies and the private sector. The trip has two primary objectives: 1) For the IC to understand the local context; and 2) Motivate for and secure support from all stakeholders, including that ITC company contracted to develop the database. This will be achieved through meetings and workshops;
- iii. Final Report: Using the findings from the country visit to update the original (proposed approach) report to develop an appropriate and feasible implementation and rollout plan, which considers all identified stakeholders in the value chain.

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. 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.

Criteria	Weight	Max. Point
<u>Technical</u>	100%	100
<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 and QR codes. Multi-country experience will serve as an advantage	50%	50
<ul style="list-style-type: none">Knowledge of the South African context and the South Africa S&L programme status	10%	10
<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	10%	10
<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	20%	20
<ul style="list-style-type: none">Master’s degree in Engineering, Energy and Developmental Studies, Physics, Business Management or relevant field	10%	10

ANNEX

ANNEX 1- TERMS OF REFERENCES (TOR)

ANNEX 2- INDIVIDUAL CONSULTANT GENERAL TERMS AND CONDITIONS