



INDIVIDUAL CONSULTANT PROCUREMENT NOTICE

Date: 13.09.2022

Country: Belarus

Description of the assignment: Consultant on Energy Efficiency in construction sector / National

Project/Office: UNDP Country Office

Period of services: 6 October 2022 to 31 December 2022 (approximately 25 working days, home-based).

Proposals for tender ref. num. **IC/326/2022** should be submitted to e-mail tenders.by@undp.org no later than **17:00 27 September 2022 (Minsk time)** (ref. num. IC/326/2022 of the tender should be indicated in the e-mail subject line).

Any request for clarification must be sent by standard electronic communication to the e-mail: hanna.harbachova@undp.org The response will be provided by standard electronic mail.

1. BACKGROUND

The United Nations Development Programme (UNDP) is seeking to expand its technical assistance programme in Belarus to cover the energy efficiency in construction sector area. A national consultant will be hired to analyze the current situation in this thematic field, identify problems and shortcomings and suggest actions to address these issues. Based on the results of the analysis the consultant is expected to develop three project concepts in the thematic area related to energy efficiency in construction sector.

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

To support UNDP Belarus in shaping and implementing actions targeting energy efficiency in construction sector area. Consultant on Energy Efficiency in construction sector will cooperate with Energy, Environment and Climate Change Unit. **Please see the detailed Terms of Reference.**

3. REQUIREMENTS FOR EXPERIENCE AND QUALIFICATIONS

I. Academic Qualifications:

- University degree in Energy Efficiency, Engineering, Economics, Development Studies or another related field.

II. Experience:

- Minimum 5 years of demonstrable working experience related to energy efficiency;
- Previous demonstrated experience in formulation of technical assistance project proposals confirmed by CV would be an advantage.

III. Competencies:

- Good knowledge in the area of energy efficiency in Belarus confirmed by at least 2 examples of publications, reports or other similar types of documents in the area of energy efficiency.
- Knowledge of English confirmed by Diploma, certificate, or another relevant document

4. DOCUMENTS TO BE INCLUDED WHEN SUBMITTING THE PROPOSALS

Interested individual consultants must submit the following documents/information to demonstrate their qualifications:

- a) **Letter of Confirmation of Interest and Availability** using the template provided by UNDP;
- b) **CV** including at least 3 references (or contact information of at least 3 people who could provide a reference upon request);
- c) **Financial Proposal** as per template attached to the Letter of Confirmation of Interest and Availability template;
- d) Copy of relevant University Diploma(s);
- e) Copy of Diploma, certificate, or another relevant document to confirm knowledge of English;
- f) Copies of at least 2 examples of publications, reports or other similar types of documents in the area of energy efficiency.

All documents required shall be presented altogether in e-mail transmission.

Incomplete applications will not be considered. Please make sure you have provided all requested materials.

5. FINANCIAL PROPOSAL

Lump sum of the contract shall include various expenses incurred during the contract period (e.g. fee, health insurance, office costs and any other relevant expenses related to the performance of services).

The 100% of lump sum contract amount will be paid upon successful completion of all Deliverables.

6. EVALUATION

Individual consultants will be evaluated based on cumulative analysis.

When using this weighted scoring method, the award of the contract should be made to the individual consultant whose offer received the highest score out of a pre-determined set of weighted technical and financial criteria:

Total score = Technical Score + Financial Score

Example

* Technical Criteria weight; [70%], maximum 700 points

* Financial Criteria weight; [30%], maximum 300 points

All the offers of individual consultants who scored 490 (70% from 700) and more points during the desk review/interview are acceptable for financial evaluation. The lowest technically qualified proposal receives 300 points and all the other technically qualified proposals receive points in inverse proportion according to the formula:

$P=Y*(L/Z)$, where

P=points for the financial proposal being evaluated

Y=maximum number of points for the financial proposal

L= price of the lowest price proposal

Z=price of the proposal being evaluated

| Evaluation Criteria | Weight, % | Score (max. 1000 points) |
|--|-----------|--------------------------|
| Education | 26 | 260 |
| University degree in Energy Efficiency, Engineering, Economics, Development Studies or another related field - 220 points | 22 | 220 |
| Additional 40 points for higher than University degree in Energy Efficiency, Engineering, Economics, Development Studies or another related field. | 4 | 40 |
| Experience | 31 | 310 |
| Minimum 5 years of demonstrable working experience related to energy efficiency – 200 points | 20 | 200 |
| 10 points for each additional year of demonstrable experience related to energy efficiency but not more than 50 points in total | 5 | 50 |
| Previous demonstrated experience in formulation of technical assistance project proposals confirmed by CV would be an advantage - 60 points | 6 | 60 |
| Competencies | 13 | 130 |
| Good knowledge in the area of energy efficiency in Belarus confirmed by at least 2 examples of publications, | 9 | 90 |

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|---|-----------|------------|
| reports or other similar types of documents in the area of energy efficiency – 90 points | | |
| Knowledge of English confirmed by Diploma, certificate, or another relevant document – 40 points | 4 | 40 |
| Financial Proposal | 30 | 300 |
| Total | 100 | 1000 |

Annexes:

Annex I – Terms of Reference

Annex II – Letter to UNDP Confirming Interest and Availability including Finance Proposal

Annex III – Individual Consultant contract form

Annex IV – Individual Consultant General Terms and Conditions