



Annex 1: Terms of Reference

Deliverable-based Local Consultancy Services for the “Implementation of a Product Testing Programme for Electric Motors”

1. Background

In Turkey, 47% of net electricity consumption is from the industrial sector, with an estimated 70% of this energy consumption from electric motor-driven systems (EMDS), 90% of which use 3-phase squirrel cage asynchronous motors as defined in the EU Eco-design Implementing Measure 640/2009 on electric motors as amended by Implementing Measure 4/2014. Electric motors in Turkey, in general, are not energy efficient. The project “Project Promoting Energy Efficient Motors in Small and Medium Sized Enterprises” shortly known as TEVMOT aims to promote significant additional investment in industrial energy efficiency in Turkey by transforming the market for energy efficient motors used in small and medium sized enterprises. This objective will be achieved by strengthening the legislative and regulatory framework related to both new and existing EE motors in Turkey, developing appropriate governance and information infrastructure, upgrading test laboratories at the Turkish Standards Institute (TSI), launching a “one-stop shop” sustainable financial support mechanism (FSM), and developing and implementing a comprehensive public awareness and training programme.

The TEVMOT project is divided into five components focusing on:

Component 1: Strengthened legislative and regulatory and policy framework for EE motors in Turkey.

Component 2: Capacity building for relevant stakeholders to promote the benefits of EE motors.

Component 3: Upgraded Turkish Standards Institute (TSI) test laboratory and strengthened monitoring, verification and enforcement.

Component 4: One-stop-shop for financial support mechanisms.

Component 5: Knowledge management and M&E

The TEVMOT Project is being implemented by the Directorate General for Strategic Research and Productivity (DGSRP) under the Ministry of Industry and Technology (MoIT) with financial support of the Global Environment Facility (GEF) and in cooperation with the UNDP.

One of the targets of TEVMOT Project is to establish a baseline regarding the compliance profile of the electric motor market in Turkey and measure the change in the level of compliance as a result of TEVMOT Project activities including regulatory (transposition of EU regulations), enforcement capacity building, awareness raising and implementation of financial mechanisms.

For this purpose, the TEVMOT Project will implement a 2-phase product testing programme under a Protocol entered into by and between the MoIT and Turkish Standards Institute (TSI) for testing of 101 electric motors in total having different rating characteristics. These electric motors will be sampled from different points of supply around Turkey to be mutually agreed between the Project Management Unit (PMU) of TEVMOT and DG for Metrology and Safety of Industrial Products (DGMSIP) of the MoIT.

In the view of the above, a consultant as Testing Programme Expert will be provided for supporting the project team in the implementation of 2-phase product testing programme.

2. Objective of Assignment

The objective of this assignment is to plan and guide implementation of a 2-phase product testing programme for electric motors in line with the Protocol between MoIT and TSI and document the results of the testing programme together with recommendations for the further actions based on the test results.

3. Duties and Responsibilities of Individual Consultant

UNDP will mobilize a Individual Consultant (IC) to plan and guide implementation of a 2-phase product testing programme in cooperation with the PMU, DGMSIP and TSI. The IC will closely work with the Project Management Unit of TEVMOT Project, contact persons of DGMSIP and TSE as well as Senior Technical Advisor of UNDP during planning and implementation of the product testing programme. The IC will perform the following generic duties and responsibilities:

- Review the protocol between MoIT and TSI and the draft product testing programme annexed to that Protocol;
- Support PMU of TEVMOT Project to finalize the product testing programme and also to develop a timetable for sampling of electric motors to be tested under this testing programme;
- Ensure necessary contacts with the points of sampling and communicate with the representatives
- Coordinate sampling of electric motors at different points of sales, distribution points, warehouses and/or manufacturing premises and other premises of manufacturers/suppliers (points of sampling), including:
 - contacts with the points of sampling and communicate with the representatives of the points of sampling to introduce the objective of TEVMOT Project and the purpose of product testing programme;
 - guiding the sampling team (consisting of representatives of DGMSIP of MoIT and TEVMOT PMU during inspections and document controls; and
 - following up of the payment related processes with UNDP and PMU;
- Follow up and act as contact point during the testing process of electric motors at TSE laboratories;
- Produce and finalize considering the comments, the sampling plan and other reports listed in “Section 5 Duration and Deliverables” in a timely manner and at required quality in both form and substance.

Further details of duties and responsibilities shall be shared with the successful offeror at the time of contract signature.

4. Institutional Arrangements

UNDP will provide all relevant background documents. UNDP is not required to provide any physical facility for the work of the IC. However, depending to the availability of physical facilities (e.g. working space, computer, printer, telephone lines, internet connection etc.) and at the discretion of the UNDP in consultation with relevant stakeholders such facilities may be provided at the disposal of the IC. UNDP will facilitate meetings between the ICs and other stakeholders, when needed.

The Individual Consultant will report to the PIMS 5285: UNDP/GEF Promoting Energy Efficient Motors in Small and Medium Sized Enterprises (EE Motors) Project Manager.

After submission of the deliverables , UNDP may have some comments and revision requests on the deliverables. The IC shall address the comments of UNDP and if there are comments on the submitted deliverables, shall revise the deliverables as per the comments within latest 10 calendar days following notification by UNDP of the comments to IC.

5. Duration and Deliverables

The assignment is expected to start on **1 July 2020** and be completed by **31 March 2022**. The table below outlines the number of working days that are allocated to the Consultant to carry out the assignment.

In order to fulfil required tasks for the development of deliverables as defined and listed in the table below, the **estimated** number of days to be invested are also provided. The number of days presented as ‘estimated number of working days to be invested’ is **indicative**. The IC may invest less/more than the estimated number of working days and finalize the respective deliverable.

The payment for each deliverable will be made on the basis of the actual number of days invested for that respective deliverable; however, the overall number of days to be invested for all deliverables cannot exceed **40 working days throughout the contract validity**. The amount paid shall be gross and inclusive of all associated costs such as social security, pension and income tax.

The deliverables expected from the IC are as follows:

NO.	ACTIVITY	DELIVERABLE	ESTIMATED NUMBER OF WORKING/DAYS TO BE INVESTED	TARGET DATE* FOR SUBMISSION TO UNDP
1	<ul style="list-style-type: none"> Review the protocol between MoIT and TSI and the draft product testing programme annexed to that Protocol; Support PMU of TEVMOT Project to finalize the product testing programme and also to develop a timetable for sampling of electric motors to be tested under this testing programme; Ensure necessary contacts with the points of sampling and communicate with the representatives 	Shop Visit and Sampling Plan and Timetable	5 days	30 August 2020
2	<ul style="list-style-type: none"> Coordinate sampling of electric motors at different points of sales, distribution points, warehouses and/or manufacturing premises and other premises of manufacturers/suppliers (points of sampling), including: contacts with the points of sampling and communicate with the representatives of the points of sampling to introduce the objective of TEVMOT Project and the purpose of product testing programme; guiding the sampling team (consisting of representatives of DGMSIP of MoIT and TEVMOT PMU during inspections and document controls; and following up of the payment related processes with UNDP and PMU; Follow up and act as contact point during the testing process of electric motors at TSE laboratories. 	Shop Visit and Sampling Plan Implementation Report – Phase 1	15 days	30 October 2020

3	Activities defined under No.2 to be continued for the Phase 2.	Shop Visit and Sampling Plan Implementation Report – Phase 2	15 days	30 October 2021
4	<ul style="list-style-type: none"> Produce and finalize considering the comments, the sampling plan and other reports listed in “Section 5 Duration and Deliverables” in a timely manner and at required quality in both form and substance. 	Product Testing Implementation Report	5 days	31 January 2022
ESTIMATED TOTAL			40 days	*Dates may be changed according to contract start date

6. REQUIRED QUALIFICATIONS

The following table demonstrates the required qualifications of the candidate to be recruited for this assignment. The required qualifications of IC “Testing Programme Expert” are presented below:

	Minimum Requirements	Assets
General Qualifications	<ul style="list-style-type: none"> Bachelor’s Degree in engineering, economy, management or other relevant departments (3 points) Good command in English (3 points) Full proficiency in Turkish (3 points) 	Asset: Master’s degree in engineering, economy, management or other relevant departments (2 points)
General Professional Experience	<ul style="list-style-type: none"> A minimum of 10 years of general professional experience (10 points) 	Asset: Minimum of 1 year of working experience in Projects funded by EU, UN Agencies, GEF. (3 points)
Specific Experience	<ul style="list-style-type: none"> A minimum of 3 years of experience in market surveillance of industrial products covered by EU legislation on safety and/or performance of industrial products (non-food); (15 points) Experience in designing and managing market surveillance plans and programmes for industrial products (non-food) (15 points) 	<p>Asset: A minimum of 1 year of experience in market surveillance of energy related products (ErPs) covered by EU ecodesign and energy labelling legislation (8 points)</p> <p>Asset: Experience in implementation of pilot market surveillance programmes (product testing programmes) complete with product testing under EU ecodesign and energy labelling legislation will be an asset. (8 Points)</p>
Notes: <ul style="list-style-type: none"> Internships (paid/unpaid) are not considered professional experience. Obligatory military service is not considered professional experience. Professional experience gained in an international setting is considered international experience. 		

UNDP is committed to achieving workforce diversity in terms of gender, race, ethnicity, indigenous identity, disability and culture. Individuals from all genders, minority groups, indigenous groups and persons with disabilities are equally encouraged to apply. All applications will be treated with utmost confidentiality.

7. PLACE OF WORK

Place of work for the assignment is home-based. Travel, accommodation and living costs in duty stations (home-based) will be covered by the IC. It may be required that the IC travels out of the duty stations within the scope of this Terms of Reference.

In case, travel out of the duty station is needed, only the travel and accommodation costs of these missions will be borne by UNDP. It is required that the terms of such travels are discussed with the responsible Project Manager prior to each travel. The costs of these missions shall be;

- Arranged and covered by UNDP CO from the respective project budget without making any reimbursements to the IC or,
- Reimbursed to the IC upon the submission of the receipts/invoices of the expenses by the IC and approval of the UNDP. The reimbursement of each cost item is subject to the following constraints/conditions provided in below table;
- Covered by the combination of both options.

Due to the budget constraints of the project; The following guidance on travel compensation is provided. Only economy class travels, airport terminal transfers and maximum four-star hotels accommodations will be covered by the project.

Cost item	Constraints	Conditions of Reimbursement
Travel (intercity and/or international transportation)	Full-fare economy class tickets	1- Approval of UNDP before the initiation of travel 2- Submission of the invoices/receipt, etc. by the expert with the UNDP's F-10 Form 3- Approval and acceptance by UNDP of the invoices and F-10 Form
Accommodation	Up to 50% of the effective DSA rate of UNDP for the respective location (maximum four-star hotels accommodations)	
Other Expenses (airport terminals transfer)	Up to 20% of effective DSA rate of UNDP for the respective location	

As per UNDSS rules, the IC is responsible for completing necessary online security trainings and submitting certificates and travel clearances prior to assignment-related travels.

8. PAYMENTS

The Contract to be signed between UNDP and successful candidate will not entail a financial commitment from UNDP. Payments will be made within 30 days upon acceptance and approval of the corresponding deliverable by UNDP on the basis of actual number of days invested in that respective deliverable and the pertaining Certification of Payment document signed by the IC and approved by the responsible Project Manager. The total amount of payment to be affected to the IC within the scope of this contract **cannot exceed equivalent of 40 working/days**.

If the deliverables are not produced and delivered by the IC to the satisfaction of UNDP as approved by the responsible Project Manager, no payment will be made even if the IC has invested working days produce and deliver such deliverables.

The IC shall be paid in USD if he/she resides in a country different than Turkey. The payment shall be realized in USD through conversion of the TRY amount by the official UN exchange rate valid on the date of money transfer. The amount paid to the IC shall be gross and inclusive of all associated costs such as social security, pension and income tax etc.

Tax Obligations: The IC are solely responsible for all taxation or other assessments on any income derived from UNDP. UNDP will not make any withholding from payments for the purposes of income tax. UNDP is exempt from any liabilities regarding taxation and will not reimburse any such taxation to the IC.