

# **TERMS OF REFERENCE**

## **FOR INDIVIDUAL CONTRACT**



<b>POST TITLE:</b>	<b>International Consultant to conduct energy audits of health care facilities</b>
<b>AGENCY/PROJECT NAME:</b>	<b>UNDP BRH/Greening the health sector</b>
<b>DURATION</b>	<b>Maximum 100 working days during 1 July 2022 till 28 February 2023.</b>
<b>DUTY STATION</b>	<b>Home based with no travel</b>

### **1) GENERAL BACKGROUND**

It is an indisputable fact that the delivery of prevention and treatment services can inadvertently contribute to major human and environmental health problems. Every day, health care organizations make choices about the products and services they use, from medications, food, and hospital supplies to the energy source used for lighting and powering operating rooms. The collective purchasing power of the health care organizations can shape the marketplace, increase demand for sustainable products, and embrace a broader healing mission.

The United Nations Development Programme (UNDP) and Health Care Without Harm, as a part of the [Sustainable Health in Procurement Project \(SHiPP\)](#), released two separate Sustainable Procurement Guides as roadmaps to build a better and resilient global health system and improve the access to quality health products. This assignment is designed to build on that model, and create an evidence base for scalable, innovative, solutions for greening the health sector, that can be replicated in the Asia Pacific region.

### **2) OBJECTIVES OF THE ASSIGNMENT**

- (1) Conduct energy audits for three selected healthcare units, in the Asia Pacific Region, including analysis on energy consumption/demand of the healthcare units (such as lightening, heating and cooling systems, ventilation, technical equipment to serve doctors and patients etc.), identify inefficiencies and energy losses and propose energy saving measures tied to the payback for investments based on cost-benefit analysis.
- (2) Based on energy audits, calculate potential reductions of the greenhouse gases emissions of the healthcare units if proposed energy saving measures are put in place.
- (3) Develop an energy efficiency model that can be scaled up across the Asia-Pacific region in healthcare facilities, including specific measures on upgrading equipment, optimising technical processes, and changing behavior in workflows etc.

### **3) SCOPE OF WORK**

The consultant will report to the Policy Specialist, HIV, Health and Development team, with advisory support from the Technical Specialist, Nature Climate and Energy team.

The consultant will be tasked with the following scope of work:

- a) Develop methodology and work plan, with inclusion of country and facilities.

- b) Country selection for energy audits to take place.
- c) Conducting the energy audits in three facilities (primary, secondary, tertiary).
- d) A final document describing the background, energy audits, potential GHG reductions and recommended energy efficiency model.
- e) A webinar for internal and external audiences.

#### **Deliverables and Schedules/Expected Outputs**

<b>Deliverables</b>	<b>Schedule</b>
1. Country selection, facilities, and workplan	2 weeks after signing contract
2. Development of methodology for energy audits	2 weeks
3. Energy audits carried out	2 months
4. Final document	1 month
5. Webinar	Within 2 weeks of final document finalization

#### **4) DURATION OF ASSIGNMENT, DUTY STATION AND EXPECTED PLACES OF TRAVEL**

##### **Duration of Assignment:**

The duration of the assignment is between 01 July 2022 – 28 Feb 2023 (100 working days maximum)

##### **Duty Station and Expected Places of Travel:**

The consultant is expected to be home based with no travel required

#### **5) FINAL PRODUCTS**

Please refer to scope of work

#### **6) PROVISION OF MONITORING AND PROGRESS CONTROLS**

The consultant will report to the Policy Specialist, HIV, Health and Development team, with advisory support from the Technical Specialist, Nature Climate and Energy team.

#### **7) DEGREE OF EXPERTISE AND QUALIFICATIONS**

##### **Education**

- At least a master's degree in energy engineering, energy efficiency and renewable energies, building services engineering or a related subject.

##### **Experiences**

- At least 7 years of experiencing in designing and conducting energy audits for buildings
- Experience in carrying out energy audits for healthcare facilities is highly preferred.
- Ability to conduct qualitative, and quantitative assessments.
- Knowledge of health care waste management is an advantage, especially in the Asia-Pacific region.

##### **Competencies**

- Strong command on written and spoken English.
- Strong presentation skills
- Ability to perform tasks in a timely manner and under pressure, to tight deadlines.
- Ability to communicate verbally and in writing with a wide range of partners persuasively and collaboratively.
- Ability to work independently and as part of a team seamlessly using a range of modern means of communication as required.

## 8) CONSULTANT PRESENCE REQUIRED ON DUTY STATION/UNDP PREMISES

☒ NONE ☐ PARTIAL ☐ INTERMITTENT ☐ FULL TIME

## 9) PAYMENT TERMS

Please indicate any special payment terms for the contract.

Deliverables/Outputs	Payment
Submission of country, facility review and workplan	10 percent
Development and application of Energy Audits	40 percent
Final report	40 percent
Webinar	10 percent

## 10) CRITERIA FOR SELECTION OF INDIVIDUAL CONSULTANT FOR AWARD OF CONTRACT

### Evaluation Method and Criteria

**Cumulative Analysis:** The candidates will be evaluated through Cumulative Analysis method. When using the weighted scoring method, the award of the contract will 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 set of weighted combine technical evaluation of desk review and interview (70%), and financial criteria (30%). Financial score shall be computed as a ratio of the proposal being evaluated and the lowest priced proposal received by UNDP for the assignment.

### Technical evaluation (70%)

Criteria	Max. points
1. At least a master's degree in energy engineering, energy efficiency and renewable energies, building services engineering or a related subject.	5
2. Fluency in English and presentation skills (as demonstrated in the CV)	5
3. At least 7 years of experiencing in designing and conducting energy audits for buildings.	30
4. Experience in carrying out energy audits for healthcare facilities is highly preferred.	35
5. Knowledge of health-care waste management in the Asia-Pacific Region highly preferred	25
Total	100

\*\*\*Only candidates obtaining a minimum of 70% in the technical evaluation would be considered for further evaluation

### Financial Evaluation (30%)

Financial proposals from all technically qualified candidates will be scored out 30 marks based on the formula provided below. The maximum marks (30) will be assigned to the lowest financial proposal.

All other proposals will receive points according to the following formula:

- $p = y (\mu/z)$ .

Where:

- p = points for the financial proposal being evaluated;
- y = maximum number of points for the financial proposal;
- $\mu$  = price of the lowest priced proposal;
- z = price of the proposal being evaluated.

**Contract award:** Applicant receiving the Highest Combined Score and has accepted UNDP's General Terms and Conditions will be awarded the contract.

#### 11) APPLICATION PROCEDURE/RECOMMENDED PRESENTATION OF OFFER

**Instructions to Applicants:** Click on the "**Apply now**" button. Input your information in the appropriate Sections: personal information, language proficiency, education, resume and motivation. Upon completion of the first page, please hit "submit application" tab at the end of the page then the uploading option for the required document will be available.

**Please group all your document into one (1) single PDF document as the application system only allows to upload maximum one document.**

Interested candidates must submit the following documents/information to demonstrate their qualifications. Please group them into one (1) single PDF document:

1. **Letter of Confirmation of Interest and Availability with Financial Proposal** (in USD) using the template provided as **Annex III**

**Financial proposal:** Consultant shall quote an all-inclusive fixed total contract price, supported by a breakdown of costs, as per template provided for the entire assignment. The term "all-inclusive" implies that all costs (professional fees, communications, consumables, etc.) that could be incurred by the IC in completing the assignment are already factored into the proposed fee submitted in the proposal.

If an Offeror 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 Offeror must indicate at this point, and ensure that all such costs are duly incorporated in the financial proposal submitted to UNDP.

2. **P11 / Personal CV**, indicating all past experience from similar projects, as well as the contact details (email and telephone number) of the Candidate and at least three (3) professional references with contact details.

**\*\*Failure to submit the above-mentioned documents or Incomplete proposals shall result in disqualification**

**\*\*Please group all your document into one (1) single PDF document as the application system only allows to upload maximum one document.**

The short-listed candidates may be contacted, and the successful candidate will be notified.

Approved by:



Hakan Bjorkman, Team Leader