



Local Consultant on Replication Strategy of NAMA project outcomes to SOCAR and countywide

PROCUREMENT NOTICE

Date: 29 October 2018

Country: Republic of Azerbaijan

Project name: “Nationally Appropriate Mitigation Actions (NAMAs) for low-carbon end-use sectors in Azerbaijan”

Description of the assignment: **Local Consultant on Replication Strategy of NAMA project outcomes to SOCAR and countywide**

Period of the assignment/services: Initially 12 months (November 2018 to November 2019)

Proposal should be submitted by online application system no later than **12-November-2018 COB to procurement.aze@undp.org**

Any request for clarification must be sent in writing, or by standard electronic communication to the address or e-mail indicated above. UNDP in Azerbaijan will respond by standard electronic mail and will send written copies of the response, including an explanation of the query without identifying the source of inquiry, to all shortlisted consultants.

1. BACKGROUND

The “Nationally Appropriate Mitigation Actions (NAMAs) for low-carbon end-use sectors in Azerbaijan”

Project’s objective is to reduce the annual growth rate of GHG emissions from the energy end-use sectors. The project will target 3 (three) energy end-use sectors, namely Buildings, Transport and Associated Gas Capture. The “Energy Efficient Buildings” component aims to improve the energy utilization efficiency in buildings by promoting the energy conserving design of new buildings and enhancing the efficiency in the operation of existing buildings. This is to be done through the demonstration of building energy efficiency technologies, systems, and practices. Training events will be arranged to provide opportunities for both government and private sector practitioners to gain the knowledge of implementing EE (energy-efficiency) projects in existing buildings. The training will also aim to develop local expertise to undertake the feasibility (assessment of energy savings, and environmental and economic benefits) of energy efficient (EE) technology applications in the construction of new buildings.

The specific objective of project is to support State Oil Company of Azerbaijan Republic (SOCAR) in the implementation of its Climate Change Mitigation Strategy by promoting and upscaling GHG mitigation measures through a programmatic NAMA approach in the low carbon end-use sectors. SOCAR, being in the core business of oil & gas production, processing and distribution, is a major energy user and greenhouse gases emitter and will act as the main stakeholder of project and implementing partner to further the Company’s long-term sustainable development strategy. It will simultaneously target the country’s institutional & policy framework, address

appropriate mechanisms and result in activities to realize significant GHG emission reduction achievements in the long term. The other key institutional stakeholders for this project are as listed below:

- Ministry of Ecology and Natural Resources (MENR);
- National Climate Change Center (NCCC);
- Ministry of Energy of the Republic of Azerbaijan.

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

The Local Consultant on Replication Strategy of NAMA project outcomes to SOCAR and countywide (hereafter referred to as LC) will perform his/her duties under the overall supervision of Project Manager. The LC shall:

1. To continue the development of design and create rules and regulations database and program curriculums for replication and standardization of the project outcomes;
2. Conduct research on innovative strategies and practices for implementation of the replication programme;
3. Regularly hold consultations with the key stakeholders to ensure the strategy complies with county's relevant policy and regulations;
4. Archive and update the initiative documents used in the implementation of the replication strategy;
5. Create program manuals for trainers who will be involved in replication strategy;
6. Prepare reports for project team and partner (s);
7. Cooperate with main stakeholders relevant departments and in close consultation with project team and follow up the preparation of replication strategy in beneficiary departments;
8. Other relevant works related to the implementation of the assignment.

3. DELIVERABLES

The LC will be delivering monthly reports on the conducted works.

4. REQUIREMENTS FOR EXPERIENCE AND QUALIFICATIONS

<p style="text-align: center;">Requirements</p> <p><u>Education:</u></p> <ul style="list-style-type: none">• University degree in a humanities, economic, engineering related discipline.• Knowledge of/familiarity with Measurement, Reporting and Verification (MRV) systems is desirable. <p><u>Experience:</u></p> <ul style="list-style-type: none">• At least 5 years of practical experience in replication strategies and applications, preferably in the energy management field;• Hands-on or supervisory experience of carrying out the research and publishing experience of articles, papers or preparation of reports;• At least three years of experience in designing curricula related to sustainable development.• Knowledge of/familiarity with indicators necessary to measure the impact of the project outcomes to country's environmental strategy.• Experience in preparing materials and implementing workshops, awareness training and seminars. <p><u>Competencies:</u></p> <p>Functional Competencies:</p> <ul style="list-style-type: none">• Knowledge of/familiarity with the energy conservation and energy efficient technologies;• Strong knowledge in sustainable development and alternative/renewable energy;
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- Demonstrates strong analytical skills and consistently approaches work with energy and a positive, constructive attitude;
- Ability to work independently towards the achievement of broad objectives of the project with minimum guidance.

Development and Operational Effectiveness:

- Ability to apply peer reviewer guideline production procedures;
- Ability to analyze technical requirements in energy efficiency and energy management applications;
- Strong analytical skills.

5. DOCUMENTS TO BE INCLUDED WHEN SUBMITTING THE PROPOSALS.

Interested local consultants must submit the following documents/information to demonstrate eligibility of their qualifications:

- Offeror's letter/filled-in template to UNDP confirming interest and Breakdown of Costs Supporting the Final All-Inclusive Price as per Template
- CV or Signed P11 Form
- Description of Approach to Work (Methodology)

If any of the above-mentioned documents is missing UNDP holds the right to reject the respective proposal altogether.

6. FINANCIAL PROPOSAL

Contract Payment:

The payments will be made in **monthly** in accordance with the monthly deliverables in the attached ToR. In the financial proposals candidates should show the total amount expected for this work.

7. EVALUATION

The Evaluation Method will be technical responsive lowest priced method, which means that out of the offers gaining 70 points the lowest priced will be chosen.

Technical responsiveness will be evaluated by criteria shown in this PN with the maximum amount of points given for each technical requirement as below: Total points for the evaluation is 100 points.

The candidates will be evaluated using the following criteria:

- University degree in a humanities, economic, engineering related discipline (20)
- At least 5 years of practical experience in replication strategies and applications, preferably in the energy management field (20)
- Hands-on or supervisory experience of carrying out the research and publishing experience of articles, papers or preparation of reports (20)
- At least three years of experience in designing curricula related to sustainable development (10)
- Knowledge of/familiarity with indicators necessary to measure the impact of the project outcomes to country's environmental strategy (15)
- Brief Description of Approach to Assignment (15)

If the substantive presentation of a technical proposal achieves the minimum of **70 points**, he/she is considered qualified and successful in the recruitment process.

8. MONITORING

Monitoring and progress control will be conducted by the Project Manager in consultation with the UNDP Project Coordinator.

Format and deadlines will be done in accordance with the phases and deliverables shown in the respective section in the ToR.

9. TIMEFRAME OF THE ASSIGNMENT

The LC will be engaged under an Individual Contract, immediately after the completion of the selection process. The initial contract will be for a period of 50 (fifty) consultancy days, and is expected to start on 21st November 2018. Any further contract extensions will be subject to the overall performance as evaluated jointly by the Project Manager, based on (a) results and impacts of the activities s/he implemented/facilitated, supported and/or conducted; (b) quality of reports, documents and presentations made, and (c) the relationship s/he developed with the Project Team and the beneficiaries of Project.

10. TRAVEL

Local Consultant may need to travel to project sites if required. DSA will be calculated according to UNDP rules.

11. ATTACHMENTS

- 1) Project Document.
- 2) Terms of Reference
- 3) Procurement Notice
- 4) UNDP General Conditions of Contracts for the services of individual contractors
- 5) Template for Confirmation of Interest and Submission of Financial Proposal