



## ECOWAS INITIATIVE ON STANDARDS AND LABELLING

### TERMS OF REFERENCE

For

*The development of the Minimum Energy Performance Standards (MEPS) of  
Air-conditioners and Refrigerators  
in ECOWAS Region*

<b>Title:</b>	International Expert for Development of the project of Minimum Energy Performance Standards (MEPS) of Air-conditioners and Refrigerators in ECOWAS Region
<b>Main Duty Station and Location:</b>	If applicable
<b>Mission/s to:</b>	If applicable
<b>Start of Contract:</b>	1 <sup>st</sup> July 2015
<b>End of Contract:</b>	30 <sup>th</sup> August 2015
<b>Number of Days:</b>	40 days

## 1. BACKGROUND

The ECOWAS Regional Centre for Renewable Energy and Energy Efficiency (ECREEE) was established as a response to the rising energy security concerns, continued lack of access to energy services in ECOWAS region and the need for climate change mitigation. The Vision of ECREEE is to contribute to the sustainable social, economic, and environmental development of ECOWAS by improving access to modern, reliable and affordable energy services, energy security and reduction of energy related GHG emissions and climate change impacts on the energy systems. The specific objective of ECREEE is to create favourable framework conditions and an enabling environment for renewable energy and energy efficiency markets to increase energy access by supporting activities directed to mitigate existing barriers. These activities include policy development, capacity development, knowledge management and awareness, investment and business promotion.

The ECOWAS Heads of State and Governments, at its 43rd Ordinary Session, from 17 to 18 July 2013 in Abuja, Nigeria, renewed their commitment to the provision of sustainable energy services in ECOWAS by adopting the ECOWAS Energy Efficiency Policy (EEEP) which aims to implement measures that will save up to 2000 MW of power generation capacity by 2020.

In order to achieve the objectives of the ECOWAS Energy Efficiency Policy, several flagship initiatives were established, among which the **ECOWAS Initiative on Standards and Labeling**, which aims to adopt region-wide standards and labels for major energy appliances and equipment.

## 2. OBJECTIVES OF THE ASSIGNMENT

### 2.1 Overall objective

The overall objective of this consultancy is to establish the minimum energy performance standards for energy appliances and equipment in ECOWAS region.

### 2.2 Specific objective

The specific objective of the assignment is to develop two minimum energy performance standards for air-conditioners and refrigerators for ECOWAS

region. It will contribute to increase the level for the deployment of energy efficiency in the ECOWAS Member States by removing inter-alia existing barriers on standards & labeling, legal and regulatory framework.

### 3. SCOPE OF WORK

Under the direct supervision of ECREEE, the consultant will take responsibility for implementing the following activities:

- The consultant will develop a project documents of Minimum Energy Performance standards for air-conditioners in ECOWAS.
- The consultant will develop a project documents Minimum Energy Performance standards for refrigerators in ECOWAS.
- The consultant will describe in great detail the relevance of the action, including the problems and their interrelation at all levels.
- The consultant will develop the full description of the action and its effectiveness for each following items:
  - Scope of MEPS on air-conditioners and refrigerators;
  - Normative References used for MEPS on air-conditioners and refrigerators;
  - Definitions of all main elements used for the standards;
  - Performance Requirements suggested in MEPS documents;
  - Packaging and Labelling proposed.
- The consultant will suggest and describe in detail the methodology of development and reasons for the choice of the methodology proposed.
- The consultant will specify the duration and indicative schedule to implement the project;
- The consultant will support ECREEE in the organization of the meetings for validation and harmonization of MEPS;
- The consultant will make presentation of the projects of MEPS during the meetings with the ECOWAS standards and labeling Technical committee (SLTC);
- The consultant will identify all standards in ECOWAS countries on air-conditioners and refrigerators as well at regional and international standards (e.g. ISO, IEC, etc.);
- The consultant will participate to the meetings of the Electro technical committee (THC5) of ECOSHAM.

#### **4. REQUIRED DELIVERABLES**

The consultant will be required to deliver the **following assignment outputs in accordance with the tentative time schedule**. The deliverables of all reports shall be in electronic. All reports should have stand-alone executive summaries. The key deliverables shall be the following:

- Inception report in English and French - the inception meeting will take place In Praia, Cape Verde;
- Draft documents of the project of Minimum Energy Performance standards for air-conditioners for review;
- Draft documents of the project of Minimum Energy Performance standards for refrigerators for review;
- Final documents of the project of Minimum Energy Performance standards for air-conditioners;
- Final documents of the project of Minimum Energy Performance standards for refrigerators;
- All documents including the Modelling Scenario Report and baseline documents, etc. This includes the meetings report.

#### **5. METHODOLOGY**

The methodology will include detailed steps for the development of MEPS. The consultant will study different models applied on international levels (e.g. EU, America, Asia, Africa, etc.). Based on the agreed methodology, the consultant will create a detailed planning, development and monitoring framework for the preparation and adoption. The framework will include a detailed activity and organizational plan, time schedule and budget.

#### **6. INDICATIVE TIME SCHEDULE**

It is envisioned that this study will commence on **1<sup>st</sup> July 2015** and will be completed in time indicated above. The timeline for the implementation of specific activities will be coordinated with the selected Consultant for this project. The consultant will be requested to take into account efforts with relevant on-going initiatives in the matter in West Africa.

#### **7. FORM AND EVALUATION OF PROPOSALS**

Bids must include a separated technical and financial part:

## 7.1 Technical Part:

- Description of the suggested execution methodology and scope of offered services;
- Description of the Consultant:
  - Documents as requested below (see profile, formal & legal, financial);
  - Short description with examples of its previous experiences;
  - Detailed CVs of with proven track record the individual consultant or in case of a consortium, all CVs of the project team of similar international assignments with similar scope and complexity;
  - Copy of highest university degree certificates of the individual consultant or in case of a consortium of the whole project team and other technical trainings related to the assignment;
- Indicative work Plan of activities, schedule of works, including diagram indicating the working days of the offered experts per activity.

## 7.2 Financial Part:

- Personnel Costs: budget table according to the expert diagram (showing the individual daily fees of the experts in Euro and shall be inclusive of all taxes, duties, works contract tax, sales tax, service tax, VAT, etc.).
- Travel costs according to the suggested methodology (travels for inception meeting, presentation of the final documents of MEPS and Participation to workshop with SLTC and THC5 committee.

## 7.3 Qualification Requirements

### ➤ Profile of Consultant

The consultant is expected to have the following profile:

- Individual consultant or consortium of consultants (contract will be made with the main consultant)
- Demonstrates strong academic background in energy efficiency, management of energy, highly energy efficient technologies and solution, energy economics, standards development;
- At least 10 years of consulting experience in energy efficiency measures ;
- At least 10 years of consulting experience in development of standards and labeling;
- Previous involvement in complex assignments with a similar scope;

- Fluency in English and/or French (working knowledge in Portuguese is an added value).

➤ **Formal and legal requirements**

- The applicant shall be registered as consultant legally authorized to enter into contracts for provision of consulting services. As a proof, the applicant provides evidence on the existence of the company.
- All working files will become the property of ECREEE.

➤ **Financial requirements**

- Personnel Costs: budget table according to the expert diagram (showing the daily fees of the experts in Dollar; inclusive of all taxes, duties, contract tax, service tax, VAT, etc.).
- Travel costs according to the methodology accepted by the both parties.

#### 7.4 Evaluation Criteria

The best offer will be determined as follows:

➤ **80% Quality of technical part**

- Qualification of consultant;
- Quality and quantity of track-record of work experience in the implementing energy efficiency measures;
- Qualification in the development of standards and labeling;
- Quality of proposed methodology: shows clear understanding of all technical aspects related to services requested. It provides a plan and gives an outlook on the provided solutions to achieve the set objectives and meet all the requirements;
- Previous involvement in complex assignments with a similar scope.

➤ **20% Financial part**

For the evaluation of the best financial offer the following costs will be considered:

- Personnel Costs: budget table according to the expert diagram (showing the individual daily fees of the experts in euro; inclusive of all taxes, duties, contract tax, service tax, VAT, etc.).
- Travel costs according to the suggested methodology.

ECREEE reserves the right to verify the information provided by the applicant independently.

## **8. LANGUAGE OF WORK**

The consultant must have the capacity to work in English or French. However, the final draft documents should be submitted in English, French and Portuguese.

## **9. PAYMENT TERMS**

The consultant will be paid in accordance with the produces deliverables as agreed in the contract.

## **10. DEADLINE FOR OFFERS AND QUESTIONS**

Electronic offers shall be submitted by e-mail (pdf-format) at latest **by 15 June 2015 at 18:00 GMT to [energyefficiency@ecreee.org](mailto:energyefficiency@ecreee.org)** .