Terms of Reference (ToR): Individual Consultant – Technical Expert (Energy Efficiency, S&L, and Energy Auditing)

Item	Details
Assignment Title	Individual Consultant – Technical Expert (Energy Efficiency, S&L, and Energy Auditing)
Project	Promoting Energy-Related Low Carbon Urban Development (LCUD) in Bangladesh (UNDP/GEF)
Implementing Agency	Sustainable and Renewable Energy Development Authority (SREDA), Power Division, Ministry of Power, Energy and Mineral Resources
Contract Type	Time-based individual consultancy contract (Selection of Individual Consultant – SIC)
Level of Effort	Maximum 208 man-week (full-time), from contract signing to 30 December 2028 [extendable subject to need, performance, and approval]
Duty Station	Project Management Unit (PMU), LCUD Project, at SREDA, Dhaka, with travel to partner cities and industries as required
Supervision	Overall guidance of the Project Directorate, LCUD Project; Day-to-day supervision and reporting to the Project Manager

1. Background

The LCUD Project is implemented by SREDA with grant support from the Global Environment Facility (GEF-LDCF) through UNDP. It aims to promote energy-related low-carbon urban development in Bangladesh through energy efficiency and conservation (EE&C), renewable energy (RE) in buildings and industry, waste management and waste-to-energy, GHG accounting, and supporting policy, finance and capacity-building measures.

As the national agency mandated to promote EE&C and RE, SREDA leads policy updating, standards and labelling, and energy audit programmes. Delivering these mandates under the project requires dedicated technical capacity within SREDA and the PMU.

Technical Expert (Energy Efficiency, S&L, and Energy Auditing) will lead the project's support on energy efficiency and conservation policy, standards and labelling, and industrial energy audit.

2. Objective of the Assignment

The objective is to strengthen SREDA's and the project's technical capacity in energy efficiency and conservation policy, standards and labelling, and industrial energy audit, so that related project activities

are delivered on time, to sound technical quality, and in line with the approved Annual Work Plan and UNDP/GEF requirements.

3. Scope of Services and Key Responsibilities

The consultant will carry out the following tasks. The Project Director may adjust tasks and inputs as needed.

3.1 Energy Efficiency and Conservation Policy Support

- Review existing EE&C policies, rules, regulations and guidelines, and identify gaps and updating needs.
- Prepare draft updates, amendments, explanatory notes and briefing papers for SREDA.
- Support stakeholder consultations, comment compilation and finalisation of updated policy instruments.

3.2 Standards and Labelling Development Support

- Support development and revision of energy efficiency standards and labelling for appliances and equipment.
- Assist in market and technical data collection, test-procedure review, and drafting of standards and labelling documents.
- Support consultations with manufacturers, importers, testing laboratories and BSTI, as relevant.

3.3 Industrial Energy Audit Support

- Support planning, scheduling and conduct of energy audits in industries selected by the project or SREDA.
- Participate in site visits, data collection and measurement, and analysis of energy-saving opportunities.
- Support follow-up on audit recommendations and monitoring of implemented measures.

3.4 Energy Audit Report Writing and Review

- Prepare and consolidate reports of energy audits conducted by energy auditors, as directed by project management or SREDA officials.
- Review audit findings, savings estimates and cost-benefit analyses for technical consistency and quality.
- Maintain a project record of audits, recommendations and estimated savings (energy and GHG).

3.5 Day-to-Day Technical Support to SREDA and the Project

- Provide technical inputs to project work plans, progress reports, PIR inputs and results-framework monitoring, in coordination with the M&E consultant.
- Prepare technical notes, presentations, ToRs, technical specifications and evaluation inputs for project procurement.
- Support trainings, workshops and seminars, including preparation of training materials.
- Coordinate with Technical Expert (Renewable Energy and Policy), partner cities, industries, development partners and other project consultants.

- Perform any other related duties assigned by the Project Directorate and Project Manager.

4. Deliverables

The consultant shall provide the following deliverables:

SL	Deliverable	Timeline
1	Inception note and individual work plan, aligned with the Annual Work Plan and assigned lead areas	Within 15 working days of joining
2	Prepare Monthly Workplan discussing with Project Manager and Project Directorate and share Monthly progress report covering tasks completed, technical outputs, issues, and planned actions	Monthly
3	Draft and revised policy, regulatory and guideline documents (EE&C), with consultation summaries	As per work plan
4	Draft standards and labelling documents and supporting technical notes	As per work plan
5	Energy audit reports and an updated audit register with recommendations and estimated savings	Per audit / quarterly update
6	Technical notes, ToRs, specifications, training materials, and inputs to quarterly and annual reports and the GEF PIR	As assigned
7	Final assignment report summarising work completed, outputs, lessons learned, and recommendations	At contract completion
8	Support any other project activities and documentation assigned by the Project Manager and Project Directorate	As assigned

5. Reporting Arrangement

The consultant shall work under the overall guidance and supervision of the Project Directorate, LCUD Project, and shall report to the Project Manager for day-to-day supervision. S/he shall coordinate closely with other project consultants, including the M&E Consultant, as well as project associates and partner institutions.

The consultant shall work from the project office at SREDA, observe regular office hours, and comply with the SREDA and UNDP codes of conduct. Any absence from work on a working day shall require the prior written approval of the Project Manager.

6. Inputs and Facilities to be Provided by the Procuring Entity

- Access to the Project Document, Annual Work Plan, and relevant SREDA policy and technical documents.
- Access to energy audit data, reports and project records relevant to assigned tasks.
- Office space at the PMU, with computer, printer, internet, and office logistics, subject to project policy.
- Travel and daily subsistence for approved field visits, as per project and GoB/UNDP rules.
- Necessary institutional support for meetings, consultations, and official communication.

7. Required Qualifications and Experience

7.1 Education

- A bachelor's degree (BSc) in Civil, Chemical, Mechanical or Environmental Engineering, or a relevant field (e.g., Electrical/EEE or Energy Engineering), from a recognized university.
- A master's degree in a relevant field, or certification as an Energy Auditor/Manager, will be considered an advantage.

7.2 Experience

- Minimum 7 years of demonstrable experience in energy efficiency, energy audit, renewable energy development, industrial ecology, sustainability science, or related technical areas.
- Engagement in at least 5 projects related to energy efficiency and renewable energy.
- Knowledge of renewable energy and energy policy issues in Bangladesh.
- An excellent technical and planning background.
- Previous work with SREDA, a government agency, or a UNDP/GEF or other donor-funded project will be an advantage.

7.3 Skills and Competencies

- Fluency in reading, written and spoken Bangla & English.
- Preferred skills: project management, technical writing, capacity building, facilitation, and project implementation.
- Proficiency in MS Office and in energy data analysis tools and Bangla typing.
- Good Command on report writing skills both in English and Bangla will be an advantage.
- Ability to work in a multi-disciplinary team, under pressure, and to deadlines.

8. Contract Type and Payment Modality

The consultant shall be engaged under a time-based individual consultancy contract. Payment shall be made monthly, upon submission of a monthly progress report and timesheet and their approval by the Project Manager and the Project Director. Continuation of the assignment shall be subject to certification of satisfactory performance by the Project Directorate and the Project Manager.

9. Confidentiality and Ownership of Outputs

All reports, data, drafts, correspondence, and outputs produced under this assignment shall remain the property of the Procuring Entity. The consultant shall maintain strict confidentiality regarding all official information, including industry energy audit data, and shall not disclose any information without prior written approval of the competent authority.

10. Conflict of Interest

The consultant must disclose any actual or potential conflict of interest, including any engagement with industries, manufacturers, suppliers, or ESCOs that may be audited, assessed, or affected by standards under the project. S/he shall comply with applicable ethics, integrity, and procurement requirements throughout the engagement.