



TO BE GIVEN TO CONSULTANT/INDIVIDUAL CONTRACTOR

TERMS OF REFERENCE

Name of Contractee: Vitaly Bekker__

Requesting Office: UNECE Sustainable Energy Division__

1. Objectives and Targets (Specific Functions of Consultant/Individual Contractor)

“Development of a training course programme on high-performance energy efficiency standards in buildings in the UNECE region”

UNECE is executing the extrabudgetary project “Promoting the application of high-performance energy efficiency standards in buildings in member States of the Black Sea Economic Cooperation Organization (BSEC) and the United Nations Economic Commission for Europe (UNECE)”. The project aims to improve energy efficiency in buildings and reduce global greenhouse gas emissions from buildings in the UNECE region through improved knowledge of policy makers and building sector professionals in application of high-performance building standards. Standards are an effective instrument for addressing energy efficiency in buildings and to support the achievement of the targets set by several international initiatives such as energy-related Sustainable Development Goals, the Sustainable Energy for All (SEforALL) initiative of the United Nations Secretary General, the Geneva UN Charter on Sustainable Housing, and the Framework guidelines on energy efficiency standards in buildings. UNECE Member States established the Joint Task Force on Energy Efficiency Standards in Buildings under the Committee on Sustainable Energy and Committee on Housing and Land Management in 2015. This project is linked to the extrabudgetary projects “Energy Efficiency Standards in Buildings” and “Enhancing national capacities for development and implementation of the energy efficiency standards in buildings in the UNECE region”, which also support the work of the Joint Task Force.

The assignment would provide a training course programme on high-performance energy efficiency standards in buildings in the UNECE region, which will be delivered to the participants of the training seminar and made available on the UNECE website. The training course will benefit the countries of the UNECE region and in particular member States of BSEC by providing information on high-performance energy efficiency standards in buildings and their application.

The objectives of the contract are the development of a training course programme on high-performance energy efficiency standards in buildings in the UNECE region and delivery of training to policy makers and building sector professionals from UNECE and BSEC member States.

2. Tangible and measurable outputs of the work assignment

The consultant will:

1. Develop a draft training course programme on high-performance energy efficiency standards in buildings in the UNECE region in accordance with the topics in Annex I (in English).
2. Submit the draft to the secretariat and finalize it with the secretariat feedback.

3. Provide translation of the full content of the training course into Russian.
4. Deliver the training course to the participants at a 2-3-day training seminar.

- Report required:

YES (slides and other materials for training course) No. of pages: 50-60 Language: English

Format: PPT/A4

NO

5. Schedule of the work delivery and payments

(please specify dates, expected outputs and related payments, where applicable)

Contract period is for three (3) months from 25.06.2018 to 25.09.2018. A total amount of USD 15,000 should be paid in two installments:

a) The first payment of 60% of the total amount should be made upon the submission of a satisfactory first draft of the training course programme in English for review by the UNECE Secretariat by 10 August 2018.

b) The second payment of 40% of the total amount should be made upon the acceptance of a satisfactory final version of the training course programme in English and Russian by the UNECE Secretariat and delivery of training course to participants of the training seminar by 25 September 2018.

6. Performance Indicators

The consultant will be assessed by the supervisor on the basis of timing and quality contribution to the tangible and measurable outputs of the work assignment as listed above.

Annex I. Topics to be covered in the training course programme on high-performance energy efficiency standards in buildings in the UNECE region

Topic 1. High-performance energy efficiency standards in buildings in UNECE Region. Existing legislation and responsible governmental agencies. Examples from UNECE countries.

Topic 2. Main barriers in implementation of high-performance standards for various building types, with a focus on multi-apartment residential buildings. Adjustment of construction and energy management standards to the regional (provincial, local) conditions.

Topic 3. Energy efficiency standards in new construction. Private and municipal multi-apartment residential buildings and public buildings. Practical experience of UNECE countries.

Topic 4. Retrofits of existing building stock and application of high-performance energy efficiency standards, including multi-apartment residential buildings. Practical experience of UNECE countries.

Topic 5. The role of legal framework and standards in attracting energy efficiency investments for new construction and retrofits in UNECE countries.

Topic 6. Brief overview of issues related to financing of buildings (both construction of new ones and retrofitting existing ones) with application of high-performance energy efficiency standards. Specific issues related to financing for multi-apartment buildings. Presentation of a project with application of high-performance energy efficiency standards for public and/or private financing.

Topic 7. Practical tasks for participants. Improvement of skills in selecting appropriate high-performance energy efficiency solutions for specific conditions.

Head of Substantive Office:

(Name and Title) Scott Foster, Director

Signature: _____

Date _____

Officer in charge of the project:

(Name and Title) Oleg Dzioubinski, Economic Affairs Officer

Signature: _____

Date _____

Executive Office:

Fernando Krichilski, Senior Administrative Assistant

Signature: _____

Date _____

SUPPLEMENTARY DATA FOR HRMS PROCESSING

Index No. ___ ___

Contract OBID No.: ___ ___

Consultant Individual Contractor *(please check where appropriate)*

Job Qualification Requirements

1. Educational level	<input type="checkbox"/> secondary school certificate <input type="checkbox"/> high school diploma <input type="checkbox"/> first degree in _____ <input checked="" type="checkbox"/> advanced degree in civil engineering, energy efficiency or a related field <input type="checkbox"/> PHD in _____ <input type="checkbox"/> Other _ _____ <i>(please check where appropriate)</i>
2. No. of years of relevant work experience	7
3. Special Skill (if any)	Experience in the areas of energy efficiency (energy efficiency in buildings desirable); research and analysis; project and/or programme management is desirable
4. Languages	English

Contract Details

5. Duration*	No.: 3	<input type="checkbox"/> day(s) <input checked="" type="checkbox"/> month(s)
6. Period	From: 25.06.2018	To: 25.09.2018
7. Unit Rate*	Amount: 15,000.00	<input type="checkbox"/> per day <input type="checkbox"/> per month <input type="checkbox"/> per 1000 words <input checked="" type="checkbox"/> lump-sum
8. Total fees	Currency: USD	Amount: 15,000.00
9. <u>Basis for remuneration**</u>	Level B	

* *check where relevant*

** reference source of remuneration as per documents in Guidelines, approved arrangements with HRMS, or specific other.

10. Location of Contract	<input type="checkbox"/> UN premises Geneva <input type="checkbox"/> UN premises (other than Geneva) <input checked="" type="checkbox"/> Home country <input type="checkbox"/> Various locations <i>(please check where appropriate)</i>
11. Travel	<input type="checkbox"/> Yes <i>Destinations:</i> _____ <i>Security Phase:</i> _____ <input checked="" type="checkbox"/> No
12. Source of Funds	<input type="checkbox"/> Regular Budget <input checked="" type="checkbox"/> Extra-Budgetary <i>(please check where appropriate)</i> BAC Number SB-009462 (M1-32ECE-000148) IMIS Project ID:
13. Other candidates reviewed	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No* <i>(please check where appropriate)</i> If no, please explain: * <i>reasonable and documented justification needs to provided</i>

14. Comparative evaluation of all candidates reviewed

Name	Nationality	Level of Education	Years of relevant experience	Description of skills, experience, and work evaluation
Nadejda Khamrakulova	Uzbekistan	Master's degree	6	Expert in implementation and coordination of energy efficiency and renewable energy projects; specific knowledge of the countries of South-Eastern and Eastern Europe and Central Asia; experience in research and analysis and in preparing publications, analytical notes, background papers and reports; experience in monitoring and evaluation of contracts and grants performance. Native Russian and excellent English language skills.

Irina Davis	United Kingdom	Master's degree	10	Expert in energy efficiency in buildings and sustainable development. Specialized Strategic Environmental Assessment (SEA), Integrated Impact Assessment, Equality and Socio-economic Impact Assessments of sectoral strategies and policies. Native Russian and excellent English language skills.
Vitaly Bekker	Russian Federation	PH.D./ Master's degree	13	Expert in energy efficiency, energy management, and monitoring and verification of energy performance in buildings. Extensive experience in energy efficiency projects implementation and energy auditing in Russia and CIS countries. Specific knowledge of the countries of Eastern Europe, the Caucasus, and Central Asia. Proven experience in developing and delivering training courses in energy efficiency and energy management. Native Russian and excellent English language skills.

15. Reason why the consultant/individual contractor was chosen:

Mr. Bekker has extensive experience in the areas of energy efficiency, particularly energy efficiency in buildings, and in project management. He has excellent research and analytical skills. He was the project manager of several energy efficiency projects, including most recently UNDP/GEF Project "Buildings Energy Efficiency in North-West Russia". He has experience in developing and delivering training courses in energy efficiency and energy management, which is of particular importance for this contract. He has good knowledge of the UNECE region and specifically of the countries of Eastern Europe, the Caucasus, and Central Asia. He has excellent language skills both in English and in Russian. Based on these qualifications, Mr. Bekker is the selected expert to carry out the tasks under the Terms of Reference.

16. Is the contractee a UNCS retiree? Yes No

If so, indicate the date of retirement and the final level:

17. Is the contractee a Government employee? Yes No

If yes, please refer to Pa. 4.6 in Guidelines.

18. Is any other department of office of the Secretariat or any other organization of the UN involved in similar work? Yes No

19. Please explain why this expertise or service can not be provided by regular staff in Requesting Office/Dept or other UN Offices/Depts: The assignment demands special expertise

and knowledge related to energy efficiency and renewable energy policies and projects and implementation of projects in the UN system.

20. Are any extensions to this contract envisaged? Yes No

If yes, please explain:

21. Submitted Documents:

- | | |
|--|---|
| <input checked="" type="checkbox"/> Signed and fully updated P.11 | <input type="checkbox"/> Basic Security Awareness Certificate |
| <input checked="" type="checkbox"/> Signed and Fully Completed P.104A/GV | <input type="checkbox"/> Advanced Security in the Field Certificate |
| <input checked="" type="checkbox"/> Recent Medical Certificate | <input type="checkbox"/> Security Clearance |
| <input type="checkbox"/> OBID details (screen view or reviewed contract) | <input type="checkbox"/> Government Employee Acknowledgement |

SIGNATURES

I certify to the best of my knowledge that this work has not been done previously; that it cannot be done by regular staff because it requires expertise, special skills or knowledge not normally possessed by regular staff and for which there is no continuing need in the Secretariat, and the services to be performed do not duplicate work of activities already done or about to be done by other individuals, departments or offices in the Secretariat.

Head of Substantive Office:

(Name and Title) *Scott Foster, Director*

Signature: _____

Date _____

Officer in charge of the project:

(Name and Title) *Oleg Dzioubinski, Economic Affairs Officer*

Signature: _____

Date _____