



INDIVIDUAL CONSULTANT PROCUREMENT NOTICE

Date: 14 June 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/RLA
Country	: Home-based with travel to Pretoria
Description of the assignment	: Appointment of an Individual Consultant to Implement a Market Based Incentives Programme For Energy Efficient Appliances in South Africa
Estimated Period of assignment/services (if applicable):	6 months
Estimated Contract Commencement Date	: July 2018

Proposal should be submitted by email to procurement.za@undp.org no later than 24 June 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 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.

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

3. REQUIREMENTS FOR EXPERIENCE AND QUALIFICATIONS

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.

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

Cumulative analysis

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%.

<i>Criteria</i>	<i>Weight</i>	<i>Max. Point</i>
<u>Technical</u>	<i>70%</i>	<i>100</i>
<ul style="list-style-type: none">• 10 years' experience in Energy and more specifically energy efficiency	<i>14%</i>	<i>20</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>28%</i>	<i>40</i>

<ul style="list-style-type: none"> Proven proficiency and understanding of government / Eskom DSM programmes 	14%	20	
<ul style="list-style-type: none"> Reference letters / contact details supporting relevant experience 	7%	10	
<ul style="list-style-type: none"> An engineering or economics degree. Any additional qualifications in project management will be an advantage 	7%	10	
<u>Financial</u>	30%		

ANNEX

ANNEX 1- TERMS OF REFERENCES (TOR)

ANNEX 2- INDIVIDUAL CONSULTANT GENERAL TERMS AND CONDITIONS