



INDIVIDUAL CONSULTANT PROCUREMENT NOTICE

Date: 23 November 2021

REF No.: IC/019/21- **REANNOUNCEMENT**

Country: Uzbekistan

Description of the assignment: International Consultant on Passive House criteria incorporation into the building codes in Uzbekistan.

Project name: UNDP/NCE “Market Transformation for Sustainable Rural Housing in Uzbekistan”/Environment and Climate Action Cluster.

Period of assignment/services (if applicable): 20 w/d during December 2021 – March 2022 (Home-based desk work and online meetings with project partners).

Application Process:

Interested candidates need to apply online at www.jobs.undp.org and upload requested documents in Part 4 of Procurement Notice **no later than end of December 07, 2021** (New York time). Please combine all your documents into one (1) single PDF document as the system only allows to upload maximum one document. Your on-line applications submission will be acknowledged to your email address provided in application. If you do not receive an e-mail acknowledgement within 24 hours of submission, your application may not have been received. In such cases, please resubmit the application, if necessary. Link to application at the UNDP Job Site – https://jobs.undp.org/cj_view_job.cfm?cur_job_id=103418 (cut and paste into browser address bar if the link does not work).

Your on-line applications submission will be acknowledged to your email address provided in application. If you do not receive an e-mail acknowledgement within 24 hours of submission, your application may not have been received. In such cases, please resubmit the application, if necessary.

You can review detailed Procurement Notice, Terms of Reference and download templates from the UNDP Procurement Notices Site following the link http://procurement-notices.undp.org/view_notice.cfm?notice_id=86060. (cut and paste into browser address bar if the link does not work).

Application submitted via email, incomplete applications or received after the closing date (December 07, 2021) may not be given consideration.

For more detailed information about UNDP Uzbekistan please visit our website at www.uz.undp.org
UNDP is an equal opportunity employer. Qualified female candidates, people with disabilities, and minorities are highly encouraged to apply. UNDP Balance in Manage Policy promotes achievement of gender balance among its staff at all levels.

Requests for clarification must be sent in writing to pu.uz@undp.org, ensuring that the reference number above is included in the subject line. UNDP shall endeavor to provide such responses to clarifications in an expeditious manner, but any delay in such response shall not cause an obligation on the part of UNDP to extend the submission date of the Proposals, unless UNDP deems that such an extension is justified and necessary.

1. BACKGROUND

The UNDP/NCE and Government of Uzbekistan project on “Market Transformation for Sustainable Rural Housing in Uzbekistan” seeks to transform the rapidly growing rural housing sector in Uzbekistan towards a more sustainable and low-carbon development pathway by designing, piloting and scaling-up a green mortgage market mechanism, which will boost the demand for low-carbon housing among the Uzbek rural population thus reducing GHG emission. The project objective is to provide Uzbekistan’s rural population with improved, affordable and environmentally friendly living conditions.

The project consists of four inter-linked outcomes. The first and principal outcome is the establishment of the green mortgage scheme to incentivize and eventually scale-up the demand for low-carbon housing. This outcome will be supported and enabled by three complementary outcomes related to strengthening domestic supply chain and capacities for construction of low-carbon housing (Outcome 2), introducing policies and regulations for low-carbon housing and settlements (Outcome 3), and raising public awareness about benefits and advantages of low-carbon housing (Outcome 4).

The project aims to strengthen minimum energy performance standards (MEPS) for buildings, as well as to ensure their compliance. Thus, providing national building codes for housing construction in rural areas are feasible criteria for the achievement of beyond-minimum requirements. The most recent review of the standards along with the residential buildings codes was conducted by the Ministry of Construction of Uzbekistan in 2018-2019. The project provides required technical assistance and support to ensure that scheduled revision of the codes includes more mandatory energy use requirements in line with best international standards. The project also assists in the application of the EU Directives on energy consumption in buildings , to the extent that this is possible and appropriate.

In 2018, within this project, JSC "ToshuyjoyLITI" has revised three building codes (SNiPs) that entered into force in 2018 (KMK 2.01.04-2018 "Building thermal engineering", KMK 2.01.18-00 "Norms of energy consumption for heating, ventilation and air conditioning of buildings and structures", KMK 2.04.16-96 "Solar hot water installation"), and two that entered into force in January 2019 (KMK 2.03.10 - 2019 "Rooftops and Roofs", KMK 2.03.13-19 "Floors"). Also, the project developed a wholly new building code (SNiP): SNK 2.04.15 - 20 "Photovoltaic Stations", which was enacted in September 2020.

The project is now seeking an International Consultant to assist with incorporation of the internationally adopted criteria and requirements (https://passiv.de/en/02_informations/02_passive-house-requirements/02_passive-house-requirements.htm) into the existing building codes indicated above and/or guide the national experts on development of a building code on passive house.

Under the overall supervision of the Project Manager, the International Consultant will be responsible for providing the team of national experts with Passive House criteria through fulfilling the following tasks.

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

For detailed information, please refer to Annex 1 – Terms of Reference for International Consultant

3. REQUIREMENTS FOR EXPERIENCE AND QUALIFICATIONS

I. Academic Qualifications:

- University degree (at minimum, a Master's degree or equivalent, PhD is desired) in architecture, civil engineering, construction engineering, energy engineering, buildings design, energy efficiency or related fields.

II. Years of experience:

- At least five (5) years of progressively responsible working experience in development of building codes;
- Professional knowledge, good understanding of energy efficiency, passive house design, Passive House criteria and requirements as well as calculation methodologies for building energy modeling and design for passive buildings;
- Proven experience in conducting high-level consultations and reporting skills;
- Sound knowledge of best international practices related to Passive Housing;
- Proven working experience in the relevant field in the Eastern Europe, CIS countries. Relevant working experience in the Central Asia countries is an asset;
- Proven working experience with international development organization in promoting energy efficiency and passive house techniques is an asset

III. Competencies:

- Demonstrates integrity and fairness by modelling UN values and ethical standards;
- Displays cultural, gender, religion, race, nationality and age sensitivity and adaptability;
- Excellent communication skills;
- Excellent analytical skills;
- Strong oral and writing skills;
- Extensive knowledge of PC applications;
- Focuses on result for client and responds positively to feedback;
- Consistently approaches work with energy and a positive, constructive attitude;
- Remains calm, in control and good humored even under pressure;
- Ability to work independently as well as part of a fairly big team;
- Ability to operate under strict time limits.

IV. Language requirements:

- Proficiency in written and spoken English is required. Sound knowledge of Russian is an asset.

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) **Letter of Confirmation of Interest and Availability** using the template provided by UNDP (Annex 3);
- (ii) **CV** with indication of the e-mail and phone contact or Personal History Form (P11 form), but

successful consultant will be requested to submit filled in and signed a [Personal History Form \(P11 form\)](#) before contract issuance

(iii) Provide a detailed **Action plan/methodology** on how they will approach and conduct the work (max. two pages or 4000 characters with spaces and enters)

2. Financial proposal that indicates the all-inclusive fixed total contract price and all other travel related costs (such as flight ticket, per diem, etc), supported by a breakdown of costs, as per template attached to the Letter of Confirmation of Interest template. If an applicant is employed by an organization/company/institution, and he/she expects his/her employer to charge a management fee in the process of releasing him/her to UNDP under Reimbursable Loan Agreement (RLA), the applicant must indicate at this point, and ensure that all such costs are duly incorporated in the financial proposal submitted to UNDP (Annex 3).

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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).

Note: The following deliverables and indicative schedule are expected from the consultancy contract. Exact dates of beginning and completion stages as well as scope of works for each phase can be corrected by the Project Manager based on reasonable justification by the consultant. The project reserves the right, if necessary, to amend the terms of reference of a consultant on a written agreement. The final schedule will be agreed upon in the beginning of consultancy assignment. All deliverables should be submitted to UNDP by the Consultant in English in e-version and then cleared by the Project Manager and approved by the Sustainable Development Cluster Leader.

The Consultant will be responsible for providing her/his own working station (i.e. laptop, internet, phone, scanner/printer, specific software if needed, etc.) and must have access to a reliable internet connection. The consultant will engage regularly by email, online ZOOM platform and/or phone on an as needed basis.

#	Deliverables	Timeframe	Payment
1.	Work plan and a report including a summary of: International Energy Conservation Code (IECC) and The American Society of Heating, Refrigerating and Air-Conditioning Engineers (ASHRAE) standards relevant to passive houses and net zero energy buildings;	December 20, 2021	35%

	Standards of European countries for passive houses and net zero energy buildings; Passive house planning/ design techniques; Energy active windows and shading devices Tested and approved passive house heating standards and approaches and calculation methodologies/tools Selection and justification of the calculation tool/ model and establishment of boundary conditions, considering local climatic and actinometric conditions (5 w/d and 25% of the total assignment scope)		
2.	Summary review on local team's report (reviews, analysis, evaluation, verification of technical accuracy and approval) on simulation model preparation for the development of the nationalized standard for each criterion of Passive house which reflects online consultations, emergent issues, their solutions, and recommendations (4 w/d and 20% of the total assignment scope)	March 15, 2022	65%
3.	Summary review of technical and methodological assistance on development the software product "Selection and justification thermal/cooling and structural parameters of Passive House considering climatic conditions of the country" (3 w/d and 15% of the total assignment scope)		
4.	Summary review of methodological assistance on development of nationalized building codes for Passive House (or one unified building code, if feasible) and associated manual (5 w/d and 25% of the total assignment scope)		
5.	Final report (comprising a summary of the fifth report of the local team, with recommendations on improvement of results achieved) included an Executive Summary (3 w/d and 15% of the total assignment scope)	March 31, 2022	

Travel (if applicable)

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

When using this weighted scoring method, the award of the contract should 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% of total evaluation (70 points)]

* Financial Criteria weight; [30% total evaluation (30 points)]

Only candidates obtaining a minimum of 49 points for Technical evaluation would be considered for the Financial Evaluation.

Criteria	Weight	Max. Point
<u>Technical</u>		
At least five (5) years of progressively responsible working experience in development of building codes <ul style="list-style-type: none"> ▪ More than 5 - 10 ▪ 5 years - 5 	10%	10
Sound knowledge of best international practices of selection and justification of energy-active windows for passive house <ul style="list-style-type: none"> ▪ Relevant experience – 15 ▪ Absent of relevant experience- 0 	15%	15
Master's degree (equivalent or higher) in architecture, civil engineering, construction engineering, energy engineering, buildings design, energy efficiency or related fields <ul style="list-style-type: none"> ▪ Relevant experience – 5 ▪ Absent of relevant experience- 0 	5%	5
Proven working experience in the relevant field in EAEU and Central Asia countries <ul style="list-style-type: none"> ▪ Relevant experience – 5 ▪ Absent of relevant experience- 0 	5%	5
Fluent English, knowledge of Russian will be an asset <ul style="list-style-type: none"> ▪ Relevant experience – 5 ▪ Absent of relevant experience- 0 	5%	5
Proposed methodology <ul style="list-style-type: none"> ▪ Excellent - 30 ▪ Good – 25 ▪ Satisfactory - 15 ▪ Poor -10 	30%	30
<u>Financial offer</u>	30%	30

ANNEX

ANNEX 1- TERMS OF REFERENCES (TOR)

ANNEX 2- INDIVIDUAL CONSULTANT GENERAL TERMS AND CONDITIONS (available at <http://www.undp.org/content/dam/undp/documents/procurement/documents/IC%20-%20General%20Conditions.pdf>)

ANNEX 3- [OFFEROR'S LETTER TO UNDP](#) CONFIRMING INTEREST AND AVAILABILITY FOR THE INDIVIDUAL CONTRACTOR (IC) ASSIGNMENT AND FINANCIAL SUBMISSION FORM (BREAKDOWN OF COSTS SUPPORTING THE ALL-INCLUSIVE FINANCIAL PROPOSAL