



Terms of Reference

Appointment of an Individual Consultant to Implement a Market Based Incentives Programme For Energy Efficient Appliances in South Africa

Location: Home-based with regular travel to Pretoria

Application Deadline: 24 June 2018

Category: Appliance energy efficiency

Type of Contract: Individual Contract

Assignment Type: Incentives Programme for the S&L Programme

Languages Required: English

Starting Date: July 2018

Duration of Initial Contract: 6 months

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 appliance energy efficiency S&L Programme. The programme is designed with the objective of removing inefficient appliances from the South African market through the adoption of minimum energy performance standards (MEPS) for appliances. The project forms an integral part of the measures / interventions designed to reduce electricity consumption and the carbon footprint of the residential sector.

Incentives are policy tools whose objective is to influence purchase, retail stocking, and production decisions toward energy-efficient products. Incentives are designed to complement mandatory energy performance standards (MEPS) and labeling policies by accelerating market penetration of products that are more energy efficient than required by existing standards and by preparing the market for more stringent future mandatory requirements. Incentives can be directed at different points in the appliances supply chain; one point may be more effective than another depending on the technology's maturity and market acceptance and penetration. Similarly, the structure of the incentive is influenced by the implementing agency's availability / access to financial and technical resources.

The S&L project and the DoE has commissioned several studies to identify the most appropriate incentive programme for the appliances which are affected by the S&L. The studies, to various extents, have considered the country's changing environment such as its greenhouse gas emission obligations; the scaling down of Eskom's integrated demand management (IDM) programme, especially in the residential sector; and the depressed economic conditions which makes generous funding of financial incentives difficult. Having reviewed several proposals to accelerate the uptake of energy efficient appliances, the DoE has decided to target LED lighting.

Implementing incentive programmes is not straightforward as they come at a high cost, involve many tasks (complex), and by their nature designed to disrupt the existing value chain – such as vested interests or business as usual apathy. Vigilance is necessary to ensure that risks and unintended consequences are identified at an early stage and action is taken to mitigate them. Examples are abound of well-meaning incentive programmes which have had little effect or even negative results. The DoE is therefore seeking to appoint a suitably qualified and experienced individual who has a strong understanding of residential energy efficiency to implement the incentives programme.

Scope of Work

The scope of services is the continuation of the day to day management of the implementation of the DoE selected incentives approach for energy efficient LED lighting.

The successful service provider will be expected to perform the following tasks:

- Familiarise themselves with all reports pertaining to incentives linked to the S&L project;
- Cooperate and collaborate with the DoE and its appointed consultants who continue to do work on energy efficiency incentives;
- With the support of the DoE, or any other government agency (SABS, NRCS, SANEDI), facilitate workshops to address issues and update stakeholders;
- Produce reports as outputs from workshops which summarise findings and outcomes, and follow up on action points;
- Ability to engage with manufacturers and industry players to secure their cooperation and participation;
- Ability to oversee the development of awareness and educational material;
- Able to enter into technical discussions regarding lighting specifications for the development of lamp standards and develop consumer value labelling, which will allow consumers to evaluate lamps by more appropriate metrics which reflect advances in technology;
- Organise, implement and oversee the implementation of the LED retail incentive programme;
- General project manager functions, including managing budgets, drafting and evaluating ToR, tracking and reporting on project progress.

Deliverables and Payment Terms

The PM will oversee two project activities. The deliverables and payment schedule are listed below

Project Activity	Deliverable	Payment	Output	Time
Inception Report	Approach and project plan.	15%	Report	Within 1 month of contract signing
Retail Incentive	Oversee and support baseline development and evaluation	20%	Report	Within 3 months of contract signing
Communication and awareness - Labels	Finalise comparative and endorsement label designs with market research findings. This must include the graphic design costs to effect the changes (as per the research outcomes) on the existing label	30%	Approved label design	Within 4 months of contract signing
Retail Incentive	Oversee implementation of LED incentive	20%	Report	Within 5 months of contract signing
Close out	Outcomes, achievements and lessons learned	15%	Report	Within 6 months of contract signing

All local travel costs associated with the scope of work must be included in the proposal.

Requirements

The successful bidder will:

- Draw on work already done in this area to avoid duplication;
- Report to the Project Manager and to the Project Management Team (PMT) on completion of each deliverable for discussion and validation. Meetings will be held with the PMT at the end of each deliverable where the next steps of the programme will be agreed; and
- At the end of the project, present the findings of the research study to the Department of Energy and other designated stakeholders.

Required Skills and Experience

The successful bidder must possess the following skills:

- Have a sound knowledge of the South African energy efficiency and climate change policy context;
- Proficient with residential appliance S&L programmes;
- Experience with incentive programmes, and more especially with ones targeting residential energy efficiency or renewable energy, for example Eskom's Integrated Demand Programme or similar. Experience with marketing and awareness for incentives programmes will be an added advantage;
- Demonstrable evidence of sound project management skills and experience;
- Able to work with a broad range of stakeholders from industry, labour government and civil society as this is a multi-stakeholder run project; and
- Working knowledge of electrotechnics.

Evaluation Criteria

The evaluation of proposals will be conducted according to UNDP procurement rules. A two-stage procedure is utilised in evaluating the proposals, with evaluation of the technical proposal being completed prior to any price proposal being opened and compared. The price proposal of the Proposals will be opened only for submissions that passed the minimum technical score of 70% of the obtainable score of 100 points in the evaluation of the technical proposals. The technical proposal is evaluated on the basis of its responsiveness to the Term of Reference (TOR). In the Second Stage, the price proposal of all contractors, who have attained minimum 70% score in the technical evaluation will be compared.

Selection will be based on a combined scoring method, where the approach to the work, qualifications and experience (Technical proposal) will be weighted a maximum of 70%, and combined with the price offer (Financial proposal) which will be weighted a maximum of 30%.

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]:

- A motivation letter (up to 2 pages) detailing an approach and why the candidate is suited for the assignment (40 points)
- 10 years' experience in Energy and more specifically energy efficiency (20 points)
- Proven proficiency and understanding of government / Eskom DSM programmes (20 points)
- Reference letters / contact details supporting relevant experience (10 points)

Education:

- An engineering or economics degree. Any additional qualifications in project management will be an advantage (10 points)

Response Format

To facilitate the analysis of responses, all interested parties are required to prepare their response in accordance with the instructions outlined in this section. All proposals should be electronically generated. The vendor will be hired on a UNDP contract. Applicants are required to submit the following:

- 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;
- Evidence and examples of similar projects that have been successfully completed;
- Personal CV highlighting qualifications and experience in similar projects;
- Work references - contact details (e-mail addresses) of referees (organisation for whom you've produced similar assignments);
- All-inclusive financial proposal (fixed cost bid) indicating consultancy fee (South African Rand) 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.

Applicants are required to submit the following documents to **procurement.za@undp.org** on or before the **24 June 2018** with the subject line: **Job Code Title and Reference Number**