



INDIVIDUAL CONSULTANT PROCUREMENT NOTICE

Date: 21st September 2020

Country: South Africa

Type of Contract: Individual Consultant

Description of the assignment: *Macroeconomic, Market intelligence and Policy Analysis study to determine potential markets for refurbished wind turbines in key Sub-Saharan countries/regions*

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

Period of assignment/services (if applicable): 100 working days

Proposal should be submitted at the following by email to 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

This Terms of Reference (TOR) relates to the SAWEF 2 Component 3: *Support for the development of small-scale wind sector* and the final report: *Feasibility study to determine market potential and viability to establish a wind turbine refurbishment industry in South Africa*. The study informed and confirmed the potential of establishing a Wind Turbine Refurbishment Industry in South Africa in view of the supply of wind turbines becoming available, mainly, through the REIPPPP. The success of the Wind Turbine Refurbishment Industry will be dependent on OEM support and the development of mainly an Africa (nearest) market for South Africa Refurbished wind turbines.

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

The consultant is required, but not limited, to focus on the following areas of assessment by making use of relevant documentation and conducting a desktop study. This study is to be supported through consultation with stakeholders and the recommendations should be based on strategic analysis (e.g. swot-, gap-, macro-economic, policy analysis) of the findings.

The workplan and methodology will be refined and agreed to at the inception meeting if required.

4.1 Identification of market segments/regions

4.2 Market sizing and mapping

4.3 Policy and regulatory analysis

4.4 One-day workshop with key stakeholders to:

The service provider will, based on the recommendations of the one-day workshop, **consolidate, describe and update the final report providing recommendations for incorporating the study into e.g. trade negotiations with identified target markets.**

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

3. REQUIREMENTS FOR EXPERIENCE AND QUALIFICATIONS

- The consultant should have a post graduate degree in science, energy, economics, engineering or related field.
- Proven experience in doing economic analysis in the context of renewable energy localization
- Knowledge of the South African renewable energy- and manufacturing environment
- Knowledge of the global renewable energy manufacturing content and ability to readily access industry stakeholders for up-to-date technical and financial information
- 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.

4. DOCUMENTS TO BE INCLUDED WHEN SUBMITTING THE PROPOSALS.

- A Technical Proposal: Letter of Interest, stating why you consider your service suitable for the assignment and a brief methodology on the approach and implementation of the assignment.
- Evidence and examples of similar projects that have been successfully completed.
- Personal CV highlighting qualifications and experience in similar projects; and a statement of commitment regarding the availability of the personnel during the project duration in order to ensure successful completion of all deliverables within the required timeframe
- Work references - contact details (e-mail addresses) of referees (organization for whom similar assignments have been produced);
- 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 the costs travel etc. 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:

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
Post graduate degree in science, energy, economics, engineering or related field.	15
Documented experience in economic analysis in the context of renewable energy localisation	
Documented experience demonstrating knowledge of global renewable energy markets and evidence of industry networks/access to relevant industry stakeholders	15
Documented experience demonstrated knowledge of the relevant South African renewable energy- and manufacturing- environment.	10
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 stakeholder engagement and report writing of projects of a similar nature and size	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**