



Announcement No: POC-019-23
Opening Date: 5/11/2023
Closing Date: 5/31/2023

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TERMS OF REFERENCE

EMRS Consultant/Consultancy

| | |
|--------------------------------------|--|
| Reference No. | Micronesia Public Sector Building Energy Efficiency (MPSBEE) Project |
| Location | Federated States of Micronesia |
| Application deadline | May 31, 2023 |
| Type of Contract | Individual Contractor |
| Post Level | External company/firm/individual |
| Languages required: | English |
| Duration of Initial Contract: | Six months |

BACKGROUND

The Government of the Federated States of Micronesia (GoFSM) through the Division of Energy, Department of Resources and Development (DE/DRD) is the National Implementation Body for the UNDP-GEF funded Full Sized Project (FSP) *Micronesia Public Sector Buildings Energy Efficiency (MPSBEE) Project*. The project concept, including a project preparation grant (PPG), was approved by the GEF in August 2017, a logical framework analysis (LFA) workshop was conducted in December 2017, and, in February 2018 the PPG Team Leader - Project Development Specialist visited the Federated States of Micronesia for the first time. The project document was submitted for GEF approval in August 2018 and re-submitted in December 2018 post-GEF review. Eventually, the project document got signed between National Government of FSM and the UNDP in December 2020.

Objectives

The objective of the planned project is the improved application of energy conserving and energy efficient techniques and practices in the design, retrofit, operation & maintenance of

energy efficient techniques and practices in the design, retrofit, operation & maintenance of public sector buildings

Components

The project consists of four substantial components, namely: 1) Energy Conservation and Energy Efficiency Policies and Regulations Improvements in Public Sector Buildings; 2) Energy Performance Monitoring and Evaluation of Public Sector Buildings; 3) Energy Conservation and Energy Efficiency Improvements in Public Sector Buildings; and 4) Energy Conservation and Energy Efficiency Capacity Building in Public Sector Buildings.

Scope of Work:

1. Conduct capacity needs assessment.
2. Development and conduct of training-workshop seminar for public sector building relevant staff on all aspects of energy management and energy auditing based on capacity needs assessment.
3. Development of EMRS and Conduct training on energy audits and energy management

Deliverables:

1. Selection of public sector staff, DoRD and utilities staff from the four states based on capacity needs assessment for training on all aspects of energy management and energy auditing.
2. Capacity needs assessment on building energy efficient and energy conserving
3. Established and operational building energy audit system, including completed capacity development in the planning and conduct of building energy audit system, including completed energy audits of selected public sector buildings.
4. Established and operational building energy (supply and consumption) monitoring and reporting system (EMRS), including completed capacity development and pilot program on EMRS implementation. Established reporting format on summary of overall and sub-sectoral energy performance in public sector buildings from annual energy consumption, annual average specific energy consumption (SEC), annual

percentage share of “EE public sector buildings’, annual EC&EE investments in the public sector buildings, annual energy savings in the public sector buildings.

5. Conduct training on Energy Monitoring and Reporting Systems
6. Conduct training on ISO 50001- style continuous improvement process to ensure post-project end sustainability;
7. Established and operational national public sector building energy use database, including capacity development in the operation, maintenance and use of the database;
8. Completed evaluation of the implemented building energy audit system (BEAS), and EMRS pilot programs, including a proposed action plan for sustainability of these buildings’ EC&EE systems.
9. Publication and dissemination of results of the energy audit program and enhancement of PSBEAS.

Payment Schedule

| Qualifications | Points | Percentage |
|---|---------------|-------------------|
| Level of university degree (or equivalent) | 10 | 10% |
| Experience | | 40% |
| Extent of experience with building energy efficiency analysis and modelling | 10 | |
| Extent of experience in EE policy development, | 20 | |
| Extent of experience in the Federated States of Micronesia, Small Island Developing States (SIDS) and/or other developing countries | 10 | |
| | | |
| Quality of Proposal | | 20% |
| Quality and soundness of the proposed approach/methodology | 10 | |
| Realistic work plan, including time schedule | 10 | |
| Technical Criteria | | 70% |
| **If necessary, interviews shall also be conducted as part of the technical evaluation to ascertain best value for money. | | |
| Financial Criteria – Lowest Price | | 30% |
| Total | | 100% |

Proposal Submission

Offers must send the following documents:

- i) Technical Proposal.
- ii) Financial Proposal.

The Financial Proposal must be submitted separate from the Technical Proposal. Consultancy Proposal should be mailed to C/- FSM BEE Consultant (MPSBEE), P.O. Box PS-12, Palikir, Pohnpei FSM 96941: or sent via email to dhenry@rd.gov.fm or fsm.mpsbeeproject@gmail.com clearly stating the title of consultancy applied for. Any request for clarification must be sent in writing, or by standard electronic communication to the address or e-mail indicated above. DoRD will respond in writing or 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 consultants.