

Consultancy contract Annex 1

TERMS OF REFERENCE

No of project/donor/country: Helvetas Myanmar Decarbonization Plan
Office/project name: Energy audit of Helvetas office premises for decarbonization action plan

Employer HELVETAS Myanmar
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Contract Duration Short-Term

1. Background

Helvetas Myanmar

Helvetas started working in Myanmar in 2014. It launched pilot activities in the central Dry Zone, focusing mainly on the livelihoods sector. It addressed challenges related to improving on - and off-farm productivity, skills development, employment, and income options for rural men, women, and youth, with special attention given to disadvantaged groups. Currently, Helvetas Myanmar implements several projects covering the working areas: **Water, Food & Climate; Skills, Jobs & Income; Voice, Inclusion & Cohesion and Humanitarian Response**. Helvetas Myanmar runs three office premises: Yangon program office; Magway and Mawlamyine based on the working areas and projects.

In 2023, Helvetas launched the **decarbonization fund**. Helvetas is committed to promoting sustainable development in its projects and to adopting sustainable and climate responsible practices in its own operations.

The following are the main elements of Helvetas decarbonization strategy.

1. **Yearly and organization-wide carbon footprints:** Since 2020, all country offices have reported their **greenhouse gas (GHG) emissions**.
2. **Internal price on carbon:** Helvetas pays an internal carbon price which is reinvested in carbon reduction measures.
3. **Decarbonization action plans:** Based on an action plan, countries will get support to reduce their emissions.
4. **Decarbonization innovation call:** Once all efforts to reduce emissions have been taken, mitigation projects can be supported.

With the funding support of Helvetas headquarter, Helvetas Myanmar will carry out decarbonization action plans in 2024. To achieve these action plans, Helvetas Myanmar is seeking a consultancy service to conduct an energy audit based on the findings of which Helvetas Myanmar will practice the decarbonization measures in all Helvetas Myanmar office premises.

2. Objectives of the consultancy

The major objective of the consultancy assignment is to conduct **energy efficiency (EE) audit** of 2 office premises of Helvetas Myanmar: Yangon and Magway.

The specific objectives are to:

- a. Conduct detailed energy assessment / audits in 2 office premises.
- b. Produce a detailed report on how 2 office premises can reduce the cost on energy, provide practical and implementable energy efficiency solution.
- c. Deliver customized coaching trainings to the staffs of respective office premises.

3. Expected results / Outputs

No.	Activities	Expected Output	Tentative days
1.	Field visits to Yangon program office and Magway office for energy assessment	Existing energy usage and recommendable actions to improve energy efficiency	10 days

2.	Data Analysis and Reporting	Draft report/ final report	5 days
3.	Awareness training based on report findings	Customized knowledge to minimise carbon emission	3 days
	Total		18 days

4. Main tasks and activities

The major tasks and activities for the consultant are:

- a. Participate in a thorough planning session to visit Helvetas Myanmar office premises for energy efficiency assessment tasks and make an assessment plan.
- b. Collect all needed information from each office and analyze it.
- c. Use energy assessment equipment during the assessment time.
- d. Field visits to 2 Helvetas Myanmar office premises in Yangon and Magway, and support on-site advice with PowerPoint presentation on key findings and recommendations
- e. Submission of final report in English to Helvetas Myanmar office in Yangon.

5. Working methodology

Helvetas Myanmar will introduce consultants with 2 office premises (YPO and Magway) to conduct energy audits. The green office representatives from each Helvetas Myanmar office premise will facilitate to provide collected data from two offices based on the template that the consultant provided for analysis and reporting.

6. Time Frame of the assignment

July 2024 with possible extension

7. Programme/Mission Schedule

The consultants should prepare and submit a work plan including plans data analysis and final reporting.

8. Logistics

The respective office's admin teams will facilitate logistics for the field visit based on the need (e.g. guidance to transportation means, introduction and organizing the meeting with office staff and accommodation, etc.)

Helvetas Myanmar will cover the cost of field visits to the two-office premises (transportation, accommodation, and Daily Subsistence Allowance) according to the HELVETAS Myanmar regulations.

9. Reporting / Debriefing

The consultant shall submit relevant documentation according to the task specification and agreed guidelines and formats with Helvetas Myanmar.

The agreed final report and supporting documentation shall be in English and submitted electronically according to the time frame agreed in ToR.

10. Documents

HELVETAS Myanmar will provide the consultant with the following documents with the understanding that these documents are internal and confidential.

- Locations of two office premises and brief profiles of energy usage.
- The energy consumption data is based on the template that the consultant will provide.

YOUR OFFER

Please submit your proposal (highlighting the experiences and the CV of the proposed candidate/s and the cost specified above tasks) to hr.mmr@helvetas.org by 5 July 2024. To explore more about our organization, please visit our website [https://www.helvetas.org/en/ Myanmar](https://www.helvetas.org/en/Myanmar).