



INDIVIDUAL CONSULTANT PROCUREMENT NOTICE

Date: [11 Oct 2020]

Country: Egypt

Description of the assignment: Support to Demonstration Project for a Grid-Connected Building Integrated Photovoltaics (BIPV) in New Administrative Capital City Egypt

Project name: Grid-Connected Small-Scale Photovoltaic Systems “Egypt-PV”

Period of assignment/services (if applicable):

Proposal should be submitted by email to Procurementnotice.egypt@undp.org no later than **25 October 2020**.

Any request for clarification must be sent in writing, or by standard electronic communication to the address or e-mail indicated above. UNDP 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 objective of Egypt-PV is to remove the barriers to increased power generation by small, decentralized, grid-connected PV systems. The project strategy builds on the planned Government initiatives to develop a market for small, decentralized renewable energy power generation by ensuring adequate returns on targeted private sector investments.

The project will catalyze the development of decentralized, grid-connected small-scale renewable energy (RE) power generation market in Egypt and the solar PV in particular. The target is to facilitate the installation of new decentralized PV resulting in direct GHG reduction benefits of 66 kilo-tons of CO₂eq during the lifetime of the project. Complementary indirect mitigation benefits are expected from the sustained market growth of the PV market after the project with estimated GHG reduction of about 0.6-0.7 million tons of CO₂eq.

The project is funded by the Global Environment Facility (GEF) and United Nations Development Programme (UNDP) acts as the GEF Implementing Agency. The project is executed by Industrial Modernization Centre (IMC) of the Ministry of Industry and Foreign Trade, which will assume the overall responsibility for the achievement of project results as UNDP's Implementing Partner (IP).

Energy Efficiency and Renewable Energy plan in the New Capital:

New administrative capital city is located 35 KM east of Cairo of a total area of 170,000 feddans which lies between the regional ring road, the Cairo-Suez road and Cairo-El Ain El Sokhna road. The new

Administrative Capital for Urban Development is planning to implement an energy efficiency and renewable energy plan. One of the actions of this plan is to implement BIPV system for the buildings in the city.

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

Objective of this Consultancy:

The objective of this consultancy is to deliver a package of consultancy services that aim to guide selection of suitable BIPV technologies for the New Administrative Capital and to support implementation of a pilot project for one of the selected applications:

Scope of work :

1. Conduct a site visit for the new administrative capital in Egypt particularly potential new buildings for implementing BIPV systems (if travel is possible).
2. Inform about latest appropriate solar BIPV technologies, best practices and lessons learnt from BIPV system applications that could be appropriate for the new administrative capital. including, but not limited to, PV skylight, PV curtain wall, PV canopies, PV façade and PV floor taking into consideration the climate and desert nature in Egypt in terms of dust, sandy storms, isolated installations, difficulty in maintenance, very high temperatures and possible tough operation conditions, etc.
3. Prepare a cost estimate for all the proposed applications and systems based on similar systems in other countries.
4. Prepare technical guideline and design criteria for the proposed applications.
5. Prepare financial guideline demonstrating all aspects to be considered in the financial and profitability analysis of BIPV applications,
6. Prepare a conceptual design for one selected pilot with different BIPV applications and technologies.

Deliverables:

- Guidelines and design criteria for the proposed BIPV applications to be integrated into the urban planning and design of infrastructure of the city.
- Cost estimate for each of the proposed BIPV applications
- A conceptual design for the selected pilot with different applications and technologies.
- Technical specifications for the selected applications and bidder's evaluation criteria for turnkey design and implementation of the selected pilot which will be in coordination with the Administrative Capital for Urban Development.

Estimated No. of Working Days:

The estimated number of working days are **10 working days** including 7 days office work, in addition to one visit to Cairo for 3 working days (if travel is possible).

3. REQUIREMENTS FOR EXPERIENCE AND QUALIFICATIONS

I. Academic Qualifications:

Advanced degree in Engineering or related field to renewable energy or/and science-based background.

II. Years of experience:

At least 10 years of relevant experiences in the field of PV systems (small, medium and large capacities)

Experience:

- Involvement in the design and implementation of at least one project in BIPV application.

Good communication and analytical skills.

Previous work experience in developing countries is a must.

Proven experience in design and implementation of similar types of projects.

Previous working experience with GEF or UNDP projects is a credit.

Fluent English and/or Arabic languages writing and speaking

III. Competencies:

Job Knowledge & Expertise:

Excellent organizational skills and ability to handle effectively multiple tasks without compromising quality, team spirit and positive working

Relationships with all colleagues;

Dependability, reliability and initiative;

Previous working experience with GEF or UNDP projects is a credit.

Fluent English and/or Arabic languages writing and speaking

Is motivated & demonstrates a capacity to pursue personal development & learning.

Results-Orientation:

Plans and produces quality results to meet established goals.

People Skills:

Sets clear performance goals and standards; executes responsibilities accordingly.

Partnering & Networking:

Seeks and applies knowledge, information, and best practices from within and outside UN.

Innovation & Judgment:

Contributes creative, practical ideas and approaches to deal with challenging situations;

Pursues own personal and professional development;

Language Requirements:

Proficiency in English or Arabic Languages are essential.

4. DOCUMENTS TO BE INCLUDED WHEN SUBMITTING THE PROPOSALS.

Interested individual consultants must submit the following documents/information to demonstrate their qualifications: subject of email: **“Egypt-PV_ BIPV applications New Capital Consultancy”**

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 2 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:

All envisaged travel costs must be included in the financial proposal. This includes all travel to join duty station/repatriation travel. In general, UNDP should 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

6. EVALUATION

Cumulative analysis :

Using this weighted scoring method, the award of the contract will 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%]*

** Financial Criteria weight; [30%]*

Only candidates obtaining a minimum of 70 point would be considered for the Financial Evaluation

Criteria	Weight	Max. Point
<u>Technical</u>		
• Educational Background	20%	20%
• Proven experience in design and implementation of BIPV application projects	40%	40
• Methodology	20%	20
• Work experience including international experience	20%	20
<u>Financial</u>		

ANNEX

ANNEX 1- TERMS OF REFERENCES (TOR)

ANNEX 2- INDIVIDUAL CONSULTANT GENERAL TERMS AND CONDITIONS

ANNEX 1- TERMS OF REFERENCES (TOR)

Terms of Reference An International Consultant

Project Title:	Grid-Connected Small-Scale Photovoltaic Systems “Egypt-PV”
Contractual Modality:	International Individual Contract
Duty Station	New Capital, Cairo
Duration:	3 months
Supervision:	Project Manager & New Capital Authority
Services Required:	Support to Demonstration Project for a Grid-Connected Building Integrated Photovoltaics (BIPV) in New Administrative Capital City Egypt

1. BACKGROUND:

The objective of Egypt-PV is to remove the barriers to increased power generation by small, decentralized, grid-connected PV systems. The project strategy builds on the planned Government initiatives to develop a market for small, decentralized renewable energy power generation by ensuring adequate returns on targeted private sector investments.

The project will catalyze the development of decentralized, grid-connected small-scale renewable energy (RE) power generation market in Egypt and the solar PV in particular. The target is to facilitate the installation of new decentralized PV resulting in direct GHG reduction benefits of 66 kilo-tons of CO₂eq during the lifetime of the project. Complementary indirect mitigation benefits are expected from the sustained market growth of the PV market after the project with estimated GHG reduction of about 0.6-0.7 million tons of CO₂eq.

The project is funded by the Global Environment Facility (GEF) and United Nations Development Programme (UNDP) acts as the GEF Implementing Agency. The project is executed by Industrial Modernization Centre (IMC) of the Ministry of Industry and Foreign Trade, which will assume the overall responsibility for the achievement of project results as UNDP’s Implementing Partner (IP).

Energy Efficiency and Renewable Energy plan in the New Capital

New administrative capital city is located 35 KM east of Cairo of a total area of 170,000 feddans which lies between the regional ring road, the Cairo-Suez road and Cairo-El Ain El Sokhna road. The new capital city will help to strengthen and diversify the country’s economic potential by creating new places to live, work and visit. In order to draw people to this new capital city, a series of key catalyst developments will be established at its core. This will include a new

government administrative district, a cultural district and a wide variety of urban neighborhoods.

The new Administrative Capital for Urban Development is planning to implement an energy efficiency and renewable energy plan. One of the actions of this plan is to implement BIPV system for the buildings in the city.

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

The objective of this consultancy is to deliver a package of consultancy services that aim to to guide selection of suitable BIPV technologies for the New Administrative Capital to support implementation of a pilot project for one of the selected applications:

Scope of work

1. Conduct a site visit for the new administrative capital in Egypt particularly potential new buildings for implementing BIPV systems (if travel is possible).
2. Present latest appropriate solar BIPV technologies, best practices and lessons learnt from BIPV system applications that could be appropriate for the new administrative capital. including, but not limited to, PV skylight, PV curtain wall, PV canopies, PV façade and PV floor taking into consideration the climate nature in Egypt in terms of dust, sandy storms, isolated installations, difficulty in maintenance, very high temperatures and possible tough operation conditions, etc.
3. Prepare a cost estimate for all the proposed applications and systems based on similar systems in other countries.
4. Prepare technical guide line and design criteria for the proposed applications.
5. Prepare financial guide line demonstrating all aspects to be considered in the financial and profitability analysis of BIPV applications,
6. Prepare a conceptual design for one selected pilot with different BIPV applications and technologies.

Deliverables:

- Guidelines and design criteria for the proposed BIPV applications to be integrated into the urban planning and design of infrastructure of the city.
- Cost estimate for each of the proposed BIPV applications
- A conceptual design for the selected pilot with different applications and technologies.
- Technical specifications for the selected applications and bidders evaluation criteria for turnkey design and implementation of the selected pilot which will be in coordination with the Administrative Capital for Urban Development.

Estimated No. of Working Days:

The estimated number of working days are **10 working days** including 7 days office work, in addition to one visit to Cairo for 3 working days (if travel is possible).

3. REQUIREMENTS FOR EXPERIENCE AND QUALIFICATIONS

Qualified applicants should have the following:

- Advanced degree in Engineering or related field to renewable energy or any other related science-based background.
- At least 10 years of relevant experiences in the field of PV systems (small, medium and large capacities)
- Involvement in the design and implementation of at least one project in BIPV grid-connected application.
- Good communication and analytical skills.
- Previous work experience in developing countries is a must.
- Proven experience in design and implementation of similar types of projects.
- Previous working experience with GEF or UNDP projects is a credit.
- Fluent English and/or Arabic languages writing and speaking

Competencies:

Job Knowledge & Expertise:

Excellent organizational skills and ability to handle effectively multiple tasks without compromising quality, team spirit and positive working

Relationships with all colleagues;

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Results-Oriented:

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Interested individual consultants must submit the following documents/information to demonstrate their qualifications: subject of email “**Egypt-PV_ BIPV applications New Capital consultancy**”

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 including your daily rate

3. Personal CV and Personal History Form (P11 form [1]) including past experience in similar projects and at least 3 references

Proposal should be submitted at the following email address to:

procurementnotice.egypt@undp.org

no later than **25 October 2020**

5. FINANCIAL PROPOSAL**Contracts based on daily fee**

The financial proposal will specify the daily fee, travel expenses and per diems quoted in separate line items, and payments are made to the Individual Consultant based on the number of days worked.

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 should 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.

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Cumulative analysis

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- a) responsive/compliant/acceptable, and
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