

Terms of reference (ToRs) for the procurement of services below the EU threshold

Energy Efficiency and Sustainability Trainings for the City of Cape Town	Project number/ cost centre:
	21.2214.1-114.00

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0. List of abbreviations

AFD	Agence Française de Développement
BMZ	German Federal Ministry for Economic Cooperation and Development
CCT	City of Cape Town
CFF	Cities Finance Facility
C40	C40 Cities Climate Leadership Group
CV	Curriculum Vitae
EPC	Energy Performance Certificate
GHG	Greenhouse Gas Emissions
GIZ	Deutsche Gesellschaft für Internationale Zusammenarbeit GmbH
NZC	Net Zero Carbon
PV	Photovoltaic
ToR	Terms of Reference
USAID	United States Agency for International Development

1. Context

The Cities Finance Facility (CFF) is funded by the German Federal Ministry for Economic Cooperation and Development (BMZ), the Government of the United Kingdom, the Agence Française de Développement (AFD), and USAID. It is jointly implemented by Deutsche Gesellschaft für Internationale Zusammenarbeit (GIZ) GmbH and the C40 Cities Climate Leadership Group. The City of Cape Town (CCT) is a C40 member and has committed to achieving carbon neutrality by 2050. To achieve this goal, the city has identified the need to create more sustainable and efficient processes and behaviours in its facilities. The shift towards a low carbon-built environment is supported in policies across the City, in particular the City's energy strategy and climate action plan.

Against this background CFF agreed to fund three training courses to capacitate CCT officials on energy efficiency and sustainability related topics focussed on the build environment and urban planning. The service provider is requested to design, deliver and host the below training courses over the project period of 3 months from August-October 2024.

	Name of training	Format overview	Proposed timelines
01	<p>Implementing sustainable precincts</p> <p>This 1 day workshop aims to capacitate various directorates and departments in understanding the need for collaboration; support them on how implementing sustainable precincts requires a business unusual approach with case studies and examples.</p>	1 day facilitated workshop face to face	Workshop to be held calendar week 36
02	<p>Join the smart office movement</p> <p>The aim of this training will be to share existing content that supports facility managers with high level information around the efficient management of assets including uptake of renewables, waste, water and energy efficiency strategies to a wider audience by creating online content.</p>	Translating existing face to face material into interactive online content	Material to be final and course available on City learning platform by end of contract period.
03	<p>EPC to net-zero training</p> <p>This 3-part training session will support the City's EPC compliance drive but will mainly aim at capacitating EPC compliant assets with driving radical</p>	A series of three 3-hour online workshops	<p>Session 1: calendar week 34</p> <p>Session 2: calendar week 36</p> <p>Session 3: calendar</p>

	energy efficiency and uptake of renewables in support of City's the net zero carbon goals.		week 38
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2. Tasks to be performed by the contractor

The contractor will be responsible for providing all aspects of the work required for the successful delivery of the trainings. The work packages below give an outline of the scope of works required.

The timing of each work package will need to be planned and plotted according to the desired dates for delivery.

It is expected that in each case the City of Cape Town will work closely with the service provider and offer a specific public sector lens. The City will support the delivery of these training with:

- Identifying relevant departments and participants;
- emailing information about the courses;
- booking venues and
- inviting affected City officials and managing RSVPs.

Each work package will consist of the following key tasks that the service provider will be expected to carry out:

- **Inception meeting with implementing team:** the aim here is to unpack the service providers understanding of the brief and approach to the successful delivery of the training
- **Programme for delivery of milestones:** A work programme with clear milestones and deliverables needs to be shared and updated during the project.
- **Outline content & design for each session:** Each work package requires a different response. This task contains the detailed overall design of the training delivery including the role and identification of key specialists; case studies and or facilitators. This task also includes unpacking any existing available material, identifying areas for improvement or updates.
- **Content development:** This task involves the actual creation of content that will be shared with delegates. This needs to be an iterative task to allow for comments and integration of feedback from the City and affected parties.
- **Comments & finalisation of training:** following the approval of the overall design approach and the development of the content this task includes the finalisation of content to be delivered and or published.
- **Briefing and or test session prior to delivery of training:** this can take place online.
- **Facilitation and or delivery of the training:** either online or face to face on an agreed, appropriate platform.

- **Delivery of any learning resource:** this task includes the design and delivery of resources as outlined in the description of the work packages below.
- **Debrief session:** following the completion of the training and or ad hoc debriefs following key sessions where required
- **Training evaluation survey:** at the end of the training and or at each session must have a survey that evaluates the training, solicits feedback on areas for improvement.
- **Final / summary report** that summarises and synthesises the sessions.

Period of assignment: from 1 August 2024 until 31 October 2024.

Work package 1: Implementing Sustainable Precincts Workshop

Context:

The City's Climate Action Plan specifically highlights the important role sustainable precincts have in achieving carbon neutrality by 2050 commitments. This principle is supported by various other City strategies and policies that recognise the importance of supporting a spatially integrated low carbon built environment. However, the practical implementation of sustainable precincts within existing urban nodes is complex, costly and requires deep levels of collaboration across both City and private sector stakeholders.

Sustainable precincts are supported by competent skills and policies however, support is required to encourage better collaboration and governance structures centred on the practical implementation by various departments and directorates at these pre-identified sites. This 1-day workshop will require the service provider to prepare useful case studies and unpack what the implication could and would be on City infrastructure provision to implement Sustainable Precincts and support a low carbon-built environment.

Content:

This 1-day face to face session must strike the balance of providing a platform for well facilitated conversation with practical examples that start to address the complexity and scale of implementing sustainable precincts within the existing built fabric. Sustainable precincts will require a "business as unusual" approach that needs to be unpacked for the provision of energy, water and waste strategies for and by the City. The workshop aims to foster better collaboration across affected directorates to move towards a common goal.

There is scope to discuss if this session should be focussed on one spatial area or across all sustainable precincts in the city. This must be determined early in the project.

Suggested format:

- To take place in-person at an inspiring location e.g. a case study green building.
- 1 full day session (09:00-16:00) that is designed with break always and team exercises.
- Participants should leave inspired and equipped with some practical next steps.

Suggested content outline:

1. Governance: what governance structures are required within the city to implement sustainable precincts?
 2. Energy: what does energy provision from the City side look like within a sustainable precinct? What would be required to move towards this future state?
 3. Water: How do sustainable precincts manage water in a sustainable manner; this could address black, grey and rainwater systems and reuse.
 4. Waste: How can the city support more sustainable waste management and waste reduction strategies.
 5. Low carbon-built environment: this is a catchall for items such as housing, transport etc. that may not have been addressed in the previous sessions.
 6. Synthesis: Final session that integrates learnings and gives clear direction.
- The service provider is expected to work closely with the energy in buildings team and sustainable energy markets department during the design and roll out of this session.

Expected learning outcomes:

- To understand the governance structures required to implement sustainable precincts and be equipped with how to set one up.
- An understanding around the practical challenges and potentially different ways of doing things required by all departments in collaboration to achieve a sustainable precinct.
- Practical tools and tips of how to innovate and collaborate effectively within the city and on this specific project.
- Local and international best practice examples of business unusual approach required to support infrastructure provision within precincts.

Learning resources: To be confirmed with facilitator and project team during the kick-off meeting.

Deliverables

- Preparation and execution of the workshop
- Print outs of training material for 20 participants
- Final report that will summarise and synthesise the workshop

Work package 2: Join the Smart Office Movement Training

Context:

Supported by the City's Climate Action plan and Energy Strategy, this existing training material supports facility managers and building operators to become ambassadors for the Smart Office movement that essentially supports the efficient management of assets including uptake of renewables, waste, water and energy efficiency strategies. This training is supported by the City's long and good history of monitoring energy use and supporting energy efficiency retrofits that is more recently supported by a drive to install small scale embedded generation on municipal assets.

The existing material is required to be shared with a wider audience and needs to be available online. As such the need here is for the material to be translated into an online format that would include the development of interactive slides; short video clips, quizzes and exercises with the overall aim to capacitate the City's facility and building managers with information on the effective management towards the City's sustainability goals and existing building carbon commitments.

Content:

This work package requires the service provider to update and improve existing material while "translating" it to be delivered online "on demand". The existing training material was designed for a 3 day in person event, the service provider is expected to analyse the existing content in line with the learning outcomes; update any relevant areas; break it up into packages; create the online contents and make it available online.

Suggested format:

- Online content for max 10 hours (this may be reduced if content can be covered in shorter period)
- The City uses SAP Learning Solutions (PE-LSO) for online learning. The E learning created content shall be SCORM 1.2 (Shareable Content Object Reference Model) compliant. The City will use PE-LSO to pull the SCORM file via a repository. The City will need to be involved in uploads and testing.
- The sessions are accessed on demand i.e. delegates can access the content via the City's learning portal at any time. There will be no person presenting the content, so all content needs to be pre-recorded.

Suggested content module outline:

1. Climate Change; sustainability & buildings
 - Meaning of Climate Change
 - Climate action plan and role of buildings
 - Role of Facility Managers
 - Role of municipal buildings, modelling & Net Zero Carbon (NZC) scenarios
 - Managing better performing buildings, principles & examples
2. Measuring monitoring & managing
 - Measuring & monitoring
 - Smart Facility introduction
 - Principles of managing Sustainable Buildings
 - Greening practices for Facility Management
3. Energy management
4. Water management
5. Waste management
6. Low Carbon built environment & transport.
7. Biodiversity, landscaping & planting
8. Behaviour change

The City will support the service provider with content from the existing training material. Furthermore, the City will support the implementation of course material on its internal learning platform. The service provider must allow for testing of the training and will fix bugs or issues identified.

Expected learning outcomes:

- Explain the link between climate change, energy management, and buildings.
- Understand the concept of Net Zero Carbon Building and why it is important.
- Identify the keyways facility managers can implement actions for more energy, water and waste efficient and climate smart buildings.

Learning resources: The Smart office handbook is an existing resource available for this training that is currently available online. Quizzes, arrangement of information on slides and engaging content that gauges the participant's knowledge must be included in the modules.

Deliverables:

- Completed online training material (incl. interactive slides, voice overs, videos and quizzes)
- Introduction session for target audience to be held online.
- Summary report

Work package 3: Energy Performance Certificate Training to net-zero training

Context:

In line with the City's Energy Strategy and in support of the National regulation regarding EPC compliance for certain existing buildings, the City has successfully obtained 69 EPCs for some of the affected municipal buildings. The City now requires awareness and support to enable these EPC compliant assets to drive rigorous energy efficiency measures in the effort to push them towards becoming net zero carbon buildings in line with our net zero carbon municipal buildings target set for 2030.

EPCs are a national regulation. Published in 2020, under section 19(1) (b) of the National Energy Act, the South African National Department of Mineral Resources and Energy (DMRE) promulgated the regulations for the Mandatory Display and Submission of Energy Performance Certificates for Buildings. This means for all buildings that fall into certain categories, the operational energy consumption must be publicly displayed through an Energy Performance Certificate or EPC by 7 December 2025.

Given the City achievements to date, support of national regulation and wider climate action plan commitments; there is need to capacitate City officials involved in the management of buildings and municipal assets to achieve the required energy efficiency targets.

Content:

This work package requires the service provider to adapt existing training to be in line with City branding and adapt content that was previously designed for the private sector for the private sector. In addition the service provider will need to collaborate with the City team in selecting relevant internal specialists and case studies to feature during the sessions.

The service provider will also be expected to update an existing excel EPC tool.

Suggested format:

- All sessions will take place online and be held 1-2 weeks apart.
- The sessions must be no longer than 3hrs each (09:00 – 12:00) with a total 3 sessions
- The sessions can be facilitated by the service provider with aspects delivered by industry experts. A City staff member can also support with delivery of content where required.

Suggested content module outline:

Part 1: Getting an EPC:

- About the regulation
- What is an EPC
- What data is required to get an EPC, where do you find it
- Getting an EPC roadmap & stakeholders
- Calculating an EPC - excel tool & how to complete

Part 2: EPC to net zero carbon ready:

- The roadmap to net zero carbon
- Monitoring (Smart Facility)
- Doing an energy audit
- Identifying targets for lighting, HVAC & plug loads & quick wins
- Thermal comfort
- Behaviour change
- Case study
- Practical next steps

Part 3: Net zero carbon buildings:

- Net zero carbon ready to net zero carbon
- Cost benefit of energy efficiency installations
- Installing rooftop PV & battery systems
- Maintaining net zero carbon buildings within the city
- Case study

Expected learning outcomes::

- To understand how to obtain an EPC, the data required and where to find it.
- To understand the role of driving energy efficiency in municipal assets as part of the City's Climate Action Plan.

- To understand the next steps following obtaining an EPC to drive energy efficiency and support renewables to move towards net zero carbon in operations.
- To understand what it takes to get a building to net zero carbon buildings, how to maintain and operate a net zero carbon building.

Learning resources:

Excel based EPC tool (existing tool that needs to be updated) and materials.

Deliverables:

- Updated and expanded training material and EPC tool
- Online training distributed over three 3-hour sessions
- Feedback & evaluation report

3. Concept

In the tender, the tenderer is required to show *how* the objectives defined in Chapter 2 (Tasks to be performed) are to be achieved, if applicable under consideration of further method-related requirements (technical-methodological concept). In addition, the tenderer must describe the project management system for service provision.

Note: The numbers in parentheses correspond to the lines of the technical assessment grid.

Technical-methodological concept

Strategy (1.1): The tenderer is required to consider the tasks to be performed with reference to the objectives of the services put out to tender (see Chapter 1 Context) (1.1.1). Following this, the tenderer presents and justifies the explicit strategy with which it intends to provide the services for which it is responsible (see Chapter 2 Tasks to be performed) (1.1.2).

The tenderer is required to present the actors relevant for the services for which it is responsible and describe the **cooperation (1.2)** with them.

The tenderer is required to present and explain its approach to **steering** the measures with the project partners (1.3.1).

The tenderer is required to describe the key **processes** for the services for which it is responsible and create an **operational plan** or schedule (1.4.1) that describes how the services according to Chapter 2 (Tasks to be performed by the contractor) are to be provided. In particular, the tenderer is required to describe the necessary work steps and, if applicable, take account of the milestones and **contributions** of other actors (partner contributions) in accordance with Chapter 2 (Tasks to be performed) (1.4.2).

Personnel concept

The tenderer is required to provide personnel who are suited to filling the positions described, based on their CVs (see Chapter 7), the range of tasks involved and the required qualifications.

The below specified qualifications represent the requirements to reach the maximum number of points in the technical assessment.

Team leader

Tasks of the team leader

- Overall responsibility for the advisory packages of the contractor (quality and deadlines)
- Coordinating and ensuring communication with GIZ, partners and others involved in the project
- Personnel management, identifying the need for short-term assignments within the available budget, as well as planning and steering
- Regular reporting in accordance with deadlines
- Contributing the development and execution of work packages 1 to 3

Qualifications of the team leader

- Education/training (2.1.1): university degree (Master) in Electrical Engineering, Environmental Science, Energy Studies, Urban Planning, Social Sciences, or related qualifications.
- Language (2.1.2): C2-level language proficiency in English
- General professional experience (2.1.3): 10 years of professional experience in the energy or building sector
- Specific professional experience (2.1.4): 3 years of professional experience in provision of energy efficiency trainings
- Leadership/management experience (2.1.5): 5 years of management/leadership experience as project team leader or manager in a company
- Regional experience (2.1.6): 5 years of experience in projects in South Africa

Short-term expert pool with minimum 1, maximum 5 members

For the technical assessment, an average of the qualifications of all specified members of the expert pool is calculated. Please send a CV for each pool member (see below Chapter 7 Requirements on the format of the bid) for the assessment.

Tasks of the short-term expert pool

- Development/adaptation of curricula, training material and training structure
- Design and implementation of online course material
- Provision of trainings / execution of workshops

Qualifications of the short-term expert pool

- Education/training (2.6.1): all experts with university degree (Master) in Electrical Engineering, Environmental Science, Energy Studies, Urban Planning, Social Sciences, Computer Sciences or related qualifications.
- Language (2.6.2): all experts with C2-level language proficiency in English
- General professional experience (2.6.3): 1 expert with 5 years of professional experience in the in the energy, building sector or urban planning sector, 1 expert with 5 years of professional experience in designing, programming and implementing of online training content.
- Specific professional experience (2.6.4): 1 expert with 2 years of professional experience in Energy Performance Certificates, 1 expert with 5 years of professional experience in Energy Efficiency, 1 expert with 5 years of professional experience in South African municipal structures and processes
- Regional experience (2.6.5): all experts with 5 years of experience in South Africa
- Other (2.6.7): all experts with 2 years of professional experience in provision of energy efficiency trainings

The tenderer must provide a clear overview of all proposed short-term experts and their individual qualifications.

4. Costing requirements

Assignment of personnel and travel expenses

Accommodation costs which exceed this up to a reasonable amount and the cost of flights and other main forms of transport can be reimbursed against evidence

All business travel must be agreed in advance by the officer responsible for the project.

Sustainability aspects for travel

GIZ would like to reduce greenhouse gas emissions (CO₂ emissions) caused by travel. When preparing your tender, please incorporate options for reducing emissions, such as selecting the lowest emission booking class (economy) and using means of transport, airlines and flight routes with a higher CO₂ efficiency. For short distances, travel by train (second class) or e-mobility should be the preferred option.

If they cannot be avoided, CO₂ emissions caused by air travel should be offset. GIZ specifies a budget for this, through which the carbon offsets can be settled against evidence.

There are many different providers in the market for emissions certificates, and they have different climate impact ambitions. The [Development and Climate Alliance \(German only\)](#) has published a [list of standards \(German only\)](#). GIZ recommends using the standards specified there.

Specification of inputs

Fee days	Number of experts	Number of days per expert	Total	Comments
Team Leader	1	10	10	
Short Term Expert pool	1-5	18	18	
Travel expenses	Quantity	Number per expert	Total	Comments
Per-diem allowance in country of assignment	12	1	12	Limited to Experts delivering in-person trainings/workshops
Overnight allowance in country of assignment	6	1	6	Limited to Experts delivering in-person trainings/workshops
Transport	Quantity	Number per expert	Total	Comments

Domestic flights	6	1	6	Flights within the country of assignment during service delivery
Travel expenses (train, car) • Car, Uber, Rental Car	12	1	12	Travel within the country of assignment, transfer to/from airport etc.
Other costs	Number	Price	Total	Comments
Other costs	20		20	The budget contains the following costs: hard copies of training/workshop material.

Workshops and training

The contractor implements the following workshops/training courses:

- Implementing Sustainable Precincts (in-person 1-day workshop)
- Energy Performance Certificates (three 3-hour training sessions)

5. Inputs of GIZ or other actors

CCT will provide venues for the in-person trainings, GIZ will procure and fund catering.

6. Requirements on the format of the tender

The structure of the tender must correspond to the structure of the ToRs. In particular, the detailed structure of the concept (Chapter 3) should be organised in accordance with the positively weighted criteria in the assessment grid (not with zero). The tender must be legible (font size 11 or larger) and clearly formulated. It must be drawn up in English.

The complete tender must not exceed 10 pages (excluding CVs). If one of the maximum page lengths is exceeded, the content appearing after the cut-off point will not be included in the assessment. External content (e.g. links to websites) will also not be considered.

The CVs of the personnel proposed in accordance with Chapter 4 of the ToRs must be submitted using the format specified in the terms and conditions for application. The CVs shall not exceed 4 pages each. They must clearly show the position and job the proposed person held in the reference project and for how long. The CVs can also be submitted in English.

Please calculate your financial tender based exactly on the parameters specified in Chapter 5 Quantitative requirements. The contractor is not contractually entitled to use up the days, trips, workshops or budgets in full. The number of days, trips and workshops and the budgets will be contractually agreed as maximum limits. The specifications for pricing are defined in the price schedule.

7. Annexes

- Energy Performance Certificate (EPC) tool
- Energy Performance Certificate (EPC) to Net Zero Carbon training material
- Join Smart Office training material