



INDIVIDUAL CONSULTANT PROCUREMENT NOTICE

Date: July 18, 2018

REF No.: IC/007/18

Country: Uzbekistan

Description of the assignment: International Consultant on building codes to assist in review and revision of building codes and regulations, develop methodology for green housing certification/labelling, and conduct a training of relevant stakeholders on revised building codes and certification/labelling.

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

Period of assignment/services (if applicable):

20 working days (within the period of July – 20 November 2018) in the country of residence, including:

- 5-7 w.d. mission to Tashkent, Uzbekistan

Application Process:

To apply, interested individuals should upload the **combined**¹ *Technical Proposal/Methodology* (if applicable), *CV* and *Offeror's Letter along with their Financial Proposal* to "UNDP Jobs" by navigating to the link below and by clicking "APPLY NOW", no later than the date indicated on the "UNDP Jobs" website:

UNDP Job Site – https://jobs.undp.org/cj_view_job.cfm?cur_job_id=80080 (cut and paste into browser address bar if the link does not work).

A detailed Procurement Notice, TOR, and all annexes can be found at: http://procurement-notices.undp.org/view_notice.cfm?notice_id=48058.

Incomplete applications or applications received after the closing date (July 31, 2018, New York Time) will not be given consideration.

For more detailed information about UNDP Uzbekistan please visit our website at 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, 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.

¹ PLEASE NOTE: Online submission tool allows uploading only one (1) file, hence you are required to submit your *Technical Proposal/Methodology* along with your *CV*, *Offeror's Letter along with Financial Proposal* as one combined document in .pdf.

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 of the Component 3, the International Consultant will assist in review and revision of building codes and regulations, develop methodology for green housing certification/labelling, and conduct a training of relevant stakeholders on revised building codes and certification/labelling 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

2. FUNCTIONS/ SCOPE OF WORK

Review and revision of building codes and regulations to introduce energy efficiency (EE) and low-carbon (LC) standards and requirements for residential housing:

- Develop, based on international best practices such as the Minimum Energy Performance Standards (MEPS) and the EU Energy Performance of Buildings Directive (at the extent applicable to national circumstances), recommendations/concepts for the revision of regulatory documentation (building codes and regulations) that ensure increased energy efficiency of residential (in particular rural) housing in Uzbekistan;
- Analyze the first edition of revised normative documentation (EE and LC building codes) and provide comments/recommendations on their consistency and conformity with the indicated above international best practices and standards; and verify the finalized revision of the EE and LC building codes based on the comments/recommendations provided;
- Develop a roadmap for gradual development of EE and LC building codes related to the housing and on how to bring them in line with highest international standards, including MEPS and EU Energy Performance of Buildings Directive;
- Conduct introductory training on the new EE and LC building codes for specialists and experts of the Ministry of Construction (“Minstroy”), design organizations, practicing engineers and architects.

Capacity building of the Ministry of Construction (Minstroy) staff and other stakeholders responsible for enforcement of adopted energy efficient and low-carbon building codes (SNiPs):

- Conduct one training seminar on best practices on enforcement of adopted energy efficient and low-carbon building codes (SNiPs) and through discussion identify further training needs; collect participant’s feedback, based on which formulate the next steps.

Develop methodology for green (EE/LC) housing certification/labelling:

- Develop methodology, criteria and procedure for certification of energy-efficiency of rural houses based on the best international practices as a tool for boost demand for green mortgages and establish green housing market;
- Identify criteria for each scale of energy-efficiency and low-carbon label;
- Develop draft energy passport for energy-efficient rural houses;
- Propose monitoring mechanism and/or cadastre for certified energy-efficient and low-carbon houses.

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 on recommendations/concepts for revision of regulatory documentation (building codes and regulations) that ensure increased energy efficiency of residential (in particular rural) housing in Uzbekistan developed, submitted, cleared by Task Manager/Building designs, codes and standards and approved by Project Manager. (5 w/d and 25 of the total assignment scope of work)	31 August 2018	1st installment (25%)
2. Report on the first and final revisions of the EE and LC building codes developed by national organization developed, submitted, cleared by Task Manager/Building designs, codes and standards and approved by Project Manager. (5 w/d and 25% of the total assignment scope of work)	31 October 2018	2nd installment (75%)
3. Report on findings of a training seminar on best practices on enforcement of adopted energy efficient and low-carbon building codes (SNiPs) developed by national organization developed, submitted, cleared by Task Manager/Building designs, codes and standards and approved by Project Manager. (5 w/d and 25% of the total assignment scope of work)	10 November 2018	
4. Report on methodology, criteria and procedure developed for certification of energy-efficiency of rural houses, including labels, draft energy passport, and monitoring mechanism and/or cadaster for certified energy-efficient and low-carbon houses developed, submitted, cleared by Task Manager/Building designs, codes and standards and approved by Project Manager. (5 w/d and 25% of the total assignment scope of work)	20 November 2018	

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

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

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 1 page)
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. 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
<u>Technical</u>	70%	70
<ul style="list-style-type: none"> • <i>Relevant educational background, <u>required working experience and language skills</u></i> 	10%	10
<ul style="list-style-type: none"> • <i>Knowledge of procedures related to development, application and enforcement of energy efficient and low-carbon building codes and regulations</i> 	20%	20
<ul style="list-style-type: none"> • <i>Practical experience with assignment on development of building codes (SNiPs) the CIS countries, and in particular in Central Asia region</i> 	15%	15
<ul style="list-style-type: none"> • <i>Sound knowledge of best international practices on development of energy efficient and green building codes</i> 	10%	10
<ul style="list-style-type: none"> • <i>Knowledge of the country climate context that to be addressed in building codes</i> 	15%	15
<u>Financial</u>	30%	30

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 AND FINANCIAL SUBMISSION FORM (BREAKDOWN OF COSTS SUPPORTING THE ALL-INCLUSIVE FINANCIAL PROPOSAL)