



INDIVIDUAL CONSULTANT PROCUREMENT NOTICE

Date: 22 March 2018

Interested, qualified and experienced individual consultant(s) are hereby invited to forward their applications for the assignment as detailed below.

Project name: Leapfrogging Markets

Number of positions	: 1
Contract Type	: Individual Contract (National Consultant)
Country	: South Africa
Description of the assignment	: Conduct a market research and provide options for a financial mechanism(s) suitable for financing and catalyzing the Light-Emitting Diode (LED) and Distribution Transformer industry
Estimated Period of assignment/services	: 4 months
Estimated Contract Commencement Date	: 09 April 2018

Proposal should be submitted by email to procurement.za@undp.org no later than 01 April 2018 12:00 Midnight, South Africa time zone (GMT +02:00).

Any request for clarification must be sent in writing, or by standard electronic communication to procurement.enquiries@undp.org. UNDP will respond in writing or 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 government of South Africa through its Department of Energy, with support from DBSA and the UNDP South Africa Country Office (herein after referred to as UNDP), seek to acquire the services of an experienced consultant with extensive knowledge and experience in setting up or developing financing schemes to accelerate the implementation of energy efficiency initiatives. The objective of the assignment is to advise and develop a potential funding mechanism suitable for encouraging and increasing the uptake of LED lighting and energy efficient distribution transformers through the implementation of the “Leapfrogging South Africa’s Markets to High-Efficiency LED Lighting and High Efficiency Distribution Transformers” project.

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

- i. Under the guidance of the project partners and where appropriate, the United For Energy (U4E) programme partners, the National Consultant will collect, review and analyze data (including U4E country savings assessments and other studies) to create the required baseline that is necessary to provide guidance and propose the best options of financing model(s) suitable to the South African market. The Consultant will further provide input to the development of the project through input to the formulation of the CEO Endorsement Request, UNDP and DBSA ProDocs (project documents).
- ii. Contribution to the Completion of Project Documents and CEO Endorsement Request
- iii. The Finance Expert will support the International Consultant in responding to comments on the project including those from the GEF Secretariat and Council and amend the project design when necessary

3. REQUIREMENTS FOR EXPERIENCE AND QUALIFICATIONS

- i. At least 10 years of relevant experience in areas such as intergovernmental fiscal relationships, local revenue mobilization, municipal borrowing, urban infrastructure financing;
- ii. Project and analytical experience in the urban and local government sectors in developing countries is required;
- iii. Experience in Energy Efficiency (LED and/or distribution transformers) would be an advantage
- iv. Experience in Banking and/or other donor-funded operations, and/or project management experience on government programs pertaining to strengthening country urban financing systems and/or city finances would be an advantage;
- v. Leadership of or a significant contribution to policy development and implementation activities in the field of urban development and financing would be an advantage;
- vi. Advanced university degree (at least Masters) in a field relevant to urban financing;
- vii. Excellent English written and presentation skills (verifiable consultancy and publication track record desired);
- viii. IT skills, notably solid experience with Microsoft Office.

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 projects that have been successfully completed;
- 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.

Criteria	Weight	Max. Point
<u>Technical</u>	100%	100
<ul style="list-style-type: none"> • Clear understanding/experience in areas such as intergovernmental fiscal relationships, local revenue mobilization, municipal borrowing, urban infrastructure financing 	20%	20
<ul style="list-style-type: none"> • 10 years’ experience in financing mechanisms and financial instruments 	20%	20
<ul style="list-style-type: none"> • Policy development and enforcement in urban development and financing 	10%	10

<ul style="list-style-type: none"> • Technical knowledge of the energy efficiency industry in particular LED lighting and distribution transformers 	30%	30	
<ul style="list-style-type: none"> • Language and IT Skills 	10%	10	
<ul style="list-style-type: none"> • Qualifications 	10%	10	

ANNEX

ANNEX 1- TERMS OF REFERENCES (TOR)

ANNEX 2- INDIVIDUAL CONSULTANT GENERAL TERMS AND CONDITIONS