



## INDIVIDUAL CONSULTANT PROCUREMENT NOTICE

Date 13<sup>th</sup> March 2019

---

### Project name: Standards & Labelling

Number of positions	: 1
Contract Type	: Individual Contract/Reimbursement Loan Agreement
Country	: South Africa
Description of the assignment	: Terminal Evaluation for Energy Efficiency, Standards and Labelling, Appliances

**Estimated Period of assignment/services (if applicable) : 25 working days**

**Estimated Contract Commencement Date** : 15 April – 01 July 2019

Proposal should be submitted by email to [procurement.za@undp.org](mailto:procurement.za@undp.org) no later than 21 March 2019 11:59 Midnight, South Africa time zone (GMT +02:00).

Any request for clarification must be sent by standard electronic communication to [procurement.za@undp.org](mailto:procurement.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

In accordance with UNDP and GEF M&E policies and procedures, all full and medium-sized UNDP support GEF financed projects are required to undergo a terminal evaluation upon completion of implementation. These terms of reference (TOR) sets out the expectations for a Terminal Evaluation (TE) of the: *'Market Transformation Through the Introduction of Energy Efficiency Standards and the Labelling of Appliances in South Africa'* (PIMS 3277). The 5-year project commenced in November 2011 and was awarded two extension rounds until 31 March 2019. The project is implemented by the Department of Energy, through a project management unit.

The project (*Market Transformation Through the Introduction of Energy Efficiency Standards and the Labelling of Appliances in South Africa'*) was designed to support the implementation of South Africa's Energy Efficiency Strategy, which set an overall energy intensity reduction target of 12% by 2015 and a 10% reduction in the residential sector. The Strategy identified a residential appliance Standards and Labelling (S&L) project as a major contributor towards the target. The project aims to address the policy, information, technology and financial barriers that were preventing the widespread introduction and uptake of efficient appliances.

The goal of the project is to reduce greenhouse gas emissions caused by household appliances' electricity consumption by facilitating a comprehensive market transformation for the South African market towards the use of energy efficient electrical appliances.

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

The objectives of the evaluation is to assess the achievement of project results, and to draw lessons that can both improve the sustainability of benefits from this project, and aid in the overall enhancement of UNDP programming.

The evaluator is expected to :

- Frame the evaluation effort using the criteria of **relevance, effectiveness, efficiency, sustainability, and impact**, as defined and explained in the UNDP Guidance for Conducting Terminal Evaluations of UNDP-supported, GEF-financed Projects<sup>1</sup>. A set of questions covering each of these criteria have been drafted and are included with this TOR (see [Annex C](#)). The evaluator is expected to amend, complete and submit this matrix as part of an evaluation inception report, and shall include it as an annex to the final report.
- To follow a participatory and consultative approach ensuring close engagement with government counterparts, in particular the GEF operational focal point, UNDP Country Office, project team, UNDP GEF Technical Adviser based in the region and key stakeholders.
- To conduct a field mission to South Africa, to visit the project sites jointly identified with the project manager. Conduct Interviews which will be held with the following organizations at a minimum including: UNDP Country Office, Department Of Energy, Department of Trade and Industry, South African Bureau of Standards, National Regulator for Compulsory Specifications, Eskom, independent test laboratories, Consumer Goods Council, manufacturers and retailers.

The evaluator will review all relevant sources of information, such as the project document, project reports – including Annual APR/PIR, project budget revisions, midterm review, progress reports, GEF focal area tracking tools, project files, national strategic and legal documents, and any other materials that the evaluator considers useful for this evidence-based assessment. A list of documents that the project team will provide to the evaluator for review is included in [Annex B](#) of this Terms of Reference.

---

<sup>1</sup> <http://web.undp.org/evaluation/evaluations/handbook/english/documents/pme-handbook.pdf>

### 3. REQUIREMENTS FOR EXPERIENCE AND QUALIFICATIONS

- Minimum 10 years of relevant professional experience;
- Knowledge of UNDP and GEF processes and procedures;
- Previous experience with results-based monitoring and evaluation methodologies;
- Technical knowledge in the targeted focal area(s);
- A Master's degree in environmental sciences, climate change mitigation, energy engineering or other closely related field; PhD will be considered as an advantage

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

Applicants are required to submit the following:

- i. A Technical Proposal: (i) Letter of Interest, stating why you consider your service suitable for the assignment; and (ii) a brief methodology on the approach and implementation of the assignment, including broad time-frame (phases), and well-defined deliverables in relation to the scope of work, the costs per deliverable(s);
- ii. Evidence and examples of similar work done;
- iii. Personal CVs highlighting qualifications and experience in similar projects;
- iv. Work references - contact details (e-mail addresses) of referees (organization for whom you've produced similar assignments);
- v. All-inclusive financial proposal 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 travel costs 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 (i.e. whether payments fall in installments or upon completion of the entire contract). 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.

**ATTACHEMENTS TO THIS NOTICE:**

- **TERMS OF REFERENCES (TOR)**
- **INDIVIDUAL CONSULTANT GENERAL TERMS AND CONDITIONS**
- **CONFIRMATION OF INTEREST AND SUBMISSION OF FINANCIAL PROPOSAL**