An Roinn Gnóthaí Eachtracha agus Trádála
Department of Foreign Affairs and Trade

Request for Tender

PART A

Purchasing Section/Mission	Embassy of Ireland Lusaka
Contact Person	Brian McCrohan
Date of Request	17 December 2019
Closing Date for Receipt of Tenders	15 January 2020
Title of Tender	**Environmental Impact Assessment and Energy Systems Review**
Duration of Contract	One Year (possible extensions up to maximum three years)

Description of Services Required

1. Background/Overview

The Department of Foreign Affairs and Trade of the Government of Ireland is the Department with responsibility for promoting Ireland's interests and values abroad. The Department has 79 Embassies and Missions around the world including 11 Embassies in Africa. "Climate change is one of the priority areas in A Better World with future-proofing all our Development Cooperation an overarching priority" (Climate Action Plan 2019).

The Embassy of Ireland in Lusaka wishes to assess the Environmental Impact of the office and identify the benefits of potential interventions. In particular, the Embassy wishes to assess the feasibility of renovating the electricity system at the chancery with a view to increasing energy efficiency and transition to solar energy in compliance with Ireland's public sector energy efficiency plans and EU Energy Efficiency Directives.

Most importantly the Mission in Lusaka wishes to lead by example and demonstrate Ireland's commitment to reduce carbon emissions and contribute to address climate change.

For the purpose of these Terms of Reference the following will be used:

"The Department" refers to the Department of Foreign Affairs and Trade (DFAT)

Development Co-Operation Division (DCD) is the Division of DFAT responsible for the management of the official bilateral aid programme of the Government of Ireland.

"Irish Aid" is the common or brand name given to the official aid programme. Sometimes may be used instead of DCD.

"The Embassy" refers to the Embassy of Ireland in Lusaka

2. Specification/Requirements

Ireland has identified "Climate Diplomacy" as a key action under the Climate Action Plan 2019 (pg 132). Ireland "strongly champion the voice of Least Developed Countries Group" to strengthen the impact of interventions. The Embassy of Ireland in Lusaka, as an advocate for mitigation of climate change and uptake of greener technologies should lead by example.

The Embassy is located in a converted house constructed in 1976. No significant upgrading of the energy efficiency of the building has taken place in this period and there are a number of increasingly urgent inefficiencies requiring attention.

Recent load shedding, of up to 15 hours per day, have resulted in the Embassy operating full-time off a generator, burning considerable quantities of diesel per month to meet the chancery's energy demands. This is a highly inefficient, environmentally unsound and expensive solution.

Ireland's National Energy Efficiency Action Plan (NEEAP) put an obligation on the public sector to take a leadership role on climate action by improving its energy efficiency by 33% by 2020 and this target was reiterated in the Public Sector Energy Efficiency Strategy in 2017.

The Energy Efficiency Directive establishes a set of binding measures to help the EU member states reach its energy efficiency target by 2020. Under the Directive, all EU countries are required to use energy more efficiently at all stages of the energy chain, from production to final consumption. The Directive includes specific measures and policies that are relevant to the Department of Foreign Affairs and Trade and the Embassy in Lusaka:

- The public sector in EU countries should purchase energy efficient buildings, products and services;
- Every year, governments in EU countries must carry out energy efficient renovations on at least 3% (by floor area) of the buildings they own and occupy;
- In addition, governments of EU countries must monitor efficiency levels and undergo energy audits.

Ireland's Public Sector Energy Efficiency Strategy has 4 objectives of which objective 4 is: "The public sector contributes to the development of a more sustainable energy system, a reduction in our CO2 emissions and a cleaner healthier environment now and for future generations."

"……our energy system has to fundamentally change, both in terms of where our energy comes from and how we use it – this is why energy efficiency is important. If we use less energy it makes it easier to replace our fossil fuels with renewable energy. If we use our energy more flexibly it makes it easier to integrate different types of renewable energy into our energy system." - Ireland's **Public Sector Energy Efficiency Strategy** - 2017

Ireland's new International Development Policy prioritises the integration of Climate Change in development planning. The Mission proposes to set an example of how renewable energy technologies can perform effectively while reducing carbon emissions. By demonstrating the use of these technologies it is proposed to encourage our partners to also seek clean energy solutions and integrate climate change adaptation measures into their programmes.

As part of the Government of Ireland's commitment towards climate action, future-proofing of procurements and integrating our policy priorities into operations, the Embassy has established a Carbon Footprint Committee with the objective of making Embassy Lusaka become carbon neutral.

The Embassy is seeking a consultant to provide an environmental assessment of the Embassy and highlight current energy and material usage, and propose suitable cost-effective corrective actions to achieve carbon neutrality.

Specific Objectives

- To conduct a baseline audit of the Embassy's carbon footprint,
- Provide a comprehensive report of current total carbon emissions at Embassy Lusaka
- To propose ways and strategies to be adopted across the Embassy to reduce carbon emissions,
- Review current energy usage and potential savings (carbon and financial) from installation of solar energy set-up and upgrading of energy system.
- Support the Embassy in the development of its workplace environment policy.
- To support the Embassy in implementing and monitoring the identified carbon footprint reduction strategies, through three quarterly follow-up meetings.
- Annually review the Embassy's carbon emissions and progress in implementing the carbon footprint reduction strategies (based on extension for satisfactory performance),
- Identify credible carbon credits for offsetting the Embassy Carbon footprint,

Outputs

- An initial carbon footprint audit report of the Embassy of Ireland in Lusaka, including recommendations for energy savings, waste reduction and other carbon footprint reduction strategies.
- Impact analysis report of solar power installation at Embassy Lusaka
- An awareness raising session for the entire Embassy staff on climate change issues and carbon emission reduction,
- Input to the Embassy of Ireland environment policy.
- Annual review reports of both levels of emissions and progress in reducing them, subject to extension for satisfactory performance

3. Deliverables and Timeframes

An initial audit of environmental impact and analysis of solar installation options expected within two months of signing contract.

Quarterly follow-up meetings between the contractor and the Embassy – with possibility of additional review sessions as required to achieve objectives outlined above.

The contract should retain the option for extension for monitoring of progress towards carbon footprint reduction through annual audit – up to a maximum of two (2) extensions. Any such extension will be subject to approval by the Ambassador based on satisfactory performance by the service provider.

4. Selection Criteria

Required Expertise

- A specialist in electrical systems and solar energy (recognised certification of this expertise will be required as part of the tender submission.
- Demonstrated experience in environmental impact assessment for companies or buildings over the last five (5) years.

Desirable Expertise

- Accreditation in Environmental Impact Assessment
- Specialist in highly efficient air conditioning systems.
- Specialist in Carbon Credits
- Expertise in environmental waste management solutions in Zambian context.
- Expertise in green building assessment

5. Award Criteria

TECHNICAL QUALIFICATION (max. 60 points)	Marks Available	Minimum Required
1. Overall Response	10	5
• Demonstrated understanding of tasks and objectives as well as completeness and coherence of response		
2. Proposed Methodology and Approach	30	15
• Quality of proposed approach • Quality of proposed work plan • Understanding of the concept, and importance of Environmental Impact Assessment		
3. Technical Capacity	20	10
• Relevance of experience with similar Energy Audit projects and as per required qualifications • Qualifications of principal consultant and any team members as relevant • Quality of previous work		
FINANCIAL PROPOSAL		
Daily professional fee (see Appendix 2)	40	
TOTAL SCORE (max. 100 points)		

Tenderers should note that they must score the minimum marks as set out in the "Minimum Marks Required" column in the table above. Failure to achieve the minimum marks (where applicable) in any one of these criteria will result in the Tender being eliminated from the public procurement competition.

Criteria 1 (10%) Criteria 2 (30%) Criteria 3 (20%)

Cost (min 40% of marks available)

As detailed above tenders will be assessed under the following contract award criteria:

Award Criteria	Marks
Criteria 1	10%
Criteria 2	30%
Criteria 3	20%
Cost (min 30%)	40%

Please complete Part B below

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PART B To be completed by Contractor

Please complete Part B by providing a breakdown of:

1. **Criteria 1 (see Part A)**
2. **Criteria 2 (see Part A)**
3. **Criteria 3 (see Part A)**
4. **Cost (% of marks)**
5. **Additional information, as requested above**

Company Name	
Contact Person	
Telephone Number	
Email Address	
Date	

Criteria 1

Criteria 2

Criteria 3

Cost

4. Additional Information

Signature	