



INDIVIDUAL CONSULTANT PROCUREMENT NOTICE

Date: 15th September 2020

Country: South Africa

Type of Contract: Individual Consultant (Local)

Description of the assignment: Feasibility study to determine the viability of local manufacturing of grid/off grid inverters in order to justify the current designation of inverters.

Project name: South African Wind Energy Project Phase 2 (SAWEP 2)

Period of assignment/services (if applicable): 50 working days

Proposal should be submitted at the following by email to procurement.enquiries.za@undp.org / bid.pretoria@undp.org no later than **20th October 2020**.

Any request for clarification must be sent in writing, or by standard electronic communication to the address or e-mail indicated above. Procurement Unit, South Africa will respond in writing or by standard electronic mail and will send written copies of the response, including an explanation of the query without identifying the source of inquiry, to all consultants.

1. BACKGROUND

The South African Wind Energy Project Phase 2 (SAWEP 2) is funded by the Global Environment Facility (GEF) with the Department of Mineral Resources and Energy (DMRE) as the Executing Entity/Implementing Partner, and supported by the United Nations Development Program (UNDP) South Africa Country Office. The project objective is to overcome barriers to the attainment of South Africa's 2010 Integrated Resource Plan target of 3,320 MW of wind power generation online by 2018/19.

In order to achieve this, the project focusses on four components: *Component 1: Monitoring and Evaluation of the implementation of local content requirements*, *Component 2: Resource-mapping and wind corridor development support for policy-makers*, *Component 3: Support for the development of small-scale wind sector* and *Component 4: Training and human capital development for the wind energy sector*. Each component is associated with specific outputs and a set of activities. Inverters are currently designated in terms of the PPPFA and it is unclear whether the local market can supply the total range of products (grid/off grid inverters) and whether it can achieve volume and /or quality and testing specifications. Inverters were originally designated, since there were local manufacturers of off grid and grid tied inverters in the country, but since the slowdown in bid rounds of renewable energy projects, manufacturers of grid tied inverters closed down due to economic reasons. There are currently still off grid inverter manufacturers in the country.

The objective of this assignment is therefore to conduct a study and submit a report and research findings supplemented by recommendations and Value Matrix Diagram that can be used by the South African Government and stakeholders in the determination of a procurement policy position regarding grid-tied/off-grid inverters as part of a masterplan for the renewable energy industry in South Africa.

It is therefore necessary to re-evaluate local supply of the local market and whether it can supply the total range of products (grid/off grid inverters) in the volumes demanded and to the required quality and testing specifications.

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

The consultant is required but not limited to focus on amongst others the following areas of assessment by making use of relevant documentation and conducting a desktop study which is supported through consultation with stakeholders and recommendations based on strategic analyses (e.g. SWOT, gap analysis, macro-economic, value chain) of its findings on:

4.1 Market for grid/off grid inverters

4.2 Industry Profile Study

4.2.1 Significance of public procurement for the industry

4.2.2 Industry structure

4.2.3 Competition and price considerations

4.2.4 Availability and security of supply

4.2.5 Recommendations

4.3 Verification and Enforcement

4.3.1 Various forms of pre- and post-tender verification is possible

4.4 Stakeholders

4.5 Government Role

4.6 Strategic Analysis

4.7 Key Questions

(For detailed information be found in the terms of references)

3. REQUIREMENTS FOR EXPERIENCE AND QUALIFICATIONS

- The service provider should have a post graduate degree in science, energy, economics, engineering or related field.
- Proven experience in working in the renewable energy industry and related
- Knowledge of the international and local renewable energy environment
- Professional, hands-on experience and proven track record on report writing of projects of a similar nature and size.
- Experience in professional communication and reporting at all levels.
- A minimum of 3 references with companies/individuals you have conducted similar work with/for.

4. DOCUMENTS TO BE INCLUDED WHEN SUBMITTING THE PROPOSALS.

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

1. Proposal:

(i) Explaining why they are the most suitable for the work

(ii) Provide a brief methodology on how they will approach and conduct the work (if applicable)

2. Financial proposal

3. Personal CV including past experience in similar projects and at least 3 references

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:

In case travel is requested, the costs including transport, lodging and terminal expenses should be agreed upon, between UNDP and the Individual Consultant, prior to travel and will be covered and paid by UNDP on the basis of UNDP rates.

The fare will always be “most direct, most economical” and any difference in price with the preferred route will be paid for by the expert.

UNDP will not cover any costs associated with moving to the duty station. If applicant is requesting for such coverage the cost to be calculated and included in the financial proposal.

6. EVALUATION

Individual consultants will be evaluated based on the following methodologies:

1. Lowest price and technically compliant offer

When using this method, 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.

Only candidates obtaining a minimum of 70% (70 points) would be considered for the Financial Evaluation

Evaluation Criteria	Max score
Documented experience and knowledge of the renewable energy environment	20
Proposed Methodology (A clear methodology. The methodology must outline how the Scope of Work will be carried out according to each deliverable with an understanding of the assignment).	25
Proposed Work Plan (Detailed work plan with milestones, timelines and resources and designated responsibilities of the team leader and individual members must be indicated in the proposal for achieving of the deliverables).	25
Professional, hands-on experience and proven track record on report writing of projects of a similar nature and size	10
Experience in professional communication at workshops and stakeholder consultations	10
Qualifications	10

ATTACHEMENTS:

- **TERMS OF REFERENCES (TOR)**
- **INDIVIDUAL CONSULTANT GENERAL TERMS AND CONDITIONS**
- **OFFEROR’S LETTER TO UNDP CONFIRMING INTEREST AND AVAILABILITY**
- **P11 – PERSONAL HISTORY FORM**

