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Development of Regulatory and Fiscal Instruments for Green Buildings Request for Proposal (RFP)

Letter of invitation

The Lebanon Green Building Council (LGBC) hereby invites you to submit a Proposal to this RFP for the provision of Consultancy Services on the 'Development of Regulatory and Fiscal Instruments for Green Buildings'.

Proposals may be submitted on or before Friday December 17th, 2021 via email to:

Mr. Pierre Dammous: lgbc.procurement@gmail.com

and Dr. Riad Assaf: riadassaf@hotmail.com

The Proposal must be expressed in English and valid for a minimum period of 3 months from the indicated latest date for submission.

In the course of preparing the Proposal, kindly ensure that it is signed in the .pdf format, and free from any virus or corrupted files. Proposals that are received by LGBC after the deadline indicated above, for whatever reason, shall not be considered for evaluation.

Services proposed shall be reviewed and evaluated based on completeness and compliance of the Proposal and responsiveness with the requirements of the RFP. The Proposal that complies with the requirements, meets the evaluation criteria and offers the best value for money shall be selected and awarded the contract. Any offer that does not meet the requirements shall be rejected.

Any discrepancy between the unit price and the total price shall be re-computed by LGBC, and the unit price shall prevail, and the total price shall be corrected. If the Service Provider does not accept the final price based on LGBC's re-computation and correction of errors, its Proposal will be rejected.

No price variation due to escalation, inflation, fluctuation in exchange rates, or any other market factors shall be accepted by LGBC after it has received the Proposal. At the time of Award of Contract, LGBC reserves the right to vary (increase or decrease) the quantity of services and/or goods, by up to a maximum twenty-five per cent (25%) of the total offer, without any change in the unit price or other terms and conditions.

Please be advised that LGBC is not bound to accept any Proposal, nor award a contract, nor be responsible for any costs associated with a Service Provider's preparation and submission of a Proposal, regardless of the outcome or the manner of conducting the selection process.

Thank you and we look forward to receiving your Proposal.

Sincerely yours,

Riad Assaf (LGBC Project Manager)



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Description of Requirements

Context of the Requirement	Assess and propose the needed regulatory and fiscal policies to motivate the building sector in obtaining green building certification (of any type, including ARZ).
Brief Description of the Required Services	Assess the effectiveness of the current regulatory and fiscal environment to motivate green building certification for existing and new building stocks and provide recommendations for enhancing this regulatory and/or fiscal framework.
List and Description of Expected Outputs to be Delivered (in English language)	<ol style="list-style-type: none"> 1. Assessment of the current fiscal incentives and regulatory framework available in Lebanon that promote both green building certification (existing and new stock) and promote achieving higher/better levels of certification. 2. Descriptive study detailing what instruments and/or regulation are present to incentivize green building certification (and their respective effectiveness) in five countries: at least one European and two MENA countries. 3. Strategic roadmap and fiscal and/or regulatory recommendations to incentivize both green building certification in Lebanon and achieving higher/better levels of certificates.
Person to Supervise the Work/Performance of the Service Provider	Lebanon Green Building Council (LGBC): Project Manager and team
Frequency of Reporting	Bi-weekly (A summary of tasks).
Location of work	<input type="checkbox"/> Exact Address <input checked="" type="checkbox"/> At Contractor's Location
Expected duration of work	5 months
Target start date	February 17 th , 2022
Target completion date	July 16 th , 2022
Implementation Schedule indicating breakdown and timing of activities/sub-activities	<input checked="" type="checkbox"/> Required <input type="checkbox"/> Not Required
Names and curriculum vitae of individuals who will be involved in completing the services	<input checked="" type="checkbox"/> Required <input type="checkbox"/> Not Required
Currency of the Proposal	<input checked="" type="checkbox"/> United States Dollars <input type="checkbox"/> Euro <input type="checkbox"/> Local Currency
Partial Quotes	<input checked="" type="checkbox"/> Not permitted <input type="checkbox"/> Permitted



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Payment Terms	<p>Conditions for Payment Release: Within ten (10) days from the date of meeting the following conditions:</p> <p>a) LGBC's written acceptance (i.e. not mere receipt) of the quality of the deliverables' outputs; and b) Receipt of invoice from the Service Provider. c) All invoices must be billed before September 9th, 2022.</p>
Criteria for Contract Award	<p><input type="checkbox"/> Lowest Price Quote among technically responsive offers <input checked="" type="checkbox"/> Highest Combined Score (based on the 70% technical offer and 30% price weight distribution).</p>
Criteria for the Assessment of Proposal	<p>Technical Proposal (70%)</p> <p><input checked="" type="checkbox"/> <i>Technical Proposal (100%)</i> <input checked="" type="checkbox"/> Expertise of the Firm: 30% <input checked="" type="checkbox"/> Methodology, its Appropriateness to the Condition and Timeliness of the Implementation Plan: 40% <input checked="" type="checkbox"/> Management Structure and Qualification of Key Personnel: 30%</p> <p>Financial Proposal (30%) To be computed as a ratio of the Proposal's offer to the lowest price among the proposals received by LGBC.</p>
Contact Person for Inquiries (Written inquiries only)	<p>Dr. Riad Assaf, email: riadassaf@hotmail.com Any delay in LGBC's response shall be not used as a reason for extending the deadline for submission, unless LGBC determines that such an extension is necessary and communicates a new deadline to the Proposers</p>
Proposal submittal	<p>Proposals must be sent before December 17th, 2021 midnight (Beirut time) by email to: Mr. Pierre Dammous: lgbc.procurement@gmail.com and Dr. Riad Assaf: riadassaf@hotmail.com</p>



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Annex 1

Terms of Reference

1. BACKGROUND INFORMATION

The United Nations Development Programme (UNDP) has initiated the implementation of the *CEDRO 5 project*, which is co-funded by the European Union (EU). The CEDRO 5 project is implemented in partnership with the Association of Lebanese Industrialists (ALI), The Lebanon Green Building Council (LGBC), and the International Renewable Energy Credits (I-REC) Institution.

The European Union (EU) is encouraging innovation and entrepreneurship in Lebanon to support a clean energy transition. The overall aim of the EU is to address job creation and growth in support of Lebanon's economy, in line with the first priority sector of the Single Support Framework for EU Support to Lebanon (2017-2020), while supporting Climate Change Mitigation in Lebanon. The specific objective is to promote innovation, entrepreneurship and job creation in support of Lebanon's clean energy transition and Nationally Determined Contributions (NDCs) for the energy sector. The European Union (EU) proposes the gradual shift towards a clean energy transition (gradual phasing out from fossil fuels by switching to renewable energy sources) and circular economy principles, paving the way for: (1) tapping into the potential for green jobs and growth (in particular in the energy sector), (2) alleviating financial and economic burden of the current energy system on the various sectors and sub-sectors of Lebanon, (3) facilitating access to financing, and (4) improving the linkages amongst green entrepreneurship, small-and-medium sized enterprises (SMEs), industries and research/technology centers.

The CEDRO 5 project aims to achieve the objectives outlined above through enhancing innovation, entrepreneurship and research, assisting in technology transfer and the creation of new value chains in the renewable energy and energy efficiency sector, supporting and instating enabling policy, training and capacity building, and targeting effective awareness initiatives on renewable energy (RE) and energy efficiency (EE).

2. MAIN OBJECTIVE

The LGBC is seeking the professional services of a consultancy (or consortium of consultancies) which has conducted similar projects assessing and analysing regulatory, fiscal and/or other incentives to promote both green building certification and activities/actions for better/greener certification.



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3. GENERAL REQUIREMENTS

The bidders will propose in the technical part the methodology, workplan and approach chosen in view to deliver the best possible study.

Below requirements are not exhaustive; they explain the minimum expected from this assessment. The bidders will add whatever they deem it important for an outstanding assessment quality.

3.1. Mapping the Lebanese context and assessment of the national experience

The consultancy will perform desk reviews, stakeholder interviews and surveys in view to map the Lebanese context and assess the national experience. It is expected to report at least on the following:

- Mapping of existing stakeholders engaged in the advancement of policy, regulation and programs related to building performance
- Regulatory framework (past and ongoing): laws, decrees, decisions, directives, policies, technical regulations, standards, codes, etc.
- Financial framework (past and ongoing): (Banque Du Liban) BDL circulars, subsidized loans, financial institutions contributions (i.e. AFD, EBRD, IFC, etc.), other projects and initiatives.
- The lessons learned from past initiatives to implement building certification schemes in Lebanon (ARZ 1.0, EDGE, LEED, BREEAM, etc.)
- Stakeholders' feedback: lessons learned and expectations.
- Key Performance Indicators: year 2021 status quo.

3.2. Assessment of the international experience

The consultancy is to survey best-case international experiences in the implementations and uptake of green building certification and motivation for higher levels of green certification. At least five countries shall be considered, among them at least one European country and two countries from the MENA region.

The objective of this assessment is to understand how the selected countries succeeded in motivating the various building sectors to apply to a green certificate (and to achieve higher levels of certification). The building sectors should include residential, office, hotel, mall, hospital, educational facility, etc.

The outcome of this exercise is to describe the historical process of these countries from the start of their building certification schemes to their present and future progress.

The report should touch upon the various measures taken along the above timeline; this should include but not limited to the CSR awareness campaigns, fiscal incentives related to tax rebates, financial property tax reductions, grants, subsidies, regulation, minimum standard, building codes, etc. Eventually, the report should lead to identifying actions that nudge institutions into applying for green building assessment and certifications.



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3.3. Strategy and roadmap to incentivize green building certification in Lebanon

To better understand any strategy derived from this assessment, it is recommended to have an introductory section explaining the benefits of green building in their various forms; be they economic, environmental and social.

It is recommended to highlight the benefits that Lebanon can get from moving towards green buildings.

The bidders will do an overview scope of what can be done given the Lebanese environment, and learnings from national and international best experiences. A SWOT analysis will result from all above findings.

The bidder should identify key recommended activities that respond to the Lebanese context in the areas of fiscal policy, regulatory policy, marketing and business development strategies for LGBC and/or similar building certification bodies, training programs for installers and builders, among other measures. Additionally, the report should identify energy efficiency measures that need to be prioritized in light of the current circumstances in Lebanon. The prioritization of the measures should take into consideration their cost effectiveness, the ease of implementation and their environmental impacts.

Finally, the bidders shall propose a strategic roadmap for the implementation of their recommendations to incentivize green building certification in Lebanon. Recommendations should be split among different frameworks and followed by their expected impacts; be they qualitative or preferably quantitative. The implementation plan should classify the proposed measures in terms of priority, timeline and responsible stakeholder(s).

4. DELIVERABLES

The bidders will propose in their methodology and work plan a set of deliverables that matches the project timeline and respects the target completion date related to each task.

Phase	Deliverable	Timeframe	Payment Terms
1	Mapping the Lebanese context and assessment of the national experience	1 month after contract signature	30%
2	Assessment of the international experience in implementing successful building certification schemes	3 months after contract signature	20%



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3	Strategy and roadmap to incentivize green building certification in Lebanon	5 months after contract signature	50%
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The final TOR that will be signed as part of the contract will formulate the negotiated contents of each deliverable.

5. PROPOSAL REQUIREMENTS

Bidders' proposals should include at least the following:

- Overview of the bidding consortium or firm
- Overview of how the bidder will meet the required objectives under this RFP
- Explanation of the bidder's technical proposal
- Outline of the bidder's assessment strategy
- Proposed timeline from kickoff to completion
- Details about the proposed team (roles of each member, time allocation)
- CVs of the consortium or firm representative and key personnel assigned to the proposed task
- Relevant portfolio experience for the past 5 years
- References
- Any key differentiators about the bidder?
- Supporting documents for the below:
 - Firm legal status and registration (شهادة تسجيل الشركة)
 - Firm commercial register (سجل تجاري)
 - Firm's legal representative certificate (إذاعة تجارية)
 - Consortium members' tax registration number
 - Prior engagement with other UN Agency (including UNDP) or other international donors or organizations.



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Technical Evaluation Criteria

Summary of Technical Proposal Evaluation Forms		Points Obtainable
1.	Expertise of the Firm	300
2.	Methodology, its Appropriateness to the Condition and Timeliness of the Implementation Plan	400
3.	Management Structure and Qualification of Key Personnel	300
Total		1000

Section 1. Expertise of the Consortium or Firm		Points obtainable
1.1	Experience of the consortium or firm: Minimum of 5 years in strategic planning and sustainability field <i>For 0-5 years = 60 points; 5-7 years = 80 points; 7-9 years = 100 points; for more than 9 years = 120 points</i>	120
1.2	General Organizational Capability which is likely to affect implementation: management structure, financial stability and project financing capacity, project management controls, extent to which any work would be subcontracted <i>25% of project staff are full-time, weak management controls: 20 points Up to 50% of staff are full time, average management controls: 40 points Up to 80% of staff are full time, PM controls and/or ISO 9001 management certification: 60 points</i>	60
1.3	Relevance of specialized knowledge and experience on similar engagements done in the region/country <i>Minimum 1 major project in fields related to the contract in the past five years (50 points) More than 1 major project in fields related to the contract in the past five years (80 points) More than 4 major projects in fields related to the contract in the past five years (100 points) More than 7 major projects in fields related to the contract in the past five years (120 points)</i>	120
Total Section 1		300

Section 2. Methodology, its Appropriateness to the Condition and Timeliness of the Implementation Plan		Points obtainable
2.1	Bidder's understanding of the task and addressing important aspects in sufficient details. i.e. detailed methodology clearly stating the tasks / sub-tasks that the bidder will follow to complete the assignments	200
2.2	Bidder's offer is a well-designed approach meeting/exceeding the requirements of the RFP. i.e. detailed work schedule – staff allocation	200
Total Section 2		400



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Section 3. Management Structure and Qualification of Key Personnel			Points obtainable
3.1	Team Leader		150
	Education: <ul style="list-style-type: none"> Advanced university degree in engineering, economics, project management, business administration or related fields 	40	
	Experience: <ul style="list-style-type: none"> Minimum of 10 years of general experience of project management in consultancy services (40 points) Previous experience in strategy consultancy for government policies or international organization projects (projects focused on e-governance strategies) (40 points) Previous experience in implementation of national programs is a plus (10 points) Previous experience in the region or in countries with similar conditions to Lebanon is an asset (10 points) 	100	
	Language Skills: <ul style="list-style-type: none"> Fluent English and Arabic 	10	
3.2	Environmental Policy Expert		50
	Education: <ul style="list-style-type: none"> Advanced university degree in international affairs, engineering, sustainable development, socio-economics, or related fields 	15	
	Experience: <ul style="list-style-type: none"> Minimum of 5 years of general experience. (10 points) Minimum of 5 years expertise in implementing policy programs (10 points) Previous experience in sustainable development sector is an asset (5 points) Previous experience in the region or in countries with similar conditions to Lebanon is an asset (5 points) 	30	
	Language Skills: <ul style="list-style-type: none"> Fluent English and Arabic 	5	



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3.3	Economist		50
	Education: <ul style="list-style-type: none"> o Advanced university degree in economics, socio-economics, or related fields 	15	
	Experience: <ul style="list-style-type: none"> o Minimum of 5 years of general experience. (10 points) o Minimum of 5 years of experience performing deep analysis, formulate plans to address economic problems, and intensive research (10 points) o Previous experience in sustainable development sector is an asset (5 points) o Previous experience in the region or in countries with similar conditions to Lebanon is an asset (5 points) 	30	
	Language Skills: <ul style="list-style-type: none"> o Fluent English and Arabic 	5	
3.4	Business Development Expert		50
	Education: <ul style="list-style-type: none"> o Advanced university degree in engineering, sustainable development, business administration, or related fields 	15	
	Experience: <ul style="list-style-type: none"> o Minimum of 5 years of general experience. (10 points) o Minimum of 5 years expertise in analyzing and expanding business operations toward sustained growth (10 points) o Previous experience in sustainable development sector is an asset (5 points) o Previous experience in the region or in countries with similar conditions to Lebanon is an asset (5 points) 	30	
	Language Skills: <ul style="list-style-type: none"> o Fluent English and Arabic 	5	
Total Section 3			300

Thank you for your interest in responding to this RFP. We look forward to your response.