

## East African Centre of Excellence for Renewable Energy and Efficiency

### TERMS OF REFERENCE FOR SPECIFIC INDIVIDUAL CONSULTANT

<b>Assignment</b>	Consultancy to Support Development of MEPS for Cooling Appliances and Implementation Toolkit
<b>Main Duty Station and Location:</b>	Home-based and EACREEE Office, Kampala Uganda
<b>Type of Contract</b>	Individual Contract
<b>Post Level</b>	Local (EAC) Consultant
<b>Expected Start Date:</b>	August 17, 2020
<b>Expected End Date:</b>	June 30, 2021
<b>Number of Working Days:</b>	100 person-days, spread over 12 months

#### **1. BACKGROUND**

The East African Centre of Excellence for Renewable Energy and Energy Efficiency (EACREEE) was set up to promote renewable energy and energy efficiency in the East African region by facilitating transformation of renewable energy and energy efficiency deployment in the East African Community (EAC) region through policy and regulatory advisory, capacity development, knowledge management, and awareness raising, as well as business and investment promotion.

In 2010, the United Nations Environment Programme (UNEP) launched a global initiative to help developing and emerging markets quickly and comprehensively transition to energy-efficient lighting, room air conditioners, household refrigerators, electric motors and transformers. U4E activities in EAC and SADC include the [Rwanda Cooling Initiative](#) (R-COOL) that has produced an award-winning National Cooling Strategy, MEPS and labelling for ACs and refrigerators and product registration system recommendations, among others.

Under the project '*Building High-Level Support and National Capacities to Enhance Climate and Ozone Protection through Cooling Efficiency*', U4E is supporting EACREEE to facilitate policy harmonization on refrigerating appliances and air conditioners (cooling products) in the EAC region, building upon years of in-kind partnership between the organizations. This project is being implemented in synergy with another project, 'Energy Efficient Lighting and Appliances project in Southern and Eastern Africa' (EELA Project). The EELA project is being implemented by the United Nations Industrial Development Organization (UNIDO) in collaboration with EACREEE and SADC Centre for Renewable Energy and Energy Efficiency (SACREEE) as executing partners.

#### **2. PURPOSE OF THE ASSIGNMENT**

The purpose of the consultancy is to provide support in the development and implementation of Minimum Energy Performance Standards (MEPS) and Labels for refrigerating appliances and air conditioners in the EAC region.

The Consultant will support teams drawn from EACREEE, SACREEE, UNEP/U4E, LBNL and UNIDO to meet the objectives of the consultancy.

**Specifically, the consultant will undertake the following:**

- Conduct a market assessment in EAC to understand the refrigerating appliance and room air conditioner product stock, general market dynamics and trends.
- Support the project team in drafting the technical notes for refrigerating appliances and air conditioners
- Support the project team in developing MEPS and Labelling for Cooling Appliances
- Support the project team in developing Market Transformation Toolkit for EAC Capacity Building

The above tasks are expected to be completed through a combination of home-based work and missions to EACREEE office in Kampala, Uganda, and selected countries.

### **3. EXPECTED OUTPUTS AND DELIVERABLES**

#### **3.1. Inception Report**

The consultant will, taking reference of U4E's proposed approach, organize and provide an Inception Report (max. 10 pages) summarizing the objectives, scope and outputs of the assignment, organization and methodology for achievement of the outputs, documentation review, meetings, findings, and setting out a detailed plan of executing the assignment, including the schedule.

#### **3.2. Market Assessment of Cooling Appliances Report**

The consultant will collect relevant data from a representative set of countries to supplement data from U4E and its manufacturing partners. This will be done in consultation and collaboration with EACREEE's focal persons in EAC member states. The consultant will compile the findings into a Regional Market Assessment Report for EAC. The consultant will be expected to present the findings at fora of EAC Stakeholders for validation and to mobilize support.

#### **3.3. Technical Notes**

The consultant will support the U4E team in drafting the technical notes for refrigerating appliances and air conditioners, with each having an estimated 40 pages, that will guide the Technical Committee (TC) deliberations on Minimum Energy Performance Standards (MEPS) and Labels. The notes will be informed by U4E model regulations, existing policies in the region, and the market assessment. The consultant will also assist the EACREEE team in conducting regional consultation (virtual) workshops to review draft technical notes and preparing the final version of the technical notes.

#### **3.4. MEPS and Labelling for Cooling Appliances**

In a supporting role, the consultant will assist the U4E team in drafting MEPS and Labelling recommendations for refrigerating appliances and air conditioners. The consultant will provide support in conducting consultations at regional and national levels. Regional consultations shall include (virtual) workshops to review draft MEPS and labelling. The consultations process will

be elaborate and wide; involving government institutions, private sector and the public at large. Thereafter the final version of the technical notes will be prepared.

### 3.5. Market Transformation Toolkit for EAC Capacity Building

In a supporting role, the consultant will assist the U4E team to develop a toolkit comprising lessons learned from the Rwanda Cooling Initiative and helping to showcase the contents to EAC stakeholders. Contents will include:

- EAC Regional Cooling Strategy
- Tools (e.g. U4E’s prototype and guidance notes for Product Registration Systems);
- Awareness campaign materials and practices to inform officials, businesses and the public of how and why to get involved in market transformation activities;
- Financial mechanisms to support adoption (through purchases, leasing, or other arrangements) of energy-efficient and climate-friendly solutions;
- Compliance and enforcement protocols (e.g. process for testing of products)

## 4. EXPECTED DURATION AND DELIVERABLES TIMELINES

The assignment will be conducted over a period of 12 months, equivalent to 100 person-days engagement. It is planned that this will not be a full-time employment. However, the consultant will need to be available for regular meetings with the project team as well as project partners for consultation and discussion purposes. Arrangements for such meetings will be coordinated by the consultant with the project team based on the project work plan/schedule.

It is expected that the consultant will provide deliverables as indicated in the table below. Each deliverable, will be based on concrete and satisfactory output documents against expected time, duly approved by the Project Manager.

*Table 1: Deliverables Duration and Timelines*

<b>Expected Deliverables</b>	<b>Expected Duration (Equivalent Person Pays)</b>	<b>Due Date</b>
Approved Inception Report	7	Aug. 31, 2020
EAC Market Assessment Report for refrigerating appliances and air conditioners	40	Sept 30, 2020
Draft Technical Notes for refrigerating appliances and air conditioners	10	Oct 30, 2020
Final version of Technical Notes for refrigerating appliances and air conditioners	8	Jan 31, 2021
First Draft MEPS and Labels for refrigerating appliances and air conditioners	15	Feb 28, 2021
Final draft MEPS for submission to EAC	10	Mar 31, 2021

Expected Deliverables	Expected Duration (Equivalent Person Pays)	Due Date
Market Transformation Toolkit completed and first round of outreach conducted	10	Feb 28, 2021
<b>Total</b>	100	

## 5. TAXATION

The consultant shall be liable to payment of tax on professional fees, including withholding tax, in accordance with the provisions of the Income Tax Act, CAP 340 of the Republic of Uganda.

## 6. REQUIRED QUALIFICATIONS

### 6.1 Education:

An advanced degree in energy engineering, energy management, energy economics or other closely related field.

### 6.2 Experience:

- At least 3 years of professional experience in the energy sector focusing on energy efficiency. Familiarity with refrigerating appliance and/or air conditioner technology and concepts will be an asset.
- Experience in energy data gathering and processing.
- Excellent communication skills on energy policies and cooling technologies
- Experience working in the EAC region
- Experience in working as part of a multi-team coalition.

### 6.3 Language:

Fluency in spoken and written English. Knowledge of French and Swahili will be an added advantage.

## 7. CRITERIA FOR SELECTION

Individual consultants will be evaluated based on the technical competencies – a combination of educational qualifications and experiences.

*Table 2: Evaluation Criteria*

Technical Evaluation Criteria	Maximum Points
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Education	20
Professional experience in the energy sector	20
Experience in energy data gathering and processing	25
Writing skills	15
Experience in the EAC region	10
Experience in team work	5
Language skills	5
<b>Total Scores</b>	<b>100</b>

## 8. APPLICATION PROCESS

Individual consultants interested in the assignment should submit their application documents on or before 31<sup>st</sup> July 2020, clearly indicating email and phone contacts and how soon they can be available. Applications must be submitted by E-mail to: [info@eacreee.org](mailto:info@eacreee.org), with the subject line “Application for Consultancy to Support Development of MEPS and Labels for Cooling Appliances and Implementation Toolkit”.

The following documents should be submitted during the application to demonstrate their qualification:

- a) Cover letter
- b) A technical proposal (max. 5 pages) giving a brief methodology for performing the services, inputs or contributions of the consultant and a summary of experience in similar assignments
- c) Personal CV, indicating academic and professional qualifications, work experience on similar assignments, and at least three (3) professional references.