



## INDIVIDUAL CONSULTANT PROCUREMENT NOTICE

Date: February 13, 2019

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**REF No.: IC\_003\_19**

**Country:** Uzbekistan

**Description of the assignment:** International Consultant on building codes will assist in review and revision of building codes and regulations, developing new building codes and manuals for revised building codes, and conduct a training for relevant stakeholders on revised building codes that includes findings and recommendations on capacity building of national experts and young specialists.

**Project name:** Market transformation for sustainable rural housing, UNDP Uzbekistan

**Period of assignment/services (if applicable):**

20 working days (within the period of March – October 2019) in the country of residence, including:

- 7 w.d. mission to Tashkent, Uzbekistan

**Application Process:**

Interested candidates need to apply online at [www.jobs.undp.org](http://www.jobs.undp.org) and upload requested documents (*Technical Proposal/Methodology, CV/P11 form, Offeror's Letter of confirmation and Financial Proposal*) in Part 6 of Procurement Notice **no later than end of February 27, 2019** (New York time). Please combine all your documents into one (1) single PDF document as the system only allows to upload maximum one document. Your on-line applications submission will be acknowledged to your email address provided in application. If you do not receive an e-mail acknowledgement within 24 hours of submission, your application may not have been received. In such cases, please resubmit the application, if necessary.

UNDP Job Site – [https://jobs.undp.org/cj\\_view\\_job.cfm?cur\\_job\\_id=83494](https://jobs.undp.org/cj_view_job.cfm?cur_job_id=83494) (cut and paste into browser address bar if the link does not work).

Application submitted via email, incomplete applications or received after the closing date (February 27, 2019) will not be given consideration.

Failure to submit the *Financial Proposal* by the deadline or without reference to the subject above will result in disqualification.

For more detailed information about UNDP Uzbekistan please visit our website at [www.uz.undp.org](http://www.uz.undp.org). UNDP is an equal opportunity employer. Qualified female candidates, people with disabilities, and minorities are highly encouraged to apply. UNDP Balance in Manage Policy promotes achievement of gender balance among its staff at all levels.

Requests for clarification must be sent in writing to [pu.uz@undp.org](mailto:pu.uz@undp.org), ensuring that the reference number above is included in the subject line. UNDP shall endeavor to provide such responses to clarifications in an expeditious manner, but any delay in such response shall not cause an obligation on the part of UNDP to extend the submission date of the Proposals, unless UNDP deems that such an extension is justified and necessary.

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## 1. BACKGROUND

The UNDP/GEF and Government of Uzbekistan project on “Market Transformation for Sustainable Rural Housing in Uzbekistan” seeks to transform the rapidly growing rural housing sector in Uzbekistan towards a more sustainable and low-carbon development pathway by designing, piloting and scaling-up a green mortgage market mechanism, which will boost the demand for low-carbon housing among the Uzbek rural population. The project objective is to provide Uzbekistan’s rural population with improved, affordable and environmentally friendly living conditions.

Component 3 focuses on strengthening and enforcing minimum energy efficiency standards (MEPS) in housing construction by reviewing existing building codes. Under the overall supervision of the Project Manager, and the direct supervision of the Task Manager on Building designs, codes and standards, the International Consultant will assist the team of national experts in reworking of building codes and regulations to introduce energy efficiency (EE) and low-carbon (LC) standards and requirements for residential housing through fulfilling the following tasks.

More information about the project is available through the following link:

[http://www.uz.undp.org/content/uzbekistan/en/home/operations/projects/environment\\_and\\_energy/market-transformation-for-sustainable-rural-housing.html](http://www.uz.undp.org/content/uzbekistan/en/home/operations/projects/environment_and_energy/market-transformation-for-sustainable-rural-housing.html)

## 2. FUNCTIONS/ SCOPE OF WORK

- Provide inputs/recommendations to the team of national experts on reworking the two building codes: KMK 2.03.13-97 "Floors"; KMK 2.03.10-95 "Roof and Roofing" to incorporate the reasonable energy performance standards;
- Provide inputs/recommendations to the team of national experts on development of a new building code "Installation of photovoltaic solar panels and stations" based on the best practices and standards adjusted to the climate and environment in Uzbekistan;
- Contribute to development of four manuals for the developed/reworked building codes: KMK 2.01.04-18 "Construction Heat Engineering»; KMK 2.04.16-18 "Installation of solar hot water supply"; KMK 2.01.18-18 "Standards of energy consumption for heating, ventilation and air conditioning of buildings and structures"; "Installation of photovoltaic solar panels and stations";
- Identify training needs of national experts/young professionals responsible for development/reworking of the energy efficient and/or low-carbon building codes and manuals; based on which design and conduct one training workshop for national experts and young specialists; provide proposals on relevant trainings and study programmes;
- Formulate recommendations for capacity building of young professionals specialized in development of building codes;
- Develop brief manual for students and young specialists on drafting/developing of modern EE building codes with main principles, sources of information;
- Analyze the first edition of the three building codes KMK 2.03.13-97 "Floors"; KMK 2.03.10-95: "Roof and Roofing"; KMK "Installation of photovoltaic solar panels and stations"; and provide suggestion on their improvements, if any;
- Review the final version of the developed/reworked building codes and the manuals and verify their compliance with the TOR requirements.

### 3. DELIVERABLES AND DEADLINES

The following deliverables and indicative schedule are expected from the consultancy contract. Exact dates of beginning and completion stages as well as scope of works for each phase can be corrected by Project Manager based on reasonable justification by the consultant. The project reserves the right, if necessary, to amend the terms of reference of a consultant on a written agreement. The final schedule will be agreed upon in the beginning of consultancy assignment. All deliverables should be submitted to UNDP by the Consultant in English or Russian both in hard and e-versions and then approved by the project team and UNDP SDC.

| Outputs/Deliverables  | Due date          | Installments                            |
|---|-------------------|---|
| 1. Report included recommendation on reworking/development of energy efficient/low-carbon building codes and manuals developed, submitted cleared by Task Manager on Building designs, codes and standards and approved by Project Manager (8 w/d and 40% of the total assignment scope of work).   | 30 April 2019     | <b>1<sup>st</sup> installment (40%)</b> |
| 2. Report on mission and training workshop conducted that includes findings and recommendations on capacity building of national experts and young specialists and proposals on relevant trainings and study programmes developed, submitted cleared by Task Manager/Building designs, codes and standards and approved by Project Manager (3 w/d and 15% of the total assignment scope of work). | 15 June 2019      | <b>2<sup>nd</sup> installment (60%)</b> |
| 3. Brief manual for students and young specialists on drafting and developing of modern EE building codes with main principles, sources of information developed, submitted cleared by Task Manager/Building designs, codes and standards and approved by Project Manager (3 w/d and 15% of the total assignment scope of work).  | 15 August 2019    |   |
| 4. Report on analysis of the first edition of three building codes and manuals with recommendations on their improvements (if any required) developed, submitted cleared by Task Manager/Building designs, codes and standards and approved by Project Manager (4 w/d and 20% of the total assignment scope of work).   | 15 September 2019 |   |
| 5. Report on the final version of the building codes and the manuals and their compliance with the TOR's requirements developed, submitted, cleared by Task Manager/Building designs, codes and standards and approved by Project Manager (2 w/d and 10% of the total assignment scope of work).  | 31 October 2019   |   |

This is a lump sum that should include costs (honorarium, travel, DSA, visa, etc.) of consultancy required to produce the above deliverables.

Payment will be made in lump sum in two installments upon completion of the tasks/works indicated in the TOR outputs/deliverables and their acceptance by the Head of Sustainable Development Cluster, UNDP Uzbekistan.

### 4. LOCATION OF WORK

Based on desk work in home-country with one mission to Tashkent, Uzbekistan and work in the project office.

## 5. REQUIREMENTS FOR EXPERIENCE AND QUALIFICATIONS

|                               |  |
|-------------------------------|--|
| <b>Education:</b>             | Master's degree in the following areas: civil engineering, construction engineering, architecture.   |
| <b>Years of Experience:</b>   | <ul style="list-style-type: none"> <li>• At least five (5) years of proven working experience in development/enforcement of energy efficient and low-carbon building codes and regulations</li> <li>• Proficient in energy efficiency in buildings</li> <li>• Sound knowledge of procedures related to development, application and enforcement of energy efficient and low-carbon building codes and regulations</li> <li>• Proven experience with similar assignments in the CIS countries; experience in Central Asia region is an asset</li> <li>• Sound knowledge of best international practices and energy efficiency standards and regulations</li> <li>• Proven working experience with international development organization in promoting energy efficiency in buildings is an asset</li> </ul> |
| <b>Language Requirements:</b> | Proficiency in Russian. Knowledge of English is an asset.  |
| <b>Competencies:</b>          | <ul style="list-style-type: none"> <li>• Strong analytical skills, result-orientation</li> <li>• Ability to perform under tight deadlines and timely delivery of good-quality products</li> <li>• Ability to work in a multinational environment and establish good personal contacts</li> <li>• Ability to use information and communication technology as a tool and resource</li> <li>• Knowledge of spreadsheet and database packages, experience in handling of web-based management systems</li> <li>• Understanding of local conditions and ability to work with local professionals</li> </ul>   |

## 6. DOCUMENTS TO BE INCLUDED WHEN SUBMITTING THE PROPOSALS.

Interested individual consultants must submit the following documents/information to demonstrate their qualifications:

1. Letter of Confirmation of Interest and Availability using the template provided by UNDP (Annex III)
2. **CV** with indication of the e-mail and phone contact, but successful consultant will be requested to submit filled in and signed a **Personal History Form** (P11 form) before contract issuance
3. Brief description of approach to work/technical proposal of why the individual considers him/herself as the most suitable for the assignment, and a proposed methodology on how they will approach and complete the assignment; (max 3 pages)
4. Financial Proposal using template provided.

UNDP is an equal opportunity employer. Qualified female candidates, people with disabilities, and minorities are highly encouraged to apply. UNDP Balance in Manage Policy promotes achievement of gender balance among its staff at all levels.

## 7. FINANCIAL PROPOSAL

The financial proposal shall specify a total lump sum amount. Payment will be made in lump sum in two installments upon completion of the tasks/works indicated in the TOR and their acceptance by the Head of Sustainable Development Cluster, UNDP Uzbekistan as well as submission of payment documents (PEF, CFP etc.).

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 including visa cost. In general, UNDP does 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.

## 8. EVALUATION

Evaluation of the offers will be arranged according to Cumulative analysis.

*The award of the contract will be made to the individual consultant whose offer has been evaluated and determined as:*

*a) responsive/compliant/acceptable*

*b) having received the highest score out of the set of weighted technical and financial criteria specific to the solicitation.*

*\* Technical Criteria weight – 70%*

*\* Financial Criteria weight – 30%*

*Only candidates obtaining a minimum of 49 points for the Technical Criteria will be considered for the Financial Evaluation.*

| Criteria  | Weight     | Max. Point |
|---|------------|------------|
| <b><u>Technical</u></b>   | <b>70%</b> | <b>70</b>  |
| • Relevant educational background, required working experience and language skills  | 10%        | 10         |
| • Knowledge of procedures related to development, application and enforcement of energy efficient and low-carbon building codes and regulations | 15%        | 15         |
| • Practical experience with assignment on development of building codes (SNIps) in CIS countries, and in particular, in Central Asia region     | 15%        | 15         |
| • Proposed methodology on how they will approach and complete the assignment  | 10%        | 10         |
| • Sound knowledge of best international practices on development of energy efficient and green building codes                                   | 10%        | 10         |
| • Knowledge of the country climate context that to be addressed in building codes   | 10%        | 10         |
| <b><u>Financial</u></b>   | <b>30%</b> | <b>30</b>  |

## **9. ANNEXES**

**ANNEX 1- TERMS OF REFERENCES (TOR)**

**ANNEX 2- INDIVIDUAL CONSULTANT GENERAL TERMS AND CONDITIONS (available at <http://www.undp.org/content/dam/undp/documents/procurement/documents/IC%20-%20General%20Conditions.pdf>)**

**ANNEX 3 - OFFEROR'S LETTER TO UNDP CONFIRMING INTEREST AND AVAILABILITY FOR THE INDIVIDUAL CONTRACTOR (IC) ASSIGNMENT**

**ANNEX 4 FINANCIAL SUBMISSION FORM (BREAKDOWN OF COSTS SUPPORTING THE ALL-INCLUSIVE FINANCIAL PROPOSAL)**