

Annex 1: Terms of Reference

1. BACKGROUND

1.1. Context

In Turkey, 47% of net electricity consumption is from the industrial sector¹, with an estimated 70% of this energy consumption from electric motor-driven systems (EMDS), 90% of which use 3-phase squirrel cage asynchronous motors as defined in the EU Eco-design Implementing Measure 640/2009 on electric motors as amended by Implementing Measure 4/2014². Electric motors in Turkey, in general, are not energy efficient. The project aims to promote significant additional investment in industrial energy efficiency in Turkey by transforming the market for energy efficient motors used in small and medium sized enterprises. This objective will be achieved by strengthening the legislative and regulatory framework related to both new and existing EE motors in Turkey, developing appropriate governance and information infrastructure, upgrading test laboratories at the Turkish Standards Institute (TSI), launching a “one-stop shop” sustainable financial support mechanism (FSM), and developing and implementing a comprehensive public awareness and training programme.

The project is divided into five components focusing on:

- Component 1: Strengthened legislative and regulatory and policy framework for EE motors in Turkey.
- Component 2: Capacity building for relevant stakeholders to promote the benefits of EE motors.
- Component 3: Upgraded Turkish Standards Institute (TSI) test laboratory and strengthened monitoring, verification and enforcement.
- Component 4: One-stop-shop for financial support mechanisms.
- Component 5: Knowledge management and M&E

The most critical success factor for the EE Motors Project will be the successful implementation of the demo and scaled-up electric motor replacement programmes in Small and Medium Sized Enterprises (SMEs) in Turkey to accelerate market transformation towards more efficient electric motors used in SMEs in Turkey. The proposed motor replacement programmes will be implemented by using a one-stop-shop financial mechanism(s) to be developed under the Project. For this purpose, the level of subscription by SMEs to the one-stop-shop financial mechanism(s) will be key to achievement of this objective. Past experience with implementing similar financial support mechanisms proved to be not successful because of – among others – lack of awareness of SMEs on benefits of energy efficient electric motors and their unwillingness to get engaged in financial mechanisms. Therefore, the key messages as well as design, concept and style of implementation of awareness raising campaigns towards SMEs will be of utmost importance in shifting the level of engagement of SMEs in these motor replacement programmes using one-stop-shop financial mechanism(s) to be developed under the Project.

Given the foregoing, successful dissemination of financial mechanisms also depends on implementation of an awareness raising campaign carefully designed considering the results of a survey study aimed at measuring the level of awareness of SMEs about the benefits of energy efficient electric motors. This survey will also help designing various databases to be developed for various project objectives and

¹ TEDC (TEDAS), Electricity Distribution and Consumption Statistics of Turkey, 2015

² These are defined in Communiqué on Eco-Design Requirements for Electric Motors (OG No. 28197 of 7 February 2012)

reveal the need for a sound financial mechanism to ensure an accelerated market transformation towards more efficient electric motors.

The proposed survey study will be conducted in two phases as follows:

- PHASE I is intended to measure the current level of awareness of SMEs about the benefits of energy efficient electric motors
- PHASE II is intended to measure the change in the level of awareness of SMEs about the benefits of energy efficient electric motors as a result of the awareness raising campaign implemented towards SMEs focusing on energy efficient electric motors.

In view of the above, the subject consultancy will perform the following functions which are needed by the Project:

- Providing technical consultancy on preparation of the technical aspects of the Request for Proposal (RFP),
- Providing technical assistance to the PMU on the implementation of the survey work.

1.2. Institutional Setup

The DG for Industry and Productivity (DGIP) under the Ministry of Industry and Technology (MoIT) is the Executing Agency of the Project and the Implementing Partner of UNDP. The National Project Director (NPD) of the Project is a high-level official of the DGIP. Project Management Unit (PMU) is headed by the Project Manager and comprised of Project Manager, Project Associate and Project Clerk and supported by a Senior Technical Advisor for Energy Efficiency and Renewable Energy (STA-EE&RE).

2. OBJECTIVE AND SCOPE

The objective of the assignment is to support the PMU with the preparation of Request for Proposal (RFP) for a nationwide survey on perception of SMEs on electric motors usage to be implemented before and after the awareness raising campaign for EE motors as well as monitoring the survey work for these surveys.

Specific objectives of the assignment are;

- Provide full specific technical support to the UNDP Project Management Unit (PMU) for the preparation and finalization of RFP (Request for Proposal) especially for the technical aspects of Terms of Reference (ToR) section for the mobilization of survey company. The expert will work closely with PMU and Portfolio Administrator responsible for procurement in this regard. Provide technical assistance to the PMU on the implementation of the survey work.
- The expert may also be requested to provide technical input for the evaluation of the proposals, if needed.

3. DUTIES & RESPONSIBILITIES OF THE INDIVIDUAL CONSULTANT (IC)

The Consultant will carry out the following activities before producing the deliverables listed in this ToR:

- 1) Providing technical consultancy on preparation of the technical aspects of the Request for Proposal (RFP) on a nationwide survey on awareness/perception on electric motors usage. In order to ensure that the survey meets the requirements of the Terms of Reference of RFP document, the IC shall;
 - Identify and quantify technical survey parameters,
 - Provide detailed description of the survey work,
 - Draft the technical parts of the Terms of Reference,,

All necessary documentation and inputs will be provided to the Consultant upon signature of the Individual Contract.

2) Providing technical assistance to the PMU on the implementation of the survey work:

- Provide technical feedback on progress of survey work;
- Provide technical inputs upon reviewing survey methodology report,
- Provide technical inputs upon reviewing field survey reports (Phase I and Phase 2),
- The expert may also be requested to provide technical input for the evaluation of the proposals, if needed (Contingency).

The Consultant is expected to achieve the objectives and duties identified above by means of ensuring close collaboration with PMU, Executing Agency (MoIT) and Project Partners, notably the MoIT as the executing partner of the project; working closely with other national and international consultants hired for the project particularly with the Local Awareness Raising Consultant, the International Survey Consultant Local Survey Consultant and Local Finance Consultant.

4. INSTITUTIONAL ARRANGEMENTS

UNDP will provide all relevant background documents. UNDP is not required to provide any physical facility for the work of the IC. However, depending on the availability of physical facilities (e.g. working space, computer, printer, telephone lines, internet connection etc.) and at the discretion of UNDP in consultation with relevant stakeholders such facilities may be provided at the disposal of the IC. UNDP will facilitate meetings between the IC and other stakeholders, when needed.

The Individual Consultant will report to the PIMS 5285: UNDP/GEF Promoting Energy Efficient Motors in Small and Medium Sized Enterprises (EE Motors) Project Manager.

After submission of the deliverables listed in Section 5, UNDP may have some comments and revision requests on the deliverables. The Consultant shall address the comments of UNDP and if there are comments on the submitted deliverables, shall revise the deliverables as per the comments within latest 10 calendar days following notification by UNDP of the comments to the consultant.

The Consultant and/or the company of the consultant and/or any companies working with this Consultant shall not take part in the RFP (shall not be involved in submittal of a Proposal in response to the RFP) to prevent conflict of interest.

5. DURATION AND DELIVERABLES

The assignment is expected to start in 12 November 2018 and be completed by 30 July 2019. The table below outlines the number of working days that are allocated to the Consultant to carry out the assignment.

In order to fulfill required tasks for the development of deliverables as defined and listed in the table below, the **estimated** number of days to be invested are also provided. The number of days presented as ‘estimated number of man days to be invested’ are **indicative**. The IC may invest less/more than the estimated number of days in each month and finalize the respective deliverable.

The payment for each deliverable will be made on the basis of the actual number of days invested for that respective deliverable; however, the overall number of days to be invested for all deliverables cannot exceed **16 (with contingency days) days throughout the contract validity**. The amount paid shall be gross and inclusive of all associated costs such as social security, pension and income tax.

The deliverables expected from the consultant are as follows:

NO.	ACTIVITY	DELIVERABLE	ESTIMATED NUMBER OF MAN/DAYS TO BE INVESTED	TARGET DATE FOR SUBMISSION TO UNDP
1	Providing technical consultancy on preparation of the technical aspects Request for Proposal (RFP) on a nationwide survey on awareness/perception on electric motors usage.	Finalization of Technical Aspects as an input for the preparation of RFP Document	5 days	19.11.2018
2	Providing consultancy on technical monitoring of the survey work (Phase I)	Statistical Monitoring and Evaluation Report (Phase I)	3 days	30.04.2019
3	Providing consultancy on technical monitoring of the survey work (Phase II)	Statistical Monitoring and Evaluation Report (Phase II)	3 days	30.06.2019
-	Contingency (If needed by UNDP)	Number of days in contingency may not be used, but if it is needed it may be needed for technical support in evaluation.	5 days	01.04.2019
ESTIMATED TOTAL			16 days	

6. MINIMUM QUALIFICATION REQUIREMENTS

The minimum qualification requirements and/or experience are presented below:

	Minimum Requirements	Assets
General Qualifications	<ul style="list-style-type: none"> • At least a Bachelor's Degree in Statistics, Social Sciences, Engineering or from related fields; • Full proficiency in English and Turkish; • Full computer literacy is required; 	<ul style="list-style-type: none"> • N/A
Professional Experience	<ul style="list-style-type: none"> • At least five (5) years of professional work experience in field surveys and statistical data analysis with UN organizations or government statistical agencies. 	<ul style="list-style-type: none"> • More than 10 years of relevant working experience is an asset. • Working experience in international organization, preferably for a similar UNDP project is an asset
Specific Experience	<ul style="list-style-type: none"> • Knowledge of statistical data evaluation. • Knowledge and experience in using statistical software like SPSS, STATA. • Experience in designing or participating or monitoring & evaluation field survey works. 	<ul style="list-style-type: none"> • Awareness of gender and environmental issues and especially climate change is an asset.
Notes: <ul style="list-style-type: none"> • Internships (paid/unpaid) are not considered professional experience. • Obligatory military service is not considered professional experience. • Professional experience gained in an international setting is considered international experience. 		

7. PLACE OF WORK

Place of work for the assignment is home-based and Ankara. Travel, accommodation and living costs in duty stations (home based and Ankara) will be covered by the Consultant. It may be required that the Consultant travels out of the duty stations within the scope of this Terms of Reference. In case, travel out of the duty station is needed, the travel and accommodation costs of these missions will be borne by UNDP. It is required that the terms of such travels are discussed with the responsible UNDP Project Manager prior to each travel. The costs of these missions may either be;

- Arranged and covered by UNDP CO from the respective project budget without making any reimbursements to the consultant (Any assignment-related travel (economy class), accommodation (bed & breakfast) outside duty station will be arranged by the travel agency UNDP works with, when necessary, by receiving prior approval of UNDP) or
- Reimbursed to the consultant upon the submission of the receipts/invoices of the expenses by the consultant and approval of the UNDP. The reimbursement of each cost item is subject to the following constraints/conditions provided in below table;

- Covered by the combination of both options.

Cost item	Constraints	Conditions of Reimbursement
Travel (intercity transportation)	full-fare economy class tickets	1- Approval by UNDP of the cost items before the initiation of travel 2- Submission of the invoices/receipts, etc. by the consultant with the UNDP's F-10 Form 3- Acceptance and Approval by UNDP of the invoices and F-10 Form.
Accommodation	Up to 50% of the effective DSA rate of UNDP for the respective location	
Breakfast	Up to 6% of the effective DSA rate of UNDP for the respective location	
Lunch	Up to 12% of the effective DSA rate of UNDP for the respective location	
Dinner	Up to 12% of the effective DSA rate of UNDP for the respective location	
Other Expenses (intra city transportations, transfer cost from /to terminals, etc.)	Up to 20% of effective DSA rate of UNDP for the respective location	

8. PAYMENTS

Payments will be made within 30 days upon acceptance and approval of the corresponding deliverable by UNDP on the basis of actual number of days invested in that respective deliverable and the pertaining Certification of Payment document signed by the consultant and approved by the responsible Project Manager. The total amount of payment to be effected to the Consultant within the scope of this contract **cannot exceed equivalent of 16 man/days (with the contingency dates)**.

If the deliverables are not produced and delivered by the consultant to the satisfaction of UNDP as approved by the responsible Project Manager, no payment will be made even if the consultant has invested man/days to produce and deliver such deliverables.

The expert shall be paid in USD if he/she resides in a country different than Turkey. The payment shall be realized in USD through conversion of the TRY amount by the official UN exchange rate valid on the date of money transfer. The amount paid to the consultant shall be gross and inclusive of all associated costs such as social security, pension and income tax etc.

Tax Obligations: The IC is solely responsible for all taxation or other assessments on any income derived from UNDP. UNDP will not make any withholding from payments for the purposes of income tax. UNDP is exempt from any liabilities regarding taxation and will not reimburse any such taxation to the IC.