



Ministry of Environment and Energy

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Announcement Reference No: (IUL)438-CCD/438/2017/199

Consultancy Services for Assessment and Design of Cost Effective, Energy Efficiency Improvements for Selected Buildings

The Ministry of Environment and Energy has received financial assistance from Global Environment Facility (GEF) administered by the United Nations Environment Programme (UNEP) to reduce greenhouse gas (GHG) emissions through energy efficiency in the building sector. Strengthening Low Carbon Energy Island Strategies (LCEI) and intends to procure services of a consultancy firm to conduct an assessment and design cost effective, energy efficiency improvements for selected buildings.

Ministry invites eligible consultancy firms to submit proposals according to the Terms of Reference (TOR). The detail TOR for the consultancy is available to download from the ministry's website (<http://www.environment.gov.mv>) and also TOR can be directly downloaded from this announcement.

Proposals must be delivered in sealed envelopes to the address below on **21st November 2017 at 1130 hours** local time. For detailed submission instructions refer to the TOR.

Procurement Section

Ministry of Environment and Energy

procurement@environment.gov.mv

Green Building, Handhuvaree Hingun, Maafannu

Male', 20392, Republic of Maldives





MINISTRY OF ENVIRONMENT AND ENERGY

MALE' REPUBLIC OF MALDIVES

Announcement Reference No: 438-CCD/13/2017/199

Assessment and Design of Cost Effective, Energy Efficiency Improvements for Selected Buildings

[23rd October 2017]

Prepared by:

Project Management Unit

Strengthening Low Carbon Energy
Island Strategies (LCEI) Project



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1. Introduction & Background

The Republic of the Maldives has strongly identified their intention to transition to a low carbon economy. On an economy-wide basis, the business as usual scenario for GHG emissions show a growth of 92% to 2.5 Mt CO₂-e by 2020, from the estimate of 1.3 Mt CO₂-e for 2009 (Carbon audit, conducted to IPCC standards in 2009). Electricity generation/consumption accounted for 82% of greenhouse gas emissions in the 2009 estimates. Electricity use and its associated diesel consumption is expected to grow strongly: from 79MW in 2010 to 117 MW in 2020, 48% in 10 years (SARI/Energy study). However, building sector projects focus on social housing and housing needs, not on the energy efficiency of these contributions.

Maldives faces a particular series of challenges in the building sector, including high import cost of construction materials, historic depletion of natural resources (past use of coral materials in construction works, which is now prohibited by law) and high population density of its capital city Malé with small population groups dispersed across multiple islands and atolls.

The building sector of the Maldives is generally under-investing in energy efficiency and other low carbon energy building technologies due to diffused responsibility for energy consumption over the lifetime of any given building. For example, there are no nationally coordinated efforts to promote energy efficient building and municipal technologies, such as efficient lighting. A comprehensive set of standards, rating systems, market suasion and innovation incentive tools are needed to break the stagnation in progressive improvements. Key constraints to these processes include fragmentation of stakeholders, lack of awareness, lack of means for key decision makers to participate in the global process to design a common benchmarking system, lack of capacity to adequately analyse the needs for policy intervention at local levels, and inadequate capacity to build capacity to collect local level data required for baselines and policy tools, such as information about availability of materials, products, services and the local level of technological development.

The existing policies and regulations lack provisions to encourage adoption of energy efficient design and the use or integration of efficient appliances, including incentives (or 'push') for existing building stocks to retrofit towards energy conservation and energy

efficiency. The existing polices do not include energy efficiency guidelines or standards for building material and design, and building construction. Energy efficiency can be promoted under other names - good lighting, natural ventilation, preventing solar heat gain - to achieve EE outcomes. Although there is some awareness within the building design and construction industry of the basic design and construction methods for energy efficiency in buildings, there is room for substantial improvement through the preparation and implementation of guidelines, standards and possibly codes that focus on energy efficiency measures including energy efficient construction materials for new construction.

The Project “Strengthening Low Carbon Energy Island Strategies Project (LCEI)”, is designed with a goal of market transformation for energy efficient technologies in buildings and the built environment in the Maldives; and promotion of energy efficiency investments in buildings, The project will not only target energy efficient technologies, but will also promote emerging low carbon energy technologies for the building sector.

LCEI Project is 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). The project aims to reduce greenhouse gas (GHG) emissions through energy efficiency in the building sector.

2. Objective

The objective of this consultancy is the assessment and design of cost effective energy efficiency improvements in selected buildings.

3. Scope

The scope of work involves conducting detailed energy audits for 4 selected buildings, and designing cost effective efficiency improvements for 3 of them; and development of a monitoring methodology for tracking the energy and GHG reductions.

The energy audits and designing involves the following 4 buildings:

1. Building 1: Velaanaage Building, Male’ (14 Storey Government office building)– energy audit and design EE improvements

2. Building 2: A residential building under the HDC, Hulhumale' (approximate building size: 350 sqm, 4 floors) – energy audit and design EE improvements
3. Building 3: A Mosque (approximate size: people capacity 800, located in Male', Vilimale' or Hulhumale') – energy audit and design EE improvements
4. Building 4: Maldives Meteorological Service office in Seenu Gan – energy audit only

The results of the energy audit must show an energy efficiency indicator measurement - energy efficiency per square ft, or per number of persons and energy consumption patterns in the buildings. Using the results of the energy audit, cost effective energy efficiency improvements must be developed for the building 1, 2 and 3.

The energy efficiency improvement designs shall consist of architectural, building materials and building services modifications and/or retrofits, and it shall be locally applicable. Implementing the proposed designs and modifications is NOT part of this terms of reference. Design details must include material, material quality and quantity requirements. Details of designs must be explained with diagrams, pictures, formulae, graphs, etc. Cost effectiveness must be assessed via cost benefit analysis and preferred solutions explained by comparing cost benefit analysis of different solutions. Energy efficiency improvements shall include recommendations on improvements for energy management practices. Detailed recommendations shall be developed for government offices.

4. Indicative Tasks

The following are indicative tasks to achieve the objectives above, but are not necessarily limited to the following activities:

1. Inception – meetings with stakeholders and finalizing the detailed methodology for conducting the assessment
2. Review relevant documents such as the Maldives Construction Act (Number 4/2017, Dhivehi) and Maldives Building Code (Draft, English) and Planning Regulations (2015/R-192, Dhivehi) and amendments. In case any translations are required, it must be obtained by the consultant.
3. Conduct a detailed energy audit of the selected buildings - Assess and map the baseline energy consumption, building envelope, internal space design and usage,

materials used and other critical parameters affecting energy efficiency. Taking metered data for the detailed audit is required for a duration of 1 week (minimum). Utility bill information, initial walk through audit, assessing the drawings and the building, taking inventory of equipment etc are required.

4. Each building's design and energy consumption shall be assessed for features that enable energy efficiency and those features that make it consume more energy.
5. Review energy management practices and policies of government offices in building 1.
6. Analyze and design energy efficiency improvements – The cost effectiveness, energy and GHG reductions of the different energy efficient improvement solutions must be comparable. The solutions must explore materials easily available/accessible in the Maldives. The proposed improvements must also be within the limits set by the Maldives Building Act and Planning regulations.
7. Propose recommendations on energy management practices and policies for improved energy management within government offices based on Government offices in Building 1.
8. Estimate energy savings and GHG reductions for the proposed energy efficiency improvements
9. Recommend a monitoring plan for undertaking continuous energy consumption monitoring of these buildings to measure the benefits (energy and GHG) of implementing the energy efficiency improvements – the monitoring plan must include any extra equipment needed, including specifications, measurement points and any other activities and arrangements that will need to be undertaken. Implementing the monitoring plan is NOT part of this terms of reference.
10. Dissemination workshop (1 day) to share the findings of the assessment
11. The final report shall be a single structured report and must include the following chapters. The drafts of these chapter shall be delivered as per the schedule under “Deliverables” and when finalized will make the main content of the final report:
 - Energy audits of the 4 buildings
 - Designs of cost effective energy efficiency improvements for building 1, 2 and 3

- Recommendations on energy management practices and policies for improved energy management within government offices
- Recommended monitoring plan for undertaking continuous energy and GHG monitoring for building 1, 2 and 3.

In addition, the final report shall contain methodologies and any other details relevant to this work.

5. Deliverables

Deliverable	Delivery Date*
1. Inception report with detailed methodology and work plan	3 weeks
2. Draft chapters on energy audit for the 4 buildings	10 weeks
3. Draft chapters on cost effective energy efficiency improvement designs for the 3 buildings 4. Draft chapters on recommendations on energy management practices and policies for improved energy management within government offices 5. Draft chapters on recommended monitoring plan for undertaking continuous energy and GHG monitoring in the 3 buildings	16 weeks
6. The Draft Final Report (refer to #11 under “indicative tasks”) and all raw data gathered for the assessment	19 weeks
7. The Final Report	21 weeks
8. Stakeholder dissemination workshop**	TBC

* **From the date of contract signing**

** **Logistical and financial arrangements for workshop (venue, catering and invitations) will be supported by the LCEI project. Bidders should NOT include this cost in the financial proposal**

6. Duration of the Consultancy

Duration of the assignment is 5 calendar months upon signing the contract.

7. Reporting Requirements

Consultants are expected to work closely with the LCEI project management unit and the Ministry of Housing and Infrastructure.

The consultants will report directly to LCEI Project Manager.

The consultants shall attend progress meetings once every 3 weeks with the LCEI PMU. Team members in posts under section 8 (Requirements for Experience and Qualification) must participate in the progress meetings. Team members in posts under section 8 who are not in Maldives at the time of the meeting shall participate via Skype. Team members in posts under section 8 are required to be present in person for the following:

- To assess the buildings,
- to present and discuss the draft energy efficiency improvement designs and monitoring plan, and
- at the dissemination workshop.

For meetings held under this consultancy, the Minutes of Meeting must be provided to the Project Management Unit within 2 days of the meeting.

8. Requirements for Experience and Qualifications

In executing this TOR, the service provider is expected meet the following eligibility criteria and should provide CVs and commitment letters of team members meeting the following requirements:

#	Post	Nos
1	Building Energy Efficiency Expert (Team Leader)	1
2	Energy Auditor Expert	1

3	Building sector national expert	1
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1) Building Energy Efficiency Design Expert (Team Leader)

- Academic qualification
 - Must have postgraduate qualification in relevant field e.g. Architecture, Energy management, Engineering or related field;
- Professional experience
 - Minimum three (3) year post qualification experience in designing energy efficient buildings or designing retrofits for existing buildings to make them energy efficient.
 - Must have experience with climate change mitigation/GHG reduction assessments for energy efficiency improvements
 - Must have demonstrated experience in conducting life cycle analysis and cost benefit analysis for different energy efficiency features for residential and office buildings
 - Must have demonstrated experience in developing monitoring frameworks for continuous energy consumption monitoring and building energy performance
 - Experience in conducting building energy efficiency assessments is an asset
 - Must have demonstrated experience and abilities to pro-actively lead and coordinate a team, including strong interpersonal skills with ability to multi-task and maintain effective work relationships with diverse range of institutional partners and undertake complex assignments.
 - Must demonstrate experience via links to a sample report of similar work previously conducted
 - Must have excellent speaking, reading, report writing and presentation skills in English

2) Energy Auditor Expert

- Academic qualification
 - Must have undergraduate qualification in relevant field e.g. Engineering, Energy Management, Energy Auditing, Building Services Engineering or related field
- Professional experience
 - Minimum three (3) year post qualification experience in conducting energy audit of public office and residential buildings;

- Must have demonstrated ability for mapping and identifying critical parameters affecting energy efficiency in residential and office buildings
- Must have demonstrated experience in developing energy management procedures for public offices/buildings
- Must have demonstrated experience in conducting life cycle analysis and cost benefit analysis for different energy efficiency features for residential and office buildings
- Must demonstrate experience via links to a sample report of similar work previously conducted
- Must have excellent presentation and report writing skills in English.
- Must have excellent speaking, reading, report writing and presentation skills in English

3) Building sector expert (National)

- Academic qualification
 - Must have undergraduate qualification in a building related field e.g. Civil Engineering, Architecture, or related field
- Professional experience
 - Minimum three (3) year post qualification experience work experience in Maldives building construction/design sector
 - Must have excellent working knowledge of building design/construction sector of the Maldives – must be described in the CV
 - Must have excellent communication skills in Dhivehi and English.
 - Must have the ability to work well in a team

9. Evaluation and comparison of proposals

9.1 Preliminary Examination

The Client will examine the proposals to determine whether they are complete, whether the documents have been properly signed and whether the proposals are generally in order and all the documents stated in Section 12 (Application) has been included in the proposal.

Prior to the detailed evaluation, the Client will determine the substantial responsiveness of each proposal to the Terms of Reference (TOR). For purpose this primary examination, a substantially responsive proposal is one which conforms to all the terms and conditions of the TOR without any deviation.

If a proposal is determined as incomplete or as not substantially responsive Client has authority to reject the proposal. Criteria for determining completeness and substantial responsiveness is given in Annex 2.

9.2 Evaluation of Proposals

A two-stage procedure is utilized in evaluating the proposals.

The Technical Evaluation will be completed at the First Stage of the evaluation. The proposals which passed the minimum technical score of **80%** of the obtainable score of 1000 points in the technical evaluation will be considered in the Second Stage of the evaluation.

In the Second Stage, Financial Proposal will be evaluated. The proposal with the Lowest Financial Quote (Fq) will get the maximum Financial Score (Sf) of 100 points. The Financial Scores (Sf) of the other Financial Proposals will be computed according to the following formula.

$Sf = 100 \times Fq / F$, in which Sf is the financial score, Fq is the Lowest Financial Quote received and F is the price of the proposal under consideration.

Proposals will be ranked according to the combined Technical Score (St) and Financial Score (Sf) using the weights (T = the weight given to the Technical Proposal; P = the Weight given to the Financial Proposal; T+P = 1) and will be computed according the following formulae.

$S = St \times T\% + Sf \times P\%$, in which S is the combine score,

Where T% = 70% and P% is 30%

MEE reserves the right to undertake a post-qualification exercise aimed at determining, to its satisfaction the validity of the information provided by the consultant. Such post-qualification shall be fully documented and, among those that may be listed in the Annex 2, may include, but need not be limited to, all or any combination of the following:

- a) Verification of accuracy, correctness and authenticity of information provided by the service provider on the legal, technical and financial documents submitted;
- b) Validation of extent of compliance to the TOR requirements and evaluation criteria based on what has so far been found by the evaluation team;
- c) Inquiry and reference checking with other previous clients on the quality of performance on ongoing or previous contracts completed;

10. Payment

Payments will be made in accordance with the schedule specified below:

REQUIREMENT	ALLOCATION
Submission and acceptance of inception report with finalized detailed methodology and work plan	10%
Submission and acceptance of draft chapters on energy audit for the 4 buildings	20%
Submission and acceptance of draft chapters on cost effective energy efficiency improvement designs for the 3 buildings	30%
Submission and acceptance of draft chapters on recommended policies and programmes for improved energy management within government offices	
Submission and acceptance of draft chapters on recommended monitoring plan for undertaking continuous energy and GHG monitoring in the 3 buildings	
Submission and acceptance of the final report and completion of dissemination workshops*	40%
Total	100%

11. 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.

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.

Obtaining any necessary visa and documents are the responsibility of the consultant. The MEE will only provide a visa facilitation letter if necessary.

For the dissemination workshop: invitations, catering and venue will be financed directly by the project. This cost should NOT be included in the price quotation.

12. Application

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

- Completed proposal submission form (**FORM-1**)
- Completed financial breakdown form (**FORM-2**).
- Brief description of the company and an outline of recent similar consultancy services provided 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 in **FORM-3**. The list of the proposed professional staff team, the position that would be assigned and their tasks (**FORM-4**). A summary of the work plan must be presented in the format in Work Schedule (**FORM -6**) which will show in the form of a bar chart the timing proposed for each activity.
- Demonstrations of required experiences listed in this TOR along with detailed CVs of the experts signed by the expert themselves and **letter of commitment from each member to undertake the project (FORM -5)**.
- Required experiences and other experiences relevant to this TOR must be specified separately or highlighted in their respective CVs.
- Copy of Company/Institution Registration
- Copy of GST Registration (if applicable)

13. Queries

For any queries please email to procurement@environment.gov.my and CC to low.carbon@environment.gov.my before 2359hrs of 4th November 2017. Answer will be provided to all the queries received by the deadline and will be made available via the Ministry website (www.environment.gov.my) and Ministry Facebook page ([@environment.gov.my](https://www.facebook.com/environment.gov.my)) on 08th November 2017.

14. Submission

Proposals must be delivered in sealed envelopes titled ***“Do not Open Before 21st November 2017 at 1130hrs - Assessment and Design of Cost Effective, Energy Efficiency Improvements for Selected Buildings”*** and the submitting party’s name and address to the address below on 21st November 2017 at 1130 hours local time. Electronic bidding is not permitted. Late bids will be rejected. Bids will be opened in the presence of the bidders’ representatives who choose to be present at the address below on 21st November 2017 at 1130 hours.

Procurement Section

Ministry of Environment and Energy
Green Building, Handhuvaree Hingun, Maafannu
Male’, 20392, Republic of Maldives
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 “**Assessment and Design of Cost Effective, Energy Efficiency Improvements for Selected Buildings**” in accordance with your Terms of Reference 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 (Should quote the amount in Maldivian Rufiyaa)*] which is inclusive of the all applicable 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.

Bid validity is for a period of [*Insert number of days, 60 days minimum*] days. If negotiations are held during the period of validity of the Proposal, we undertake to negotiate on the basis of the methodology and 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 Company: _____

Address: _____

FORM-2: FINANCIAL BREAKDOWN

	Description	MVR
	Total :	
	GST :	
	Total with GST:	

Indicate the total cost with detail cost to be paid in Maldivian Rufiyaa.

Note: The total contract price should be quoted inclusive of Goods and Services Tax (GST) as per the GST Legislation and Circulars where applicable.

*For the dissemination workshop: invitations, catering and venue will be financed directly by the project. This cost should NOT be included in the price quotation.

FORM-3: 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 (including details of any instruments, software, technical formulae, information files and file formats where applicable). 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-4: TEAM COMPOSITION AND TASK ASSIGNMENT

Name of Staff	Position Assigned	Task Assigned

FORM-5: Letter of Commitment

[*Date*]

[Company Name]

[Road Name]

Male'

Maldives

Re: Assessment and Design of Cost Effective, Energy Efficiency Improvements for Selected Buildings Ref no:

This letter is my commitment to _____ that should become successful in obtaining the project referenced in this letter, I will be happy to offer my support as _____

My understating is that the approximate dates of the period of performance in which I will participate on the project is expected to be ___ months.

I look forward to working with you on this auspicious project.

Yours sincerely,

Name: _____

Passport /ID card No: _____

Signatory: _____

ANNEX 2: EVALUATION OF PROPOSALS

<p>Criteria for Preliminary Examination of Proposals</p>	<p><u>Document pre check</u></p> <ol style="list-style-type: none"> 1. Bid is received on or before the date and time specified 2. Bid is properly sealed / un-tampered 3. Bid bears the (i) name of the submitting entity and (ii) title of the Contract outside the envelope 4. Completed Form-1: Proposal Submission is included in the proposal 5. Completed Form-2: Financial Breakdown is included in the proposal 6. Completed Form-3: Description Of Approach, Methodology And Work Plan For Performing The Assignment is included in the proposal 7. Completed Form-4: Team Composition And Task Assignment is included in the proposal 8. Completed Form-5: Work Schedule is included in the proposal 9. Completed Form-6: Letter of commitment for all the experts as described in section 8 of the TOR is included in the proposal 10. Signed CVs of the key staff is included in the proposal 11. Minimum 60 days bid validity provided 12. All the standard forms are included (i.e. no standard contents deleted, no reservations added) 13. Company Profile (not more than 15 pages) 14. Latest Certificate of Registration of Business submitted 15. Bid is strictly for the full scope of requirements (i.e. partial offer is not allowed) 16. Details of Personnel to be engaged in the Contract Submitted 17. There are no exceptional conditions stated that are unacceptable to MEE <p><u>Technical pre check</u></p> <ol style="list-style-type: none"> 1. Is the bidder's understanding of the objective of the assignment explained? 2. Is the bidder's understanding of the objective consistent with the objective of the assignment? 3. Is the bidder's approach and methodology explained in detail? 4. Does the approach and methodology address the full scope of requirements of the assignment? 5. Are the problems being addressed through this assignment, identified and their importance explained? 6. Is there an explanation of the technical approach that the bidder will undertake to address the problems 7. Does the work plan include the main activities and their content of the assignment? 8. Does the work plan show phasing, interrelations and milestones of the activities, and delivery dates of reports? 9. Are the work plan and proposed approach and methodology consistent with each other?
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	<p>10. Is the structure and composition of the team explained?</p> <p>11. Does the proposed team members' qualification and experience meet the minimum requirements?</p> <p>12. Are the main activities and tasks assigned to members of required qualification/experience?</p> <p>13. Are the tasks assignment and the proposed methodology consistent with each other?</p>
Criteria for Essential Eligibility/Qualification of key personnel	Refer to Section 8 of this TOR
<p>Note:</p> <p>1. If bidders do not meet any of the above listed criteria, their proposal may not be considered for further evaluation.</p> <p>2. Bidders meeting above listed criteria are required to submit evidences (details / documents) in support – otherwise proposal may be disqualified.</p>	

Summary of Technical Proposal Evaluation Forms		Score Weight	Points Obtainable
1.	Expertise of Firm / Organization	5%	100
2.	Proposed Methodology, Approach and Work Plan	50%	500
3.	Personnel	45%	400
	Total		1000

Technical Proposal Evaluation		Points obtainable
Form 1		
Expertise of Firm / Organization		
1.1	The bidder's experience in energy efficiency programs, projects or policy level and/or technical assistance for energy efficiency in appliances, energy conservation/ audits/project management services	100
Total		100

Technical Proposal Evaluation		Points Obtainable
Form 2		
Proposed Methodology, Approach and Work Plan		
2.1	To what degree does the bidder understand the task mentioned in this TOR?	70
2.2	Did the proposal address in sufficient detail the important aspects of tasks listed?	120
2.3	Are the different components of this TOR planned to be implemented in a cohesive manner?	70
2.4	Is the conceptual framework adopted appropriate for the task?	70
2.5	Is the scope of task well defined and does it correspond to the TOR?	70
2.6	Is the responsibilities of the key personnel addressed clearly in line with the methodology described	100
Total		500

Technical Proposal Evaluation			Points Obtainable
Form 3			
Personnel			
3.1	Building Energy Efficiency Design Expert (Team Leader)		150
	- Academic qualification	50	
	- Professional Experience	100	
3.2	Energy Auditor Expert		150
	- Academic qualification	50	
	- Professional Experience	150	
3.3	Building sector national expert		100
	- Academic qualification	40	
	- Professional Experience	60	
	Total		400