



MINISTRY OF ENVIRONMENT AND ENERGY

Male' Republic of Maldives

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TERMS OF REFERENCE

Technical Analysis of Market to Develop Energy Efficiency Labels and Standards Program in the Maldives

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Strengthening Low Carbon
Energy Island Strategies Project



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1. Introduction and Background

The Project “Strengthening Low Carbon Energy Island Strategies Project (LCEI)”, implemented by Ministry of Environment and Energy (MEE) with support from UNEP and funded by the Government of Maldives and the Global Environmental Facility (GEF) aims to reduce greenhouse gas (GHG) emissions through energy efficiency in the building sector. The project will focus on increasing energy efficiency in the building sector by developing appropriate policies, guidelines and standards and through public education and advocacy.

It was decided to use part of the proceeds from the project to determine an appropriate labelling plan for high energy use appliances to provide consumers advice to enable informed decision making on lifetime energy consumption of appliances at point of sale. Lifetime energy consumption here refers to the sum of its purchase price and operating cost such as electricity cost, maintenance cost during its usage. To this end, the first step is to determine the range of appliances common in the Maldives market, their energy efficiency levels, volume of equipment being used, presence of appliances labelled for other markets (other countries) etc. These will be determined through works described in this terms of reference. In the next step, this information will be used to determine the most appropriate methods for a labelling scheme and adopt minimum energy efficiency standards for the Maldives.

Energy efficiency standards and labelling is also known as energy efficiency, performance, or appliance labelling and is one of the most common measures, voluntary or mandatory, used to increase energy efficiency of electrical appliances. It is common that energy efficient appliances have higher purchase prices compared to appliances with low efficiency. The energy efficiency standards and labelling programme is expected to help consumers identify and base their purchase decisions on lifetime appliances costs as opposed to only upfront costs. In Maldives, this is in line with the National Energy Policy and Strategy (2010) which encourages energy conservation and energy efficiency.

2. Scope of Works

The main objective of this technical analysis is to assess the characteristics of appliances listed and to capture baseline appliance market data in the Maldives. This information will be used to inform and support government decision-making on the most suitable Energy Efficiency Labels and Standards in the future.

Under the direct supervision of the Project Manager of LCEI, the proponent will conduct the analysis for the selected electrical appliances below imported to the Maldives.

1. Air Conditioners
2. Washing machines
3. Refrigerators and freezers, and combinations
4. Electric Fans

5. Lights (indoor and outdoor)
6. Water pumps
7. Electric Ovens
8. Television sets
9. Electric water heaters

The study is expected to provide information on energy consumption and energy efficiency of appliances for the above listed appliances. As such, appliances in the current market and future trends must be determined for appropriate product groupings for each appliance. Additionally, appliances in the Maldives market that contain energy efficiency labels of other countries/markets must be identified.

The proponent will involve the following approaches in undertaking this assignment but include where necessary additional approaches and new tools.

The data should be collected for the last 10 years and the trend should be estimated for the next ten years. A detail checklist of information required for the study should include, but not necessarily be limited to the following;

1. Compiling customs data for each of the appliances above, on
 - a) The monetary value of selected appliances imported, over the defined period
 - b) The number of units imported
 - c) A breakdown of imports of each type by country of manufacture
 - d) A breakdown of imports of each type by country of shipping origin
 - e) A breakdown of imports of each type by market supply channel
2. Supplier/Retailer survey
 - a) Annual sales by appliances type, models, annual sales by manufacture
 - b) Proportion of electrical appliances with energy labels and origin of these labels
 - c) Energy Efficiency levels of appliances
 - d) Excel sheet on importers of each appliance listed. The following information should be included at a minimum: the type of appliance, model, their wattage, energy usage for product life time, current labels if any, any standards, capacity, and price.
3. Availability of test data for imported models in the region and availability of labels for these models in the country of origin.

3. Deliverables

Details	No. of Copies
Inception report	1 hard copy +1 soft copy
Draft report on Technical Analysis of Market to Develop Energy Efficiency Labels and Standards Program in the Maldives	1 soft copy
Final report on “Technical Analysis of Market to Develop Energy Efficiency Labels and Standards Program in the Maldives”	4 hard Copies + 1 soft copy
Submission of <ul style="list-style-type: none"> • Stakeholder workshop report, • All raw data’s gathered for the assessment • Visualized summary of the main findings of the analysis (2-4 pages). 	1 soft copy

4. Duration of the consultancy

Duration of the assignment is 70 calendar days upon signing the contract.

Details	Duration
Submission of Inception report	10 calendar days after contract signing
<i>Approval of inception report by MEE</i>	<i>5 calendar days after D1</i>
Draft report on “Technical Analysis of Market to Develop Energy Efficiency Labels and Standards Program in the Maldives”	40 calendar days after D2
<i>Approval of report on “Technical Analysis of Market to Develop Energy Efficiency Labels and Standards Program in the Maldives” by MEE</i>	<i>15 calendar days after D3</i>
Submission of final report on “Technical Analysis of Market to Develop Energy Efficiency Labels and Standards Program in the Maldives”	10 calendar days after D4
Submission of <ul style="list-style-type: none"> • Stakeholder workshop report, • All raw data’s gathered for the assessment 	10 calendar days after D5

<ul style="list-style-type: none"> Visualized summary of the main findings of the assessment (2-4 pages). 	
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5. Requirements for Experience and Qualifications

The following members will be required for the assignment

Post	Nos
Energy Sector Specialist	1
Market Specialist	1

Interested proponent should provide CVs of team members meeting the following requirements:

a) Energy Sector Specialist

- Must have a bachelor’s degree in an energy related field
- Must have 3 years work experience in Maldives energy sector
- Must have excellent presentation and report writing skills.
- Must have excellent communication skills in Dhivehi and English.
- Good theoretical and practical knowledge of energy sector of the Maldives.
- Ability to work well in a team

b) Market Specialist (Team Leader)

- Must have bachelor’s degree in business or related field
- Must have 5 years work experience in market analysis or related area preferably in the energy market
- Must possess knowledge of software programs for data analysis
- Must have experience in using market research techniques such as focus groups, surveys, questionnaires
- Must have excellent presentation and report writing skills.
- Must have excellent communication skills in Dhivehi and English.
- Ability to work well in a team

6. Payment

Payment will be in accordance with the schedule specified below:

REQUIREMENT	ALLOCATION
D1 – Submission of Inception report	15%
D3 – Submission of Draft report on “Technical Analysis of Market to Develop Energy Efficiency Labels and Standards Program in the Maldives”	25%
D5 – Submission of final report on “Technical Analysis of Market to Develop Energy Efficiency Labels and Standards Program in the Maldives”	35%
D6 – Submission of <ul style="list-style-type: none"> • Stakeholder workshop report, • All raw data’s gathered for the assessment • Visualized summary of the main findings of the assessment (2-4 pages). 	25%

7. Additional Information

The Project Management Unit of Strengthening Low Carbon Energy Island Strategies of MEE has overall responsibility for the management of the contract and contractual reporting obligations. The proponent is, however, expected to work closely with the Maldives Energy Authority, Energy Department and Ozone Unit of MEE during the course of the assignment.

Documents and data provided by the government for the purpose of this assessment which is not of public nature shall be considered confidential and should not be disclosed to any other party.

All outputs and materials produced as part of this TOR shall be handed over to Project Management Unit (PMU) of Strengthening Low Carbon Energy Island Strategies at the end of the contract and will become the Ministry of Environment and Energy’s sole property.

The PMU will facilitate meetings with relevant stakeholders. The logistical arrangements for the stakeholder workshop will be supported by the project.

8. Selection criteria

The following criteria's will be applied during the evaluation of the proposals and attention should be paid while preparing the proposals.

Points

(A) Company Profile:	[100]
No. of similar projects/assignments	[60]
Experience in the Maldives	[40]
Total A =	[]

(B) Project Team	[100]
Energy Sector Specialist	[40]
Market Specialist	[60]
Total B	[]

The number of points to be assigned to each of the above positions or disciplines shall be determined considering the following three sub-criteria and relevant percentage weights:

Relevant education and qualifications	[40%]
Experience in similar assignments	[60%]

(C) Approach, Methodology & Work plan	[100]
Approach & Methodology	[60]
Work plan of the Assignment	[40]
Total C	[]

Technical Score (St) = $A/100*[W1] + B/100*[W2] + C/100*[W3]$

Weights Distribution

W1	Company Profile with relevance to similar or related assignments	[10]
W2	Project Team	[60]
W3	Approach & Methodology	[30]

The formula for determining the financial scores is the following:

$Sf = 100 * Fm / F$, in which Sf is the financial score, Fm is the lowest price and F the price of the proposal under consideration.

The weights given to the Technical and Financial score are:

$T = [0.6] * St$, and

$P = [0.4] * Sf$

9. Application

Proponents should submit their proposals containing the following (Standard forms provided in Annex 1):

- Completed proposal submission form (**FORM-1**)
- Brief description of the Proponents organization and an outline of recent similar consultancy services provided by the Proponents along with references.
- A description of the approach, methodology and work plan for performing the assignment covering the following subjects: technical approach and methodology, work plan, and organization and staffing schedule. Guidance on the content of this section is provided under **FORM-2**. The work plan should be consistent with the Work Schedule (**FORM -4**) which will show in the form of a bar chart the timing proposed for each activity.
- The list of the proposed professional staff team, the position that would be assigned and their tasks (**FORM-3**).
- CV's of the professional staff signed by the staff themselves or by the authorized representative of the professional staff and letter of commitment from each member to undertake the project, should you be the winning bidder.
- GST Registration

10. Submission

Proposals must be delivered in sealed envelopes titled “**Technical Analysis of Market to Develop Energy Efficiency Labels and Standards Program in the Maldives**” to the address below on or before 20th September 2016 at 1100 hours local time. Electronic bidding will not be permitted. Late bids will be rejected. Bids will be opened in the presence of the bidders’ representatives, who choose to attend in person at the address below on 20th September 2016 at 1100.

Procurement Section

Ministry of Environment and Energy

Green Building, Handhuvaree Hingun, Maafannu

Male’, 20392, Republic of Maldives

Contact number: 3018300, 3018201

procurement@environment.gov.mv

ANNEX 1: STANDARD FORMS

1. STANDARD FORMS

FORM -1: PROPOSAL SUBMISSION FORM

[*Location, Date*]

To: [*Name and address of Client*]

Dear Sirs:

We, the undersigned, offer to provide the **“Technical Analysis of Market to Develop Energy Efficiency Labels and Standards Program in the Maldives”** in accordance with your Request for Proposal dated [*Insert Date*] and our Proposal. We are hereby submitting our Proposal; our financial offer is for the sum of [*Insert amount(s) in words and figures*] which is inclusive of the local taxes.

We hereby declare that all the information and statements made in this Proposal are true and accept that any misinterpretation contained in it may lead to our disqualification.

If negotiations are held during the period of validity of the Proposal, we undertake to negotiate on the basis of the proposed staff. Our Proposal is binding upon us and subject to the modifications resulting from Contract negotiations.

We undertake, if our Proposal is accepted, to initiate the services and fulfill the requirements of the terms of reference.

We understand you are not bound to accept any Proposal you receive.

We remain,

Yours sincerely,

Authorized Signature [*In full and initials*]: _____

Name and Title of Signatory: _____

Name of Firm: _____

Address: _____

FORM-2: DESCRIPTION OF APPROACH, METHODOLOGY AND WORK PLAN FOR PERFORMING THE ASSIGNMENT

Technical approach, methodology and work plan are key components of the Technical Proposal. You are suggested to present your Technical Proposal divided into the following three chapters:

- a) Technical Approach and Methodology,*
- b) Work Plan, and*
- c) Organization and Staffing,*

a) Technical Approach and Methodology. In this chapter you should explain your understanding of the objectives of the assignment, approach to the services, methodology for carrying out the activities and obtaining the expected output, and the degree of detail of such output. You should highlight the problems being addressed and their importance, and explain the technical approach you would adopt to address them. You should also explain the methodologies you propose to adopt and highlight the compatibility of those methodologies with the proposed approach.

b) Work Plan. In this chapter you should propose the main activities of the assignment, their content and duration, phasing and interrelations, milestones (including interim approvals by the Client), and delivery dates of the reports. The proposed work plan should be consistent with the technical approach and methodology, showing understanding of the TOR and ability to translate them into a feasible working plan.

c) Organization and Staffing. In this chapter you should propose the structure and composition of your team. You should list the main disciplines of the assignment, the proposed professional staff responsibility.

FORM-3: TEAM COMPOSITION AND TASK ASSIGNMENT

Name of Staff	Position Assigned	Task Assigned

