

## Terms of Reference

# **Developing and a Solar Water Heaters Certification program for the Arab Region**

## **1. Background**

### **1.1 RCREEE**

The Regional Centre for Renewable Energies and Energy Efficiency (“**RCREEE**”) is a regional policy platform with 13 member states from the MENA region (Algeria, Egypt, Jordan, Lebanon, Libya, Morocco, Palestine Authorities, Syria, Tunisia, Bahrain, Iraq, Sudan and Yemen). Set up in Cairo in 2008, RCREEE has the aim to promote renewable energies and energy efficiency in the MENA region. For more details on RCREEE, and the stakeholders involved, please visit [www.rcreee.org](http://www.rcreee.org)

During the first five years, RCREEE will be financially supported by the development partners Egypt, Germany, Denmark and the EU.

### **1.2 SWHs Certification Program**

Following up the results of the workshop had held in March 2009 in Cairo about Solar Thermal applications and the regional workshop held on 17-18 November, 2009 in Tunis, which jointly organized by The Regional Centre for Renewable Energy and Energy Efficiency (RCREEE), The league of Arab States (LAS) and Tunisian National Agency for Energy Control (ANME), the activities to establish a regional program for SWHs certification and standardization have been launched.

A study has been convened in May 2010 about SWHs certification and standardization in RCREEE member states as a base for the program. The executive office of the electricity Arab ministerial council raised a request to RCREEE and AIDMO (Arabian Industrial Development and Mining Organization) to coordinate with the council secretariat to work on standardization and certification program for SWHs aiming to achieve a quality certificate for the Arab region.

## **2. Scope of Work**

RCREEE in collaboration with AIDMO and LAS will establish a network for SWHs certification program consists of official representatives of the national organizations responsible about RE, testing facilities for SWHs, and standardization agencies in the Arab states. The mission of this network is participating in preparing and drafting the regional certification model which intended to be prepared. The network will include 2 representatives from each member state and one representative from the organizing parties RCREEE, LAS and AIDMO (which in total about 30 persons)

The consultant will be required to prepare a national certification model (such as DIN, CSTBat...etc) and a regional certification model (such as solar keymark, SRCC..etc) for SWHs in the Arab region in coordination with the network. This certification model should enable the states to establish their national certification model and the empower RCREEE to be a regional certification body such as Solar Keymark. A pilot study on SWHs certification and standardization has been conducted last year. The study showed the current status of standards and certification systems in RCREEE member states. The consultant will be provided with the study as a reference for his mission.

## **3. Activities**

The Consultant is expected to carry out the following activities:

- 3.1 Prepare the project plan explaining steps how to achieve the objectives of his mission. The plan also should include a vision about using the outputs of the project.
- 3.2 The plan will be discussed in a project kick off meeting organized by the consultant. The meeting will be attended by the network members and the project partners (RCREEE, LAS, AIDMO)
- 3.3 The kick-off meeting will be directly followed by a training program for network members about SWHs certification tools and requirements on national and regional levels .The location of the meeting and the training should be fully equipped with all needed training tools, equipments and prototypes (such as testing facilities). The trainers should be high level qualified experts with a recognized experience about similar programs worldwide. The kick-off meeting will be in one day. The training period will be suggested by the consultant to cover all related and needed issues.
- 3.4 The consultant should always keep in touch with the network members in order to meet the national requirement of each country in the model. Communication tools and basis between the consultant and the network

members should be agreed about within the meeting. The consultant will be responsible about the success of this communications to achieve the needed information reflected in the models.

3.5 Final draft model should be finalized six months after the kick of meeting.

3.6 The consultant organizes a two days final workshop with the network members to present and discuss the final draft of the certification models. This workshop to be organized in one of RCREEE member states according to what will be agreed between the consultant and RCREEE three months before the event.

3.7 The draft models of the certification should include, but not limited to, the following:

- 1- The rules of the certification scheme
- 2- Upon the status of the member states, existed tools that will be used in applying the certification model
- 3- The regional model should be at the general level the certification requirement
- 4- Which areas should be certified and how (products, installers, manufacturer...etc)
- 5- An agreed design of the regional and the national quality label.
- 6- Any other needed issues should be included in such a model.

3.8 The proponent is requested to comment on the consistency, objectives and delivery mechanism of the ToR and to recommend any change in its offer with justification.

## **5. Contracting Party and Beneficiary**

The Consultancy firm will enter into a consultancy contract with RCREEE. The ultimate beneficiaries being the relative agencies of RCREEE Member States

## **6. Time Lines**

The time lines set forth under 3.5 are of essence. They are based on the understanding that drafts presented by the Consultant are commented on and agreed in a timely manner.

## 7. Offers

- The offers should be submitted to RCREEE not later 5 December 2011,
- The offer should include technical and financial offers separated. The technical offer should be put in a closed envelope and sent by mail to the financial department of RCREEE at the following address:

Mr. Mohamed Hamed Al-Helbawi  
 Financial Manager  
 Regional Centre for Renewable Energy and Energy Efficiency (RCREEE)  
 Building of the Hydro Power Plants Execution Authority, 7th floor  
 Ministry of Electricity and Energy  
 Melsa District – Ardh El Golf  
 Nasr City - Cairo, Egypt  
 T. +2-02-24154691  
 F. +2-02-24154661

- The technical offer to be sent to the secretariat address [info@rcreee.org](mailto:info@rcreee.org)
- The Technical offer should clearly show the following items:
  - ✓ The work methodology of the consultant containing detailed time schedule of activities.
  - ✓ Proven experience in SWHs certification and standardization projects, and work experience from the MENA region.
  - ✓ Clear job description of each expert for the mission.
  - ✓ List of average manpower divided on Management, Technical staff and other staff.
  - ✓ CVs of the consultancy team experts involved in the project.
  - ✓ Clear vision about the kick off meeting, the training course and the final meeting of the project.
  - ✓ Minimum an EN ISO 9001 certification or similar, or an acceptable operating quality assurance and management system.
- The Financial offer should clearly show the following items:
  - ✓ Total man-days for fulfilling the above mentioned missions
  - ✓ The organization of the first event including the kick-off meeting and the training course for the network members including training materials, tools and equipments, trainers cost, venue, catering, accommodation and meals for participants.
  - ✓ The organization cost of the second event, which is the final two days workshop, including speakers cost, venue, catering, accommodation and meals for participants.
  - ✓ Accommodation and meals cost should not exceed 150 Euros/day/participant. And will be paid against separate invoices.

- ✓ RCREEE will organize and cover the flights for all the network members in the two events.
  - ✓ The total amount needed to be paid by RCREEE, not included the accommodation costs of the participants for the two events. This cost will be paid against separated invoices.
  - ✓ Clear breakdown for the financial offer.
- 
- The offers will be evaluated according to RCREEE perspectives and internal regulation, RCREEE has the right to cancel the tender or exclude any bid without any justifications
  - For any questions and information please contact [info@rcreee.org](mailto:info@rcreee.org) or [ashraf.kraidy@rcreee.org](mailto:ashraf.kraidy@rcreee.org)
  - It's possible that other Arab countries not RCREEE members show their interest to join the network, in this case they will cover their participation cost. The consultant should be fixable to face such a case.