



REQUEST FOR PROPOSAL (RFP)

NAME & ADDRESS OF FIRM	DATE: 16 October, 2020
	REFERENCE: RFP/UNDP/EU-PAGE/114068/030/2020 ENERGY MANAGEMENT SYSTEM (EMS) MAPPING FOR HOLDING COMPANY IN INDONESIA

Dear Sir / Madam:

The United Nations Development Programme (UNDP) hereby invites you to submit a Proposal to this Request for Proposal with reference **ENERGY MANAGEMENT SYSTEM (EMS) MAPPING FOR HOLDING COMPANY IN INDONESIA**

A **bidder's conference** will be held on:

Date/Time : Thursday, 22nd October 2020/ 1400 hour (GMT+7)

Location : https://undp.zoom.us/meeting/register/tZMof-iuqzwoHdBYhYno-UaJX_eeRD5wsVcH

Meeting ID : 875 8165 7274

Passcode : **798311**

Detailed Terms of Reference (TOR) as well as other requirements are listed in the RFP available on UNDP ATLAS e-Tendering system (<https://etendering.partneragencies.org>) **Event ID: 7547**

Your offer, comprising of a Technical and Financial Proposal, should be submitted in accordance with the RFP requirements, through the UNDP ATLAS e-Tendering system and by the deadline indicated in <https://etendering.partneragencies.org>.

NOTE! The Technical Proposal and Financial Proposal files **MUST BE COMPLETELY SEPARATE and UPLOADED SEPARATELY** in the system and clearly named as either **"TECHNICAL PROPOSAL"** or **"FINANCIAL PROPOSAL"**, as appropriate. Each document shall include the Proposer's name and address.

The file with the **"FINANCIAL PROPOSAL"** **must be encrypted with a password** so that it cannot be opened nor viewed until the Technical Proposal has been found to be pass the technical evaluation stage. Once a Technical Proposal has been found to be responsive by passing the technical evaluation stage, UNDP shall request the Proposer to submit the password to open the Financial Proposal.

The Proposer shall assume the responsibility for not encrypting the Financial Proposal. **NOTE: DO NOT ENTER BID AMOUNT IN THE SYSTEM, INSTEAD ENTER THE NUMBER 1 (ONE).**

In the course of preparing and submitting your Proposal, it shall remain your responsibility to ensure that it is submitted into the system by the deadline. The system will automatically block and not accept any bid after the deadline. In case of any discrepancies, the deadline indicated in the system shall prevail.

Kindly ensure that supporting documents required are signed and stamped and in the .pdf format, and free from any virus or corrupted files and the **FINANCIAL PROPOSAL IS PASSWORD PROTECTED.**

NOTE: The file name should contain only Latin characters (No Cyrillic or other alphabets.).

You are kindly requested to indicate whether your company intends to submit a Proposal by clicking “Accept Invitation” but not later than **22nd October 2020**. If this is not the case, UNDP would appreciate indicating your reason, for our records.

If you have not registered in the system before, you can register by logging in using:

Username: event.guest

Password: why2change

The step by step instructions for registration of bidders and quotation submission through the UNDP ATLAS e-Tendering system is available in the attached “Instructions Manual for the Bidders”. Should you require any training on the UNDP ATLAS e-Tendering system or face any difficulties when registering your company or submitting your quotation, please send an email to Sestyo.wicaksono@undp.org and yusef.millah@undp.org

Please note that ATLAS has following minimum requirements for password:

1. Minimum length of 8 characters;
2. At least one capital letter; and
3. At least one number.

New proposer registering for the first time, the system will not accept any password that does not meet the above requirement, and thus registration cannot be completed.

For existing vendor whose current password does not meet the abovementioned password requirements, the system will prompt you to change your password upon signing in. Please change your password in accordance with the abovementioned password requirements to be able to login to the system.

The user guide and video are available to you in the UNDP public website in this link:

<http://www.undp.org/content/undp/en/home/operations/procurement/business/procurement:notices/resources/>.

You are advised to use Internet Explorer (Version 10 or above) to avoid any incompatibility issues with the re-tendering system.

No hard copy or email submissions will be accepted by UNDP.

UNDP looks forward to receiving your Proposal and appreciate your interest to participate in UNDP procurement opportunities.

Sincerely yours,

A handwritten signature in black ink, appearing to be 'MSK' with a stylized flourish.

Martin Stephanus Kurnia
Procurement Analyst
16/10/2020

Annex 1

Description of Requirements

Context of the Requirement	ENERGY MANAGEMENT SYSTEM (EMS) MAPPING FOR HOLDING COMPANY IN INDONESIA
Implementing Partner of UNDP	The Ministry of Energy and Mineral Resources (MEMR), Directorate General for New and Renewable Energy and Energy Conservation (DG-NREEC)
Brief Description of the Required Services ¹	The objective of this assignment is to conduct Energy Management System (EMS) status mapping for holding company in Indonesia
List and Description of Expected Outputs to be Delivered	The key expected output under this assignment is Energy Management System (EMS) mapping report of selected holding company in Indonesia
Person to Supervise the Work/Performance of the Service Provider	National Project Manager of MTRE3 project, UNDP Indonesia
Frequency of Reporting	<i>Please Refer to Annex 3 – Terms of Reference</i>
Progress Reporting Requirements	<i>Please Refer to Annex 3 – Terms of Reference</i>
Location of work	<input checked="" type="checkbox"/> At Contractor's Location, Jakarta and North Sulawesi Province as specified in the TOR attached to this RFP
Expected duration of work	6 (six) months
Target start date	November 2020
Latest completion date	April 2021
Travels Expected	NOT APPLICABLE
Special Security Requirements	<input checked="" type="checkbox"/> Comprehensive Travel Insurance
Facilities to be Provided by UNDP (i.e., must be excluded from Price Proposal)	<input checked="" type="checkbox"/> Liaise with the relevant stakeholders
Implementation Schedule indicating	<input checked="" type="checkbox"/> Required

¹ A detailed TOR may be attached if the information listed in this Annex is not sufficient to fully describe the nature of the work and other details of the requirements.

breakdown and timing of activities/sub-activities	
Names and curriculum vitae of individuals who will be involved in completing the services	<input checked="" type="checkbox"/> Required
Currency of Proposal	<input checked="" type="checkbox"/> United States Dollars <input checked="" type="checkbox"/> Local Currency for Local Bidders
Value Added Tax on Price Proposal ²	<input checked="" type="checkbox"/> must be exclusive of VAT and other applicable indirect taxes
Validity Period of Proposals (<i>Counting for the last day of submission of quotes</i>)	<input checked="" type="checkbox"/> 90 days In exceptional circumstances, UNDP may request the Proposer to extend the validity of the Proposal beyond what has been initially indicated in this RFP. The Proposal shall then confirm the extension in writing, without any modification whatsoever on the Proposal.
Partial Quotes	<input checked="" type="checkbox"/> Not permitted
Payment Terms ³	<i>Please Refer to Annex 3 – Terms of Reference</i>
Person(s) to review/inspect/ approve outputs/completed services and authorize the disbursement of payment	National Project Manager (NPM) of MTRE3 Project, UNDP Indonesia
Type of Contract to be Signed	<input checked="" type="checkbox"/> professional service contract
Criteria for Contract Award	<input type="checkbox"/> Lowest Price Quote among technically responsive offers <input checked="" type="checkbox"/> Highest Combined Score (based on the 70% technical offer and 30% price weight distribution) NOTE: only bidder(s) who received minimum of 70 points where the financial proposal will be opened

² VAT exemption status varies from one country to another. Pls. check whatever is applicable to the UNDP CO/BU requiring the service.

³ UNDP preference is not to pay any amount in advance upon signing of contract. If the Service Provider strictly requires payment in advance, it will be limited only up to 20% of the total price quoted. For any higher percentage, or any amount advanced exceeding \$30,000, UNDP shall require the Service Provider to submit a bank guarantee or bank cheque payable to UNDP, in the same amount as the payment advanced by UNDP to the Service Provider.

	<input checked="" type="checkbox"/> Full acceptance of the UNDP Contract General Terms and Conditions (GTC). This is a mandatory criterion and cannot be deleted regardless of the nature of services required. Non-acceptance of the GTC may be grounds for the rejection of the Proposal.
Criteria for the Assessment of Proposal	<p><u>Technical Proposal (70%)</u></p> <input checked="" type="checkbox"/> Expertise of the Firm 30% <input checked="" type="checkbox"/> Methodology, Its Appropriateness to the Condition and Timeliness of the Implementation Plan 40% <input checked="" type="checkbox"/> Management Structure and Qualification of Key Personnel 30% <i>NOTE: only bidder(s) who received minimum of 70 points where the financial proposal will be opened</i> <p><u>Financial Proposal (30%)</u> To be computed as a ratio of the Proposal's offer to the lowest price among the proposals received by UNDP.</p>
UNDP will award the contract to:	<input checked="" type="checkbox"/> One and only one Service Provider <input type="checkbox"/> One or more Service Providers, depending on the following factors
Contract General Terms and Conditions ⁴	<input type="checkbox"/> General Terms and Conditions for contracts (goods and/or services) <input checked="" type="checkbox"/> General Terms and Conditions for de minimis contracts (services only, less than \$50,000) Applicable Terms and Conditions are available at: http://www.undp.org/content/undp/en/home/procurement/business/how-we-buy.html
Annexes to this RFP ⁵	<input checked="" type="checkbox"/> Form for Submission of Proposal (Annex 2) <input checked="" type="checkbox"/> Detailed TOR (Annex 3) <input type="checkbox"/> Others ⁶ [pls. specify]
Contact Person for Inquiries (Written inquiries only) ⁷	<p>Sestyo Ndaru Wicaksono and Yusef Saiful Millah Procurement Unit Sestyo.wicaksono@undp.org / yusef.millah@undp.org</p> <p>Any delay in UNDP's response shall be not used as a reason for extending the deadline for submission, unless UNDP determines that such an extension is necessary and communicates a new deadline to the Proposers.</p>

⁴ Service Providers are alerted that non-acceptance of the terms of the General Terms and Conditions (GTC) may be grounds for disqualification from this procurement process.

⁵ Where the information is available in the web, a URL for the information may simply be provided.

⁶ A more detailed Terms of Reference in addition to the contents of this RFP may be attached hereto.

⁷ This contact person and address is officially designated by UNDP. If inquiries are sent to other person/s or address/es, even if they are UNDP staff, UNDP shall have no obligation to respond nor can UNDP confirm that the query was received.

Other Information <i>[pls. specify]</i>	
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FORM FOR SUBMITTING SERVICE PROVIDER'S PROPOSAL⁸

(This Form must be submitted only using the Service Provider's Official Letterhead/Stationery⁹)

[insert: Location].

[insert: Date]

To: [insert: Name and Address of UNDP focal point]

Dear Sir/Madam:

We, the undersigned, hereby offer to render the following services to UNDP in conformity with the requirements defined in the RFP dated [specify date], and all of its attachments, as well as the provisions of the UNDP General Contract Terms and Conditions:

A. Qualifications of the Service Provider

The Service Provider must describe and explain how and why they are the best entity that can deliver the requirements of UNDP by indicating the following:

- a) Profile – describing the nature of business, field of expertise, licenses, certifications, accreditations;*
- b) Business Licenses – Registration Papers, Tax Payment Certification, etc.*
- c) Latest Audited Financial Statement – income statement and balance sheet to indicate its financial stability, liquidity, credit standing, and market reputation, etc.;*
- d) Track Record – list of clients for similar services as those required by UNDP, indicating description of contract scope, contract duration, contract value, contact references;*
- e) Written Self-Declaration that the company is not in the UN Security Council 1267/1989 List, UN Procurement Division List or Other UN Ineligibility List.*

B. Proposed Methodology for the Completion of Services

The Service Provider must describe how it will address/deliver the demands of the RFP; providing a detailed description of the essential performance characteristics, reporting conditions and quality assurance mechanisms that will be put in place, while demonstrating that the proposed methodology will be appropriate to the local conditions and context of the work.

⁸ This serves as a guide to the Service Provider in preparing the Proposal.

⁹ Official Letterhead/Stationery must indicate contact details – addresses, email, phone and fax numbers – for verification purposes

C. Qualifications of Key Personnel

If required by the RFP, the Service Provider must provide:

- a) Names and qualifications of the key personnel that will perform the services indicating who is Team Leader, who are supporting, etc.;*
- b) CVs demonstrating qualifications must be submitted if required by the RFP; and*
- c) Written confirmation from each personnel that they are available for the entire duration of the contract.*

D. Cost Breakdown per Deliverable*

	Deliverables [list them as referred to in the RFP]	Percentage of Total Price (Weight for payment)	Price (USD/IDR)
1	1st payment: upon signing of contract and submission of Detail Workplan and approval from Project Management Unit (PMU) of MTRE3 Project and selected holding company	20%	
2	2nd Payment shall be made upon submission and acceptance of: <ul style="list-style-type: none"> Draft Energy Management System (EMS) mapping report. Draft report should be submitted in Indonesian and English Progress status of preparation procedures of ISO 50001 certification and implementation 	50%	
3	3rd Payment shall be made upon submission and acceptance of: <ul style="list-style-type: none"> Final Energy Management System (EMS) mapping report. Report and presentation material summarizing the result of EMS mapping study. Both report and presentation material should be submitted in English and Indonesian versions. Preparation checklist for Certification of ISO 50001 to selected companies 	30%	
	Total	100%	

**This shall be the basis of the payment tranches*

E. Cost Breakdown by Cost Component [This is only an Example]:

Description of Activity	Remuneration per Unit of Time	Total Period of Engagement	No. of Personnel	Total Rate
I. Personnel Services				
1. Team coordinator				
2. Technical Specialist				
3. Administrative and Finance				
4. Technical Project Assistant				
5.(if any, please specify)				
II. Out of Pocket Expenses (if any, please provide in detail)				
1. Travel Costs				
2. Daily Allowance				
3. Communications				
4. Reproduction				
5. Equipment Lease				
6. Others				
III. Other Related Costs (if any, please provide in detail)				

*[Name and Signature of the Service Provider's Authorized
Person]*

[Designation]

[Date]

Terms of Reference (TOR)

For

ENERGY MANAGEMENT SYSTEM (EMS) MAPPING FOR HOLDING COMPANY IN INDONESIA

A. BACKGROUND INFORMATION

Anchored in the 2030 Agenda for the Sustainable Development Goals (SDGs) and committed to the principles of universality, equality and leaving no one behind, the UNDP has issued the UNDP Strategic Plan 2018-2021 as guideline to help countries achieve SDGs by focusing UNDP's competence and expertise on three sets of development settings:

1. Eradicate poverty in all its forms and dimensions;
2. Accelerate structural transformation for sustainable development (addressing inequalities & exclusions, transitioning to zero-carbon development & building a more inclusive accountable governance system);
3. Build resilience to shocks and crises.

Aligned with the Strategic Plan, UNDP supports the National Government counterpart at the policy and program implementation level, working overall to support country's national priorities to:

- Reduce inequalities, including by gender, to ensure inclusive development;
- Improve access to social protection;
- Improve natural resources management and address issues in climate change mitigation and adaptation for a greener and resilient development;
- Enhanced access to justice and more accountable public institutions.

In alignment UNDP Strategic Plan to improve natural resources management and address issues in climate change mitigation and adaptation for a greener and resilient development. Effective Energy Management Systems (EMS) help companies to establish sustainable processes to improve energy performance, whether through reducing energy costs, greenhouse gas (GHG) emissions and other environmental impacts.

With intention to engage private sector or State Owned Enterprise (SOE) as support to the Government of Indonesia in improving natural resources management, specifically energy generation and end-use sector and addressing issues in climate change mitigation for a greener and resilient development, UNDP with the funding from the Global Environment Facility (GEF) implements Market Transformation for Renewable Energy and Energy Sector (MTRE3) project in partnership with the Directorate General for New and Renewable Energy and Energy Conservation (DG-NREEC) of the MEMR.

Law (UU) No. 30 of 2007 and Government Regulation (PP) No. 70 of 2009 concerning Energy Conservation stated that the Government and/or local governments prepare a regulatory framework to encourage the application of energy conservation. One of the policies and program is through **the application of energy management**, especially for energy users equal to 6000 TOE (Ton of Oil Equivalent) through:

1. Conducting periodic energy audits,
2. Appointing energy managers,
3. Implementing energy audit recommendations

4. Reporting energy management implementation to the Government and / or local governments

The Government Regulation on Energy Conservation mandates that energy users who use energy equal to or greater than 6000 tons of oil equivalent (TOE) per year are required to conserve energy through energy management. For this purpose, MTRE3 project offers technical assistance to **promote energy efficiency project development in commercial sector under several holding companies by mapping out the progress of four abovementioned points in selected holding company.**

B. SCOPE OF SERVICES AND EXPECTED OUTPUTS

The objective of this assignment is to conduct **Energy Management System (EMS) Mapping for selected holding company** and map out the potential annual energy saving, GHG emission reduction and sustainable energy investments in subsidiaries or companies under selected holding companies (min. 3 companies).

Scope of activities includes:

- a) Developing the EMS mapping report for selected holding companies that contains:
 - a) Identification of company with 6000 TOE under selected holding companies
 - b) Number of companies/subsidiaries under selected holding companies, progress and latest status of selected holding company in relation to:
 - Periodic energy audits,
 - Appointing energy managers,
 - Implementing energy audit recommendations
 - Reporting energy management implementation to the Government and / or local governments
- b) Calculating the current (January – December 2020) and potential annual GHG emission reduction (the annual GHG emission in 2020 and estimated projection for 2021) from the application of energy management system in selected holding companies.
- c) Developing strategic recommendation for MTRE3 project and emphasizing the potential Energy Efficiency (EE) measures in the EMS mapping report.
- d) Conducting coordination meeting with Health & Safety and Environmental (HSE) unit, Sustainability unit, and Energy managers in several companies under selected holding companies;
 - Development of detailed-study approach and time plan showing how the contractor will undertake the scope of works.
 - Conduct walk-through audit
 - Conduct virtual meetings and interview with key persons in selected holding companies
 - Develop report based on the result of coordination meeting and interview with key stakeholders in the selected holding company
5. Developing Technical Guidance for EnMS - an effectively implemented energy reduction costs, aid strategic thinking about longer-term energy savings, increase energy security and support continual improvement for an EMS in selected holding company
6. Enabling implementation of ISO 50001 certification for selected holding companies - prioritizing holding companies with at least minimum basic requirement of appropriate readiness status to implementation):
 - a) Existing ISO 9001 and/ or ISO 14001 in one or few of subsidiaries under one holding company
 - b) Existing competence-based certified energy manager in one or few of subsidiaries under one holding company

- c) Existing energy audit report in the last 3 (three) years – conducted by certified energy auditor in one or few of subsidiaries under one holding company

The final Energy Management System (EMS) report should include the following information, but not limited to:

A. Description of potential target companies or subsidiaries with 6000 TOE under selected holding companies:

- Short description of business profile
- Number of companies/subsidiaries under selected holding companies
- Progress, latest status, upcoming plan, and commitment level of selected holding company in relation to implementation of:
 - Periodic energy audits,
 - Appointing energy managers,
 - Implementing energy audit recommendations
 - Reporting energy management implementation to the Government and / or local governments

B. Socio-economic and environmental aspects:

- Identify socio-economic aspect of Renewable Energy and Energy Efficiency measures that have been conducted by the selected holding company (e.g. Biogas reactor for surrounded community, Renewable energy-based electricity generation supply for surrounded community)
- Number of Corporate Social Responsibilities (CSR) in relation to socio-economic and environment aspects for surrounded community
- Check the status of Sustainable Energy (Renewable Energy and Energy Efficiency) investments in several holding companies (e.g. leasing scheme of PV Rooftop, potential indication for ESCO business model in energy-efficient lighting system, implementation of bioenergy as alternative power generation, etc.)

C. Technical aspect:

Technical Assumptions:

The selected holding company needs to have following features at the minimum (if appropriate):

- ✓ Existing renewable energy measures (e.g. Biogas or Biomass power generation for captive use)
- ✓ Existing energy efficiency measures (e.g. LED lighting, Solar PV Rooftop – Solar buy or solar rent option for energy saving option, etc.)
- ✓ Existing companies with 6000 TOE unit of energy
- ✓ Willingness and commitment to implement Energy Management System (EMS) and/or EnMS in the end of 2021

Required Technical information:

- Carry out interviews with key persons in the selected holding companies
- Walk-through audit to selected companies with 6000 TOE (only if necessary)
- Carry out the energy demand and projection of energy load growth for the targeted holding companies
- Identify, analyze, recommend potentials for ISO 50001 certification
- Assisting the holding companies to prepare checklist of readiness to obtain ISO 50001 certification

D. Operation and Maintenance

- Estimation of requirement for operationalization and maintenance of Energy Management System (EMS) for targeted holding companies
- Cost estimation for future operational and system maintenance.
- Identify, select and promote a model of best practice case for sustainable energy measures in selected holding companies and recommend a replication to other companies under the same holding company.

Under this assignment the selected company is expected to conduct the following activities and deliver outputs:

No	Expected Outputs	Key Activities	Remarks
1	Detail Workplan	<ul style="list-style-type: none"> ▪ Detailed workplan ▪ Timeline ▪ Stakeholder Mapping 	Due to Covid-19 prevention and safety protocol, UNDP Indonesia and the MTRE3 project encourage all activities to be conducted virtually; virtual meetings and workshops, online interview, etc
2	Draft Energy Management System (EMS) mapping report.	<ul style="list-style-type: none"> • Conduct virtual meetings, interviews, data collection in targeted company with 6000 TOE within the selected holding company • Meeting with key stakeholders relevant to the objective of the assignment • Mapping out the status of Energy Management System application and distribution of location in companies under selected holding company • Walk-through audit to potential site (if possible and when necessary only) 	Draft Energy Management System (EMS) mapping report submitted in both English and Indonesian.
3	EMS Mapping Reports and Guidelines <ul style="list-style-type: none"> • Final report on Energy Management System (EMS) mapping report in selected holding company • Technical Guidance for EnMS for selected 	<ul style="list-style-type: none"> • Finalization of EMS mapping report by considering reviewers' feedback. • Submission of EMS mapping report study. • Develop technical guidance for ISO 50001 at holding company level, including Technical Guidance for EnMS 	Both report and presentation material should be submitted in English and Indonesian versions.

No	Expected Outputs	Key Activities	Remarks
	holding companies <ul style="list-style-type: none"> • Presentation material summarizing the result of Energy Management System (EMS) mapping report and the recommendation 		
4	Assistance and preparation checklist for selected holding companies for implementing ISO 50001 certification	<ul style="list-style-type: none"> • Prioritizing companies that are 50% ready for certification • Preparation checklist for ISO 50001 for selected companies 	

C. RISK MANAGEMENT FOR BIDDERS

- a. Risk of travel - UNDP Indonesia and MTRE3 Project do not encourage any business travel during Covid 19 outbreak – Virtual meeting approach is the most favorable method for data collection
- b. Risk of uncertainty (relative standard on readiness criteria of ISO 50001 implementation for selected holding companies). Basic minimum requirement for Energy Management System for holding company are based on:
 - i. Existing ISO 9001 and/ or ISO 14001
 - ii. Existing competence-based certified energy manager
 - iii. Existing energy audit report in the last 3 (three) years – conducted by certified energy auditor
- c. The holding company will be selected under stakeholder consultation hosted by Ministry of Energy and Mineral Resources and list of potential holding companies

D. INSTITUTIONAL ARRANGEMENT

The selected contractor will work closely under supervision of National Project Manager and reporting to Technical Working Group I (TWG Coord I) of MTRE3 project. UNDP/MTRE3 will facilitate the coordination and communication for meetings, interviews, and data collection to selected holding companies and Ministry of Energy and Mineral Resources (MEMR).

The Ministry of Energy and Mineral Resources will provide guidance and participate in reviewing the submitted Energy Management System (EMS) mapping report of selected holding company and recommending the identified potential companies with basic minimum requirement (i.e. implemented ISO 9001 and/ or ISO 14001) for ISO 50001 certification

E. DURATION OF WORK

The assignment will be conducted for approximately 6 (six) months of work starting in Quarter 4 of 2020.

Detail estimate timetable as below:

No	Expected Outputs	Expected Submission Date
1	Detail Workplan	November 2020
2	<ul style="list-style-type: none"> Draft Energy Management System (EMS) mapping report, including potential energy saving for EMS implementation. Draft report should be submitted in Indonesian and English Progress status of preparation procedures of ISO 50001 certification and implementation 	January 2021
3	<ul style="list-style-type: none"> Final Energy Management System (EMS) mapping report. Report and presentation material summarizing the result of EMS mapping study. Both report and presentation material should be submitted in English and Indonesian versions. Technical Guidance for EnMS for selected holding companies Preparation checklist for Certification of ISO 50001 for selected companies 	April 2021

The above timetable has considered lead time needed by the ministry and UNDP to review outputs, provide feedback and certify on the outputs/works completed. Delay on the completion of the work might affect total budget approved unless it is due to reasons beyond the selected organization's control thus close coordination with the supervisor from UNDP and written notification should always be used to anticipate any delay

F. LOCATION OF WORK

The selected contractor will be based in Jakarta, Indonesia for coordination and consultation with MTRE3 Project – UNDP Indonesia and MEMR and targeted holding company

NOTE: In respect to Covid-19 prevention and safety protocol, UNDP Indonesia does not encourage any travel or meeting in person. Any unforeseen travel will be reimbursed by UNDP upon written agreement by UNDP/Project on the rate and submission of evidence.

G. QUALIFICATION OF THE SUCCESSFUL SERVICE PROVIDER

Institutional Experience:

- At least 2 relevant projects within 5 (five) years of work experience in conducting Walk-through Audit and/ or Energy Management System (EMS) assessment
- At least 5 years experiences working in Indonesia, providing service to International organization and Government is an advantage.
- Registered company with valid license to operate the business in Indonesia.

- Company with affiliation with licensed company for certifying ISO 50001

Personnel Experience:

1. **A Team Coordinator** with minimum **bachelor's degree** in engineering or environmental management, specifically in renewable energy and energy efficiency are advantages, with minimum **8 years** relevant working experience, or master's degree in engineering or environmental management, specifically in renewable energy and energy efficiency are advantages, with minimum 6 years' experience. The team coordinator should have:
 - i. Solid experience in team managerial as team leader,
 - ii. Proven planning skill and organizational skill in project management
 - iii. Proven reporting skills,
 2. **A Sustainable Energy (Renewable Energy and Energy Efficiency) specialist** with master's degree in engineering or environmental management with minimum 5 years of experience or bachelor's degree with minimum 7 years of experience in engineering and environmental management. The sustainable energy should have:
 - i. Proven reporting skills, communication product (policy brief or policy recommendation) or any publication related to sustainable energy.
 - ii. Working experience with Government of Indonesia (GoI) and private sector in the area of energy conservation and commercial sectors
 3. **Technical project assistant** with bachelor's degree in engineering or environmental management with minimum 3 year of experience in energy or environmental project. The technical project assistance should have:
 - i. Background experience in sustainable energy (project, research or policy recommendation)
 - ii. Proven experience as project assistance (e.g. providing Minutes of Meeting, Preparing Presentation, Term of Reference of meeting, drafting invitation, etc)
 4. **Administrative and Finance Officer** with bachelor's degree in management, economic or social sciences with 6 years relevant experience in project management, including financial management, travel and event organizing, administration, or master's degree in management, economic or social sciences with 4 years relevant experience in project management
- **Competencies and skill requirements:**

Each personnel team should have the following competencies and skill requirements:

- Strong analytical, writing & communication skills and fluency in English and Indonesia.
- Strong motivation & ability to work & deliver under short deadlines.
- Focuses on impact & result for the client & responds positively to critical feedback.
- Able to work independently with little supervision.
- Familiarity with government system is strongly desired.

H. SCOPE OF PROPOSAL PRICE AND SCHEDULE OF PAYMENTS

A result-based budget proposal shows amount required to achieve each expected output and a breakdown of cost of inputs for each activity to be carried out for a given output should be submitted. The budget should also specify cost component items, i.e.: professional fees, travel, living allowances, etc. in the provided format (Annex 2)

The schedule of payment will be made as per following timetable:

No	Deliverables	Timeline	Instalment
1	1st payment: upon signing of contract and submission of Detail Workplan	November 2020	20%
2	2 nd Payment shall be made upon submission and acceptance of: <ul style="list-style-type: none"> • Draft Energy Management System (EMS) mapping report. Draft report should be submitted in Indonesian and English • Progress status of preparation procedures of ISO 50001 certification and implementation 	January 2020	50%
3	3 rd Payment shall be made upon submission and acceptance of: <ul style="list-style-type: none"> • Final Energy Management System (EMS) mapping report. Report and presentation material summarizing the result of EMS mapping study. Both report and presentation material should be submitted in English and Indonesian versions. • Technical Guidance for EnMS for selected holding companies • Preparation checklist for Certification of ISO 50001 for selected companies 	April 2020	30%