

ICLEI – Local Governments for Sustainability – Africa Secretariat

Seeks a service provider to implement a water and energy metering programme in seven local municipalities in South Africa.

1 July 2020

Bids due: 31 July 2020

Appointment: 15 August 2020

Contract ends: 31 March 2021

Email bids to Avuyile Kewana, avuyile.kewana@iclei.org

Technical queries to Rebecca Cameron, rebecca.cameron@iclei.org,
and Avuyile Kewana, avuyile.kewana@iclei.org

Please indicate interest for submitting a bid by **10 July 2020**, so responses to queries may be shared with all bidders.

Bids will still be accepted if interest is not indicated, but bidders must accept that they may not have received the responses to questions other bidders may have received.



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This Terms of Reference is for a portion of work that forms part of the broader project: *Urban low Emissions Development Strategies II*. A project description is provided below to give the context in which this Terms of Reference takes place.

Description of the Urban-LEDS II Project

Human activities in cities contribute a significant and growing proportion of global greenhouse gas emissions, driving the demand for energy and other services in urban areas, especially those experiencing rapid population growth. Meeting the ambitious goals of the Paris Climate Agreement will require a fundamental transformation of how urban infrastructure and services, including transportation, energy, water, waste and urban space, are planned, delivered, and maintained. It will also require effective monitoring, reporting, and tracking of performance. The Urban-LEDS II project aims to contribute to this vital component of international climate action, with a focus on local needs and the role of all levels of government to enable action.

Terms of Reference for Energy and Water Metering Programme

Local municipalities in South Africa own and manage a significant number of buildings in their jurisdictions. Through the work ICLEI Africa has done with local municipalities over the past 8 years, it has become evident that the municipal building portfolio and street lighting contribute a significant portion a municipality's own greenhouse gas emissions and water use. It is therefore imperative that municipalities reduce the demand for energy and water to improve the resource efficiency of buildings and street lights; ultimately improving their climate resilience. In order to understand and identify the best suited interventions to implement such a programme municipalities need to undertake a resource audit, as a first step. However, few buildings in these portfolios, if any, are metered and therefore little data is available to support efficiency interventions. Furthermore, this lack of energy and water data in buildings undermines the quality of proposals submitted to potential funders to support these efficiency programmes, such as the Department of Mineral Resources and Energy's Energy Efficiency and Demand Side Management Programme (EDSM). It is therefore necessary to increase the use of energy and water meters in municipal buildings and improve the capacity of officials on how best to use the data generated.

ICLEI Africa is therefore seeking to appoint a service provider who would be able to provide the following scope of work in seven municipalities in South Africa

- Source and install at least one energy meter and one water meter per building for up to 10 buildings per municipality.
- At least 1 meter per area of street lights identified, for only one area per municipality.
- Establish a system for data collection, whether remote or manual, and an exploration of real time digital data collection systems.
- Identify opportunities for making the energy and water resource use visible on a regular basis in at least one building per municipality to inform building occupants of this data.
- Develop a training manual and programme so that relevant municipal officials know how to collect and analyse the building energy and water data, especially to understand trends in resource use (relevant officials will be identified by the municipality).
- Provide ongoing technical support to each of the municipalities in the programme for a period of up to 6 months to support data collection and analysis – this can be provided remotely and by using a Whatsapp group.
- Develop a report for council (maximum 4 pages) and a poster that communicates the value of building metering for reducing resource use.
- Support each municipality to develop one application to the Department of Mineral Resources and Energy's National Demand Side Management Programme for energy efficiency interventions for one or more buildings
- Project Management:
 - Monthly Project meetings with ICLEI Africa
 - Bimonthly engagement with Project Steering Committee, made up of city representatives, National Government officials, and ICLEI Africa

A list of the municipalities is provided below, as well as the type of information that will be provided from each of the municipalities before implementation:

- Steve Tshwete Local Municipality
- Kwadukuza Local Municipality
- Nelson Mandela Bay Metropolitan Municipality
- Sol Plaatje Local Municipality
- Saldanha Bay Local Municipality
- City of uMhlathuze Local Municipality

- Mogale City Local Municipality

Each city will provide the following information for up to 10 buildings and one area of street lighting:

- Name of Building
- Size (m²)
- Current building use
- Are Building plans available?
- Process needed to approve installation of meters in buildings (water and electricity)
- Persons responsible for installation sign offs (water and electricity)
- Area of streetlight
- Map of area of street lights to be metered
- Process to follow for approval of installation energy meters for solar lights
- Persons responsible for approval of installation of energy meters for solar lights
- List of officials to be trained (up to 3) in each municipality, 24 officials in total

Deliverables

- Inception Report
- Meeting minutes for each PSC meeting held
- List of buildings and areas for street lights and the number, type, and location of the meters
- Specification sheet for each type of meter installed
- Report detailing the installation of the meters in each municipality and the system established for data collection
- Training manual and programme on building energy and water data collection and analysis, including the maintenance requirements for meters installed
- Templates for municipal officials to use to collect and analyse data that allow officials to present this information to senior management and/or council easily
- Monthly log/register of the support provided to municipalities
- Up to 1 application per municipality written with relevant municipal officials that will be submitted to the EDSM programme or another funder identified
- Close-out report summarizing the work completed, lessons learnt and recommendations

Liability and Warranty

The service provider appointed must be willing to be held responsible for the installation of the meters and their proper functioning for a period of at least 2 years. Any sub-contractors appointed must be held liable to this condition too.

The meters provided should have a warranty of at least 5 years covering any malfunction of the product.

Project meetings and reporting

It is envisioned that communications will continue throughout the project between ICLEI Africa and the service provider to allow for a close working relationship. The following project meetings will occur, with the possibility of additional meetings if required:

1. Inception meeting, where the process, method and outputs will be agreed.
2. Monthly project management meetings with ICLEI Africa
3. Bi-monthly engagements with the PSC
4. Close out meeting: Meeting to discuss final report

The appointed service provider will provide a short progress update to the project manager every two weeks via email and compile a monthly progress report to be submitted on the 25th of each month.

Budget

The budget is to demonstrate clearly the total for professional fees, including the hourly rate and the number of hours per consultant, and a separate disbursement amount for necessary travel and the installation of the meters, including the cost of meters. A total budget, including all amounts and VAT, is then to be provided.

Logistic costs for any workshops will be paid for directly by ICLEI Africa and therefore do not need to be included in the budget.

The appointed service provider may appoint a sub-contractor or sub-contractors to install the meters and set up the necessary systems. However, the service provider remains responsible for the quality delivery of any portion of work delivered by a sub-contractor. Any portion of the budget that will be assigned to sub-contractors must be indicated in the budget provided.

Access to Data and Intellectual Property

For the purposes of this tender, it should be assumed that some data has been collected, but this will need to be finalised in consultation with the municipality. The data currently available will be shared only with the appointed service provider. ICLEI Africa will assist the service provider to obtain data from the municipality, as far as possible. ICLEI Africa will prepare the focal point in the municipality to start collecting the necessary data and be available to respond to queries. All data used (that is not available from a public and open source platform) and related outputs produced are confidential and not to be shared without written permission of ICLEI Africa and the relevant municipality. On completion of the contract, the intellectual property of all outputs will be transferred to ICLEI Africa. The appointed service provider will be expected to sign a confidentiality agreement to this effect.

Service provider requirements

The service provider appointed is expected to have a relevant engineering degree or diploma permitting them to authorise work of this nature.

The service provider appointed must have a minimum of 10 years of demonstrated experience in completing similar projects in South Africa. Experience working with the public sector and facilitating training should be highlighted.

Only service providers with an office in South Africa will be considered.

The service provider appointed must have demonstrated skills in managing projects timeously and producing high quality outputs within short delivery periods.

Submission Requirements

Bids are to include a response to the Terms of Reference, both technical and financial, which must include:

- a) Approach and methodology
- b) Detailed work plan and related budget, assigning number of hours/days to each task identified and to whom.
- c) A summarised list or table of similar projects, including title, description, the client, the project duration, your role in the project, and a minimum of one contactable reference.
- d) Curriculum vita of each person identified on the team.
- e) Company profile.
- f) Specification sheet for each suggested type of meter installed

- g) The company profile of any sub-contractors that are expected to be appointed, providing an overview of this company's experience
- h) Provide proof of status for preferential procurement:
 - a. If the service provider is based in South Africa, a B-BBEE certificate must be provided
 - b. If the service provider is based in South Africa and has an annual turnover of less than R10 million and/or does not have a B-BBEE certificate, a completed and signed sworn affidavit must be provided. The template for this is in Annex A to this Terms of Reference.

Submission process and timeline

Kindly submit your proposal to Avuyile Kewana, avuyile.kewana@iclei.org and Rebecca Cameron, rebecca.cameron@iclei.org, by 16:00 (SAST) on 31 July 2020. At all times, please use the subject line: *Service Provider: Urban-LEDS II Building Metering*. See the timelines for submission below:

- 1 July 2020: Terms of Reference released.
- 10 July 2020: Deadline for indicating interest and sending requests for clarification or queries regarding Terms of Reference to ICLEI Africa
- 15 July 2020: Queries responded to by ICLEI Africa
- **31 July 2020: Proposal submission closing date.**
- 15 August 2020: Service provider appointed
- 31 March 2021: Service provider contract completed.

Appointment of a service provider is subject to the ICLEI Africa's contractual terms and conditions as captured in the Letter of Appointment.

Additional Information

ICLEI - Local Governments for Sustainability is the leading global network of over 1,500 cities, towns, and regions committed to building a sustainable future. Through our collective efforts, we impact more than 25 percent of the global urban population. For more information on ICLEI Africa's work, please see <http://africa.iclei.org/> and <http://cbc.iclei.org/>.

ICLEI AFRICA RESERVES THE RIGHT NOT TO APPOINT A SERVICE PROVIDER AS PER THIS TERMS OF REFERENCE

Annex

South African – preferential procurement: Sworn Affidavit for Exempt Micro Enterprise

SWORN AFFIDAVIT – B-BBEE EXEMPTED MICRO ENTERPRISE

I, the undersigned,

Full name & Surname	
Identity number	

Hereby declare under oath as follows:

1. The contents of this statement are to the best of my knowledge a true reflection of the facts.
2. I am a member / director / owner of the following enterprise and am duly authorised to act on its behalf:

Enterprise Name	
Trading Name	
Registration Number	
Enterprise Address	

3. I hereby declare under oath that:
 - The enterprise is _____ % black owned;
 - The enterprise is _____ % black woman owned;
 - Based on the management accounts and other information available on the _____ financial year, the income did not exceed R10,000,000.00 (ten million rands);
 - Please confirm on the table below the B-BBEE level contributor, **by ticking the applicable box**.

100% black owned	Level One (135% B-BBEE procurement recognition)	
More than 51% black owned	Level Two (125% B-BBEE procurement recognition)	
Less than 51% black owned	Level Four (100% B-BBEE procurement recognition)	

4. The entity is an empowering supplier in terms of **the dti** Codes of Good Practice.
5. I know and understand the contents of this affidavit and I have no objection to take the prescribed oath and consider the oath binding on my conscience and on the owners of the enterprise which I represent in this matter.
6. The sworn affidavit will be valid for a period of 12 months from the date signed by commissioner.

Deponent Signature: _____

Date: _____

Commissioner of Oaths
Signature & stamp