

Terms of Reference

Hiring of Consultant to Develop Enlistment Criteria for Appliance Testing Labs under Pakistan Energy Label Regulations 2023

National Energy Efficiency & Conservation Authority (NEECA) is sole federal authority for initiating, catalyzing, carrying out and coordinating the implementation of all energy conservation programs in all sectors of economy.

NEECA has developed Pakistan Energy Label Regulations 2023 for five electrical appliances namely fans, room air conditioners, household refrigerating appliances, motors, and LED lights. The implementation of these regulations necessitates enlistment of testing labs with NEECA for acceptance of the energy performance testing of appliances.

To facilitate this essential process, NEECA is seeking the services of a qualified consultant for developing the criteria for the enlistment of appliance testing labs inside Pakistan and internationally ensuring alignment with Local and International best practices and standards and providing the relevant standards under which the testing of appliances will be conducted. The developed criteria must ensure financial sustainability, with close consideration given to the activities involved in enlisting the labs.

The ideal candidate must possess knowledge and experience of appliances testing labs accreditation standards, PNAC, ISO/IEC 17025, and appliance testing standards; and understanding of regulatory frameworks and compliance requirements related to energy efficiency testing.

The consultant must be Pakistani national and based in Pakistan (preferably Islamabad) and should be willing to travel to other parts of Pakistan as required. The consultant will work closely with NEECA officers at NEECA Building, G-5/2, Islamabad and should remain available for assistance of NEECA on prior notice as and when required. The consultant should have good and reliable internet connectivity resources for virtual meetings as and when required by NEECA.

Deliverables & Accountabilities:

1. The consultant is required to deliver followings as per chronology.

Sr. No.	Deliverable Description	Timeline (From the Completion of Previous Deliverable)	Percentage Completion of the Contract
1.	Provision of report with presentation along with relevant copies of PNAC Manuals for lab accreditation, PSQCA standards for appliances under Pakistan Energy Label Regulations 2023 and further ISO, IEC, IEEE, ASHRAE etc. standards referred there into.	10 days from Signing of Contract	15%
2.	Preparation and submission of draft strategy for developing financially sustainable and technically feasible criteria for labs enlistment, and obtaining NEECA's approval for the strategy.	10 days	10%
3.	Development and obtaining approval of NEECA of a financially sustainable NEECA Lab Enlistment Criteria focusing on energy performance testing of appliances and aligned with the local (PNAC) standards and international best practices, and satisfaction of NEECA. Consultant will have to submit one (1) set of hard copy of the criteria and deliver a presentation on the above.	20 days	40%
4.	Development and obtaining approval of Internal Standard Operating Procedures (SOPs) for NEECA officials for the enlistment and afterwards monitoring of Labs ensuring transparency and compliance with local and international best practices	20 days	20%
5.	Provision of support to NEECA for training / outreach to labs for enlistment criteria and obtaining completion certificate	30 days	15%

2. NEECA shall provide response to submissions of the consultant within 7 calendar days from the date of receipt of deliverable.
3. Expenses and arrangements for travelling, boarding & lodging for deliverable 5 shall be arranged by NEECA. However, no TA / DA shall be admissible to the consultant for this deliverable.
4. The enlistment criteria shall conform to all relevant laws of Pakistan.

5. The consultant will also be required to engage with PNAC, PSQCA, testing labs in public & private sectors and in educational institutes.
6. The consultant is required to also submit soft editable copies of all the documents and presentations under the contract
7. The consultant is required to
 - a. attend in-person meetings on prior notification
 - b. attend virtual meetings as and when required by NEECA
 - c. prepare and deliver presentations relevant to the tasks assigned in the contract

Further Notes & Information:

1. The consultant must abide by laws of Pakistan during completion of the contract.
2. The consultant shall not use any material / content which has copy rights of others or proprietary of others.
3. All the material, documents, content handed over to NEECA shall be property of NEECA and the consultant shall have no proprietary rights of this material.
4. The consultant may claim payment on successful completion of each deliverable by submitting complete and verifiable invoice. The payment shall be made within thirty (30) calendar days of receipt of complete and verifiable invoice.
5. The consultant shall not sublet the task to any other individual or firm.
6. The consultant shall be required to maintain confidentiality and avoid breach of data & content deliverable under the contract.
7. All the costs for performing the contract are to be borne by the consultant except for cost of travelling, boarding & lodging against Deliverable 5 as mentioned above.
8. A penalty of 5% per day of the lump sum contract value shall be applicable in case of delay in completion of contract except for the reasons which are not attributable to the consultant.
9. In case of breach of the conditions of the contract, NEECA reserves the right to black-list the consultant in record of NEECA and initiate necessary legal action.
10. Either Party shall be excused from any delay or failure in performance required hereunder if caused by reason of any occurrence or contingency beyond its reasonable control, including, but not limited to, acts of God, acts of war, fire, insurrection, strikes, lock-outs or other serious labor disputes, riots, earthquakes, floods, explosions or other acts of nature.
11. Either party may terminate this agreement at any time by providing the other party with seven (7) calendar days written notice. The NEECA may terminate this agreement immediately at any time if the consultant fails to provide service or breaches any other material term of this agreement.
12. NEECA reserves the right to reject all proposals without assigning any reason.

Duration of Contract:

90 Calendar Days from date of signing of the Contract

Eligibility:

The consultant submitting proposal must meet following eligibility criteria.

1. Must be Pakistani National
2. Maximum age limit for the consultant is sixty (60) years
3. Must have at least Bachelor's degree in preferably in Engineering (Electrical, Electronics, Mechanical, Mechatronics, or relevant field) or Masters in quality control or Lead Auditor of ISO 17025 with valid certificate.
4. A Minimum of eight (8) years of experience verifiable through documents of which at least three (3) years should be relevant to the lab accreditation, appliance testing and regulatory frameworks for lab certifications.
5. Strong research, report writing, and presentation skills
6. Proficient of using computer software
7. Excellent English written and verbal communication skills
8. Must not be related by blood or marriage to any employee presently serving in NEECA, Enercon, or Energy Conservation Fund
9. Must not be employed or having any proprietary shares of the firms or institutes interested to be enlisted for appliances testing under Pakistan Energy Label Regulations 2023

Deadline to Submit Proposal:

11 July , 2024 11:00 AM

Mandatory Contents of Proposal:

The proposal to be submitted by the interested bidder must contain followings, otherwise the proposal may be considered non-responsive.

1. Brief proposal comprising work plan for successful completion of the contract
2. Lump sum bid value inclusive of all applicable taxes
3. CV of the consultant
4. Copies of CNIC, qualification, and work experience certificates attested by Gazetted Officer or Notary Public