



INDIVIDUAL CONSULTANT PROCUREMENT NOTICE

Date: 15.03.2022

REF No.: IC/013/22

Country: Uzbekistan

Description of the assignment: International Consultant on development of 3 new illustrated manuals "Solar radiation calculation methodology for building exterior surfaces"; "Facade shading systems"; "Green Roofs and Facades"

Project name: UNDP/GEF "Market Transformation for Sustainable Rural Housing in Uzbekistan"

Period of assignment/services (if applicable): 25 w/d during April – September 2022

Duty station (City and Country): 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 March 28, 2022** (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=105384 (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=89084. (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 (March 28, 2022) 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/GEF 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. 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).

Component 3 focuses on strengthening and enforcing minimum energy performance standards (MEPS) in housing construction by reviewing existing and development of new building codes required for these needs.

Under the overall supervision of the Project Manager, and the direct supervision of the Task Manager on Building Designs, Codes and Standards, the International Consultant will be responsible for the assistance and support of a hired a National Company team by the Project in development of three illustrated manuals: "Solar radiation calculation methodology for building exterior surfaces"; "Facade shading systems"; "Green Roofs and Facades". S/he also verify them to be incorporated with internationally adopted criteria and requirements on this matter. The International Consultant shall ensure the content of these manuals to be complete, coherent, well-illustrated and convenient in navigation.

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 proven working experience in development/ enforcement of energy efficient and low-carbon building codes and regulations;
- Professional knowledge and practical experience in design, installment and management of static and dynamic shades and shading devices, greening the roofs and facades, as well as solar radiation calculation methodology/ tools for building exterior surfaces;
- Sound knowledge of tested and proved international practices related to building cooling and greening;
- Proven experience in conducting high-level consultations and reporting skills;
- Proven working experience in the relevant field in Eurasian Economic union (EAEU) and Central Asia countries;
- Proven working experience with international development organization in promoting "green" buildings is an asset

III. Competencies:

- Strong analytical skills, result-orientation;
- Ability to perform under tight deadlines and timely delivery of good quality products;
- Ability to work in a multinational environment and establish good personal contacts;
- Ability to use information and communication technology as a tool and resource;
- Knowledge of spreadsheet and database packages, experience in handling of web-based management systems;
- Understanding of local conditions and ability to work with local professionals

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:

Recommended Presentation of Proposal:

- a) **Letter of Confirmation of Interest and Availability** using the [template](#)¹ provided by UNDP;
- b) **CV** and a **Personal History Form** ([P11 form](#)²);
- c) Brief description of **approach to work/technical proposal** of why the individual considers him/herself as the most suitable for the assignment, and a proposed methodology on how they will approach and complete the assignment; (max 1 page)

Financial Proposal that indicates the all-inclusive fixed total contract price, supported by a breakdown of costs, as per template attached to the [Letter of Confirmation of Interest template](#). If an applicant is

¹<https://intranet.undp.org/unit/bom/psa/Support%20documents%20on%20IC%20Guidelines/Template%20for%20Confirmation%20of%20Interest%20and%20Submission%20of%20Financial%20Proposal.docx>

² http://www.undp.org/content/dam/undp/library/corporate/Careers/P11_Personal_history_form.doc

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).

#	Deliverables	Timeframe	Payment
1.	Work plan (aligned and coordinated with the Work Plan of the contracted National Company team) on planned activities to implement the assignment developed, submitted to, and cleared by Task Manager on Building Designs, Codes and Standards, and approved by Project Manager (1 w/d and 4% of the total assignment scope)	10 days from the date of signing the contract	20%
2.	Report (up to 30 pages without annexes) included a summary of preliminary analysis (Activity 1 of Section III) findings and proposed content for development of three illustrated manuals: "Solar radiation calculation methodology for building exterior surfaces"; "Facade shading systems" and "Green Roofs and Facades" developed, submitted to, and cleared by Task Manager on Building Designs, Codes and Standards, and approved by Project Manager (4 w/d and 16% of the total assignment scope)	50 days from the date of signing the contract	
3.	Report (up to 30 pages without annexes) on contributions provided to development of drafts of the three illustrated manuals (Activity 2 of Section III), including the cost-	80 days from the date of signing the contract	60%

	effectiveness calculation of applied design solutions for energy efficiency, conducted in cooperation with contracted National Company team, developed, submitted to, and cleared by Task Manager on Building Designs, Codes and Standards, and approved by Project Manager (15 w/d and 60% of the total assignment scope)		
4.	Report (up to 30 pages without annexes) on contributions provided to finalization of all three illustrated manuals, including the preliminary testing findings, results of feedback analysis, workshop outputs (Activity 3 of Section III) with recommended improvements developed, submitted to, and cleared by Task Manager on Building Designs, Codes and Standards, and approved by Project Manager (5 w/d and 20% of the total assignment scope)	130 days from the date of signing the contract	20%

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:

- responsive/compliant/acceptable, and
- 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 points]

* Financial Criteria weight; [30 points]

Only candidates obtaining a minimum of 49 points (70% of technical score) would be considered for the Financial Evaluation

<i>Criteria</i>	<i>Weight</i>	<i>Max. Point</i>
<u>Technical</u>		
Education and language skills	5%	5

<ul style="list-style-type: none"> ▪ PhD with English & Russian languages – 5 ▪ PhD with English language – 4 ▪ MSc with English & Russian languages – 3 ▪ MSc with English language – 2 		
<p>Sound experience with development of illustrated building/ construction norms, codes and/ or standards</p> <ul style="list-style-type: none"> ▪ More than 7 years – 15 ▪ 6 – 7 years - 12 ▪ 4 – 5 years - 9 ▪ 3 years - 6 <p>Less than 3 years is not acceptable</p>	15%	15
<p>Proven practical experience in design, installation and O&M of static and dynamic shades and shading devices, greening the roofs and facades (design/ construction, plant selection, watering), as well as solar radiation calculation methodology/ tools for building exterior surfaces</p> <ul style="list-style-type: none"> ▪ More than 7 years – 25 ▪ 6 – 7 years - 20 ▪ 4 – 5 years - 15 ▪ 3 years - 10 <p>Less than 3 years is not acceptable</p>	25%	25
<p>Proven experience in Eurasian Economic Union (EAEU) and particular experience in Central Asia region, preferably in Uzbekistan, focused on energy efficient and low-carbon buildings</p> <ul style="list-style-type: none"> ▪ Yes - 5 ▪ No - 0 	5%	5
<p>Brief description (max 1 page) approach to work/ technical proposal on how s/he will implement and complete the assignment</p> <ul style="list-style-type: none"> ▪ Good: 20 points ▪ Average: 12 points ▪ Satisfactory: 6 points ▪ No responses: 0 	20%	20
Financial offer	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