



INDIVIDUAL CONSULTANT PROCUREMENT NOTICE

Date: February 27, 2019

REF No.: IC_005_19

Country: Uzbekistan

Description of the assignment: International Consultant on design/engineering solutions for low-carbon buildings

Project name: UNDP/GEF “Market Transformation for Sustainable Rural Housing in Uzbekistan”, UNDP Uzbekistan

Period of assignment/services (if applicable):

20 working days (within the period of mid-March - July 2019) in the country of residence, including:

- One (1) mission of 12 working days to Tashkent, Uzbekistan (during visits to Tashkent and Bukhara regions)

Application Process:

Interested candidates need to apply online at 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 March 13, 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.

Link to application at the UNDP Job Site – https://jobs.undp.org/cj_view_job.cfm?cur_job_id=83766 (*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 (March 13, 2019) 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. BACKGROUND

Uzbekistan is the most populous and fastest growing country in Central Asia. It is also the most carbon intensive economy in the world. Uzbekistan's NDC established a target to reduce GDP carbon intensity by 10% by 2030.

In Uzbekistan, buildings (mainly residential) consume the largest amount of energy and are responsible for half of all energy-related GHG emissions. With anticipated steady population increase accompanied by growth of new construction, residential energy consumption and consequently GHG emissions are projected to rise by 20% by 2050. Rural housing plays a significant role in the overall housing sector both because of its growth and because it consists largely of individual family houses, which are less energy-efficient than multi-unit dwellings. Due to high energy losses, these houses consume an average of 320-390 kWh/m², compared to 150 kWh/m² in Europe for similar housing units.

At the same time, the building sector offers the largest potential for energy saving and GHG emission reduction, but it is also the most difficult one to address. Furthermore, improving efficiency of energy use and deploying renewable energy sources in buildings can bring a wider range of sustainable development benefits, in particular for Uzbekistan's growing but predominantly poor rural population.

The objective of UNDP/GEF and the Ministry of Construction of the Republic of Uzbekistan project is to support the Government of Uzbekistan in provision of rural population in the country with improved, affordable and environmentally friendly living conditions. The project design builds directly on previous and ongoing experience with sustainable, low-carbon and climate-resilient local development in Uzbekistan. Specifically, the project aims at lowering the energy intensity trajectory of Uzbekistan by promoting the construction of new energy-efficient and low-carbon rural housing.

2. FUNCTIONS/ SCOPE OF WORK

Activity 1: 8 working days

- Analyze low-carbon designs of the multi-story and multi-apartment rural houses developed by the national design Company «Qishloq Qurilish Loyiha» (QQL), particularly the following house designs: one-story individual family rural house (with 2 and 3 rooms); semi-detached two-story house with 2 apartments (4 rooms); 2-story and 16 apartments (with 2 and 3 rooms); and 4-story and 24 apartments (with 2 and 3 rooms);
- Review engineering solutions proposed for use of solar water heater for seasonal hot water needs and PVs for generation of electricity for lighting needs in the above indicated designs of rural housing;
- Propose improvements for above indicated designs of PVs and solar water heaters installation at the rural houses, and formulate recommendations on the workable engineering solutions for those building types based on the best international practices;

Activity 2: 12 working days

- Conduct one mission (5-6 days) to Tashkent, Uzbekistan and work with the national designers to tune up the improved designs;

- Conduct training-workshop on best practices and workable engineering solutions for use of PVs and SWHs in housing for the specialists of the national design companies.

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 the Project manager Leader 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.

Outputs/Deliverables	Due date	Installments
1. Report on improved designs and engineering solutions proposed for use of solar water heater for seasonal hot water needs and PVs for generation of electricity for lighting needs in the national designs based on best international practices developed, submitted cleared by Task Manager on Building designs, codes and standards and approved by Project Manager (8 w/d and 50% of the total assignment scope of work).	1 April 2019	1st instalment (50%)
2. Mission report included tuned-up designs developed jointly with national designers, and training workshop findings and recommendations on workable engineering solutions for various types of rural houses based on best international practices, developed, submitted cleared by Task Manager on Building designs, codes and standards and approved by Project Manager (12 w/d and 50% of the total assignment scope of work).	30 June 2019	2nd installment (50%)

This is a lump sum contract that should include costs of consultancy and other related costs, if any, required to produce the above deliverables, including one mission of 12 working days to Tashkent Uzbekistan during April-May 2019. Payment will be disbursed in 2 (two) equal installments (50% and 50%) upon timely submission of respective deliverables (#1 and 2 respectively) and approval of deliverables and certification by the Project Manager that the services have been satisfactory performed.

4. LOCATION OF WORK

Based on desk work in home-country with one (1) mission of 12 working days to Tashkent, Uzbekistan during April-May 2019, and work in the project office.

5. REQUIREMENTS FOR EXPERIENCE AND QUALIFICATIONS

Education:	Bachelor's or Master's degree in the following areas: civil engineering, construction engineering, power engineering, architecture
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Years of Experience:	<ul style="list-style-type: none"> • At least seven (7) years of proven working experience in design of energy efficient and low-carbon building designs, including proficiency in drawings development and reading; • Proven experience with solar photovoltaics and solar water heaters applications in residential housing; • Sound knowledge of best international practices on design/construction of green residential buildings; • Proven experience with technical trainings and relevant capacity building activities; • Proven experience in green housing development in developing countries' environment; and such experience CIS and/or Central Asian countries is an asset; • Experience with international development organization in promoting green building designs is an asset.
Language Requirements:	Proficiency in written and spoken English is required. Knowledge of Russian is an asset.
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; • 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** – specifying a total lump sum amount for the tasks specified in this announcement. The financial proposal shall include a breakdown of this lump sum amount (number of anticipated working days, travel, daily subsistence allowance and any other possible costs), 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 Project Manager and 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
<u>Technical</u>	70%	70
• <i>Education and Language skills</i>	10%	10
• <i>Proven working experience in design of energy efficient and low-carbon building designs, including proficiency in drawings development and reading</i>	20%	20
• <i>Proven experience with solar photovoltaics and solar water heaters applications in residential housing</i>	15%	15
• <i>Proven experience in green housing development in developing countries' environment</i>	15%	15
• <i>Knowledge of best international practices on design/construction of green residential buildings</i>	5%	5
• <i>Proposed methodology on how they will approach and complete the assignment</i>	5%	5

<i>Financial</i>	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)

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



**UNITED NATIONS DEVELOPMENT PROGRAMME
TERMS OF REFERENCE / INDIVIDUAL CONTRACT**

I. Job Information	
Job title:	International Consultant on design/engineering solutions for low-carbon buildings
Type:	Individual Contract
Project Title/Department:	UNDP/GEF “Market Transformation for Sustainable Rural Housing in Uzbekistan”/Sustainable Development Cluster
Duration of the service:	20 w/d during mid-March – July 2019
Work status (full time /part time):	Part time
Duty stations:	Based on desk work in home-country with one mission to Tashkent, Uzbekistan
Expected travel site:	1 mission (12 days) to Tashkent, Uzbekistan and work in the project office during April-May 2019
Reports to:	Project Manager
II. Background Information	
<p>The objective of UNDP/GEF and the Ministry of Construction of the Republic of Uzbekistan project is to support the Government of Uzbekistan in provision of rural population in the country with improved, affordable and environmentally friendly living conditions. The project design builds directly on previous and ongoing experience with sustainable, low-carbon and climate-resilient local development in Uzbekistan. Specifically, the project aims at lowering the energy intensity trajectory of Uzbekistan by promoting the construction of new energy-efficient and low-carbon rural housing.</p> <p>The project consists of four inter-linked outcomes. The first outcome is the establishment of the green mortgage scheme to incentivize and eventually scale-up the demand for low-carbon housing. This outcome will be supported and enabled by three complementary outcomes related to strengthening domestic supply chain and capacities for construction of low-carbon housing (Outcome 2), introducing policies and regulations for low-carbon housing and settlements (Outcome 3) and raising public awareness about benefits and advantages of low-carbon housing (Outcome 4).</p> <p>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 project in development designs of the affordable residential low-carbon (PVs for lighting and Solar Water Heater for hot water seasonal needs) multi-apartment buildings that can be constructed in rural areas through fulfilling the following tasks.</p>	
III. Functions / Key Outputs Expected	
<p>Activity 1: 8 working days</p> <ul style="list-style-type: none"> Analyze low-carbon designs of the multi-story and multi-apartment rural houses developed by the national design Company «Qishloq Qurilish Loyiha» (QQL), particularly the following house designs: one-story individual family rural house (with 2 and 3 rooms); semi-detached two-story house with 2 apartments (4 rooms); 2-story and 16 apartments (with 2 and 3 rooms); and 4-story and 24 apartments (with 2 and 3 rooms); Review engineering solutions proposed for use of solar water heater for seasonal hot water needs and PVs for generation of electricity for lighting needs in the above indicated designs of rural housing; 	

- Propose improvements for above indicated designs of PVs and solar water heaters installation at the rural houses, and formulate recommendations on the workable engineering solutions for those building types based on the best international practices;

Activity 2: 12 working days

- Conduct one mission (5-6 days) to Tashkent, Uzbekistan and work with the national designers to tune up the improved designs;
- Conduct training-workshop on best practices and workable engineering solutions for use of PVs and SWHs in housing for the specialists of the national design companies.

IV. Timeframe and fees

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 the Project manager Leader 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.

#	Deliverables	Timeframe	Payment
1	Report on improved designs and engineering solutions proposed for use of solar water heater for seasonal hot water needs and PVs for generation of electricity for lighting needs in the national designs based on best international practices developed, submitted cleared by Task Manager on Building designs, codes and standards and approved by Project Manager (8 w/d and 50% of the total assignment scope of work).	1 April 2019	50%
2	Mission report included tuned-up designs developed jointly with national designers, and training workshop findings and recommendations on workable engineering solutions for various types of rural houses based on best international practices, developed, submitted cleared by Task Manager on Building designs, codes and standards and approved by Project Manager (12 w/d and 50% of the total assignment scope of work).	30 June 2019	50%

V. Reporting

All deliverables should be submitted to UNDP by the Consultant in English and in e-version and then approved by the Project Manager and UNDP SDC.

VI. Management arrangements

The international consultant will work under the guidance of the Task Manager on Building designs, codes and standards, Project Manager, and Climate Change Specialist, SDC.

VII. Financial arrangements

Applicants are required to submit an aggregated financial offer (“aggregated financial offer” is the total sum of all financial claims of the candidate for accomplishment of the task), which includes proposed consultancy fee, travel costs, visa costs (if required), daily subsistence allowance (for accommodation, meals and local transport/communication).

In general, UNDP shall not accept travel costs exceeding those of economy class ticket. The format for providing the aggregated financial offer is provided in Annex I to this TOR.

The consultant will benefit from the necessary administrative and logistical support to enable him/her deliver on the expected outputs.

This is a lump sum contract that should include costs of consultancy and other related costs, if any, required to produce the above deliverables, including one mission of 12 working days to Tashkent Uzbekistan during April-May 2019. Payment will be disbursed in 2 (two) equal installments (50% and 50%) upon timely submission of respective

deliverables (#1 and 2 respectively) and approval of deliverables and certification by the Project Manager that the services have been satisfactory performed.

V. Recruitment Qualifications

Education:	Bachelor’s or Master’s degree in the following areas: civil engineering, construction engineering, power engineering, architecture.
Experience:	<ul style="list-style-type: none"> ○ At least seven (7) years of proven working experience in design of energy efficient and low-carbon building designs, including proficiency in drawings development and reading; ○ Proven experience with solar photovoltaics and solar water heaters applications in residential housing; ○ Sound knowledge of best international practices on design/construction of green residential buildings; ○ Proven experience with technical trainings and relevant capacity building activities; ○ Proven experience in green housing development in developing countries’ environment; and such experience CIS and/or Central Asian countries is an asset; ○ Experience with international development organization in promoting green building designs is an asset.
Language Requirements:	Proficiency in written and spoken English is required. Knowledge of Russian is an asset.
Other:	<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; ○ Understanding of local conditions and ability to work with local professionals.

IX. Evaluation of Applicants

Criteria for Evaluation of Proposal: Only those applications which are responsive and compliant will be evaluated. Offers will be evaluated according to the Combined Scoring method – where the educational background and experience on similar assignments will be weighted at 70% and the price proposal will weigh as 30% of the total scoring. The applicant receiving the Highest Combined Score that has also accepted UNDP’s General Terms and Conditions will be awarded the contract.

Cumulative analysis

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

- a) responsive/compliant/acceptable, and
- b) Having received the highest score out of a pre-determined set of weighted technical and financial criteria specific to the solicitation.

Technical Criteria weight: 70% of total evaluation (70 points)

- Education and Language skills (10 points)
- Proven working experience in design of energy efficient and low-carbon building designs, including proficiency in drawings development and reading (20 points);
- Proven experience with solar photovoltaics and solar water heaters applications in residential housing (15 points)
- Proven experience in green housing development in developing countries’ environment (15 points)
- Knowledge of best international practices on design/construction of green residential buildings (10 points)

Only candidates obtaining a minimum of 49 points would be considered for the Financial Evaluation

Financial Criteria weight: 30% of total evaluation (30 points)

Total Score + Technical Criteria (max. 70 points) + Financial Criteria (max. 30 points)

X. Application procedures

Applicants are requested to apply online through the UNDP website at <http://www.uz.undp.org> Application shall be submitted by indicated deadline. Incomplete applications or applications received after the closing date will not be given consideration. Application should contain a current and complete C.V. with indication of the e-mail and phone contact. Shortlisted candidates will be requested to submit a price offer indicating the total cost of the assignment (including daily fee, daily subsistence allowance and travel costs). Incomplete applications will be excluded from further consideration.

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

- a) **Letter of Confirmation of Interest and Availability** using the [template](#)¹ provided by UNDP;
- b) **CV** and a **Personal History Form** ([P11 form](#)¹);
- c) **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);
- d) **Financial Proposal** – specifying a total lump sum amount for the tasks specified in this announcement. The financial proposal shall include a breakdown of this lump sum amount (number of anticipated working days, travel, daily subsistence allowance and any other possible costs) and in accordance with the table provide in Annex I to this TOR.

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

VI. Signatures - Post Description Certification

Incumbent (*if applicable*)

Name	Signature	Date
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Dosbergen Musaev Project Manager	Signature	Date
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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 I Aggregated Financial Offer of the International Consultant on design/engineering solutions for low-carbon multi-apartment buildings

	#of units*	Units	Rate/USD	Total/USD
Work in home office**				
Home based work	8	man/days		
Work on mission**				
Mission to Uzbekistan	12	man/days		
Sub-total fee				
Travel costs				
International travel to and from country/ies	2	mission		
DSA	12	overnights		
Local travel	0	destination		
Visa cost (if required)		fee		
Sub-total travel costs				
TOTAL				

*Estimates are included in the TOR, the applicant is requested to review and revise, if applicable

**Add rows as needed

Please, note that the **financial proposal is all-inclusive and shall take into account various expenses incurred by the consultant/contractor during the contract period (e.g. fee, health insurance, vaccination and any other relevant expenses related to the performance of services, etc.). All **envisaged international travel costs** must be included in the financial proposal. This includes all travel to join duty station/repatriation travel. Local travel within Uzbekistan shall be provided for by the UNDP Country Office, as required. Therefore, the international consultant can bill ZERO for local travel.*

DSA for Uzbekistan is USD182 per day but the international consultant can put whatever rate he/she likes for DSA up to a maximum of USD182 per day.

Payments will be made only upon confirmation of UNDP on delivering on the contract obligations in a satisfactory manner.

*Individual Consultants are responsible for ensuring they have **vaccinations/inoculations** when travelling to certain countries, as designated by the UN Medical Director. Consultants are also required to comply with the UN security directives set forth under dss.un.org*

I agree to perform this assignment for a lump sum of _____ USD, including international travel costs

Name: _____

Signature: _____

Date: _____ / _____ / 2019

This offer remains valid for a period of 3 months from the date of signature of this document.