**REQUEST FOR PROPOSALS:**

**Consultant to provide technical support and conducting research on affordable houses in Kerala**

**SUMMARY OF PROCUREMENT**

WRI India is planning to offer a Fixed Price contract for conducting research and providing technical support to evaluate the design and construction aspects of affordable houses which determine thermal comfort needs of residents. The research comprises a survey which will include qualitative and quantitative questions that will assess the design, operational, and constructional features of buildings, to establish a baseline of affordable houses in different regions in the state. Along with the survey, we plan to conduct region wise focus group discussions to gather inputs to develop guidelines for improving thermal comfort in affordable houses. Furthermore, we will also perform a detailed assessment of one housing complex to develop broad recommendations to improve design and construction practices in such buildings. The research must be completed by November 2024 and proposals for the same are invited by July 31st, 2024.

**About WRI India**

India Resources Trust, an independent charity shall be hereinafter referred to as **“WRI India”**, provides objective information and practical proposals to foster environmentally sound and socially equitable development. Our work focuses on building sustainable and livable cities and working towards a low carbon economy. Through research, analysis, and recommendations, WRI India puts ideas into action to build transformative solutions to protect the earth, promote livelihoods, and enhance human well-being.

**About the WRI India Energy Program**

The objective of WRI India’s Energy Program is to inform and guide India’s transition to cleaner energy. The program focuses on 3 inter-related aspects of this energy transition: enhancing energy access, scaling renewables among specific consumer categories and achieving higher levels of energy efficiency. [Our energy access work is specifically aimed at achieving SDG 7: affordable and clean energy; and through SDG 7 achieve other SDGs aimed at reducing poverty (SDG 1), improving good health (SDG 3) and climate action (SDG 13)]

The implementation of India Cooling Action Plan (ICAP) at the state level in India is one of the program’s projects. ICAP is India’s roadmap to cooling sector transformation. It lists recommendations to reduce cooling energy demand in space cooling, cold chain, refrigeration, transportation, or mobile air conditioning sectors. However, at the sub national level many states are yet to identify cooling as a priority area of focus.

The ICAP remains predominantly a technology-focused document with limited solutions on access to affordable cooling for formal and informal housing. States need to identify cooling actions to provide thermal comfort for all the citizens within their jurisdictions. There is an urgent need to identify cooling needs for vulnerable communities, designing pilot programs, learning lessons from their implementation, and incorporating them into policymaking.

**SCOPE OF WORK AND DELIVERABLES**

**Purpose and Objective**

The aim of the project is to promote sustainable cooling practices in Kerala, specifically targeting the improvement of thermal comfort in affordable homes. According to *LIFE Mission*, the state’s initiative to promote affordable housing through financial assistance, a significant number of affordable housing comprise of self-built homes where homeowners may have limited knowledge or awareness of passive cooling strategies. To address this gap, WRI India will conduct a survey to assess the status and trends of self-built homes. This research will help identify broad recommendations for informing the design and construction of self-built housing through region-specific guidelines. Additionally, WRI India will also assess one government-built housing/apartment complex to understand building conditions, attention to passive design strategies to advise and inform *LIFE Mission* on building thermally comfortable mass-housing projects.

Thus, the research will involve three primary activities.

1. A survey will be conducted in the northern, central, and southern regions of the state, covering all distinct geographies including tribal and coastal communities, to comprehend the local housing eco-systems in the region, including construction materials and technology, common design features, and local labor involvement.
2. Low-cost or no-cost interventions will be identified through stakeholder consultations, specific to each region, that could improve the thermal performance of affordable homes.
3. An assessment of one government-built housing complex to develop broad recommendations to improve thermal comfort in LIFE Mission supported housing complexes.

Finally, the insights and information obtained from these three activities will be used to create the following:

1. Guidelines for new self-built affordable homes financed by the government – these guidelines will be distributed to beneficiaries through relevant state agencies and local governments, enabling them to gain a better understanding of the cost-effective interventions required to improve the thermal comfort of their homes.
2. A recommendation note to improve the construction practices and design of housing complexes based on the insights from the assessment of one housing complex

**Overview and Expectations from Consultant**

The consultant is expected to conduct a survey and assist WRI India in creating guidelines to enhance thermal comfort in affordable houses through technical consultations in various regions of the state. The survey aims to encompass a minimum of 300 households spread across the northern, central, and southern regions of the state, as specified by WRI India. While WRI India will lead the creation of the survey questionnaire, the consultant is expected to offer feedback and suggestions to support WRI India. Additionally, the consultant is expected to utilize their expertise to evaluate the existing condition of the houses, including the design and construction parameters that influence the house's thermal comfort. Essentially, the agency is expected to document all critical observations related to the study objectives, which may or may not be covered by the survey questionnaire. The survey agency is also required to take photographs of the surveyed houses after obtaining consent from the relevant individuals. Furthermore, as part of developing the guidelines, the consultant is expected to facilitate discussions with local masons, architects, designers, and practitioners to identify cost-effective solutions for enhancing thermal comfort. Additionally, the consultant is required to conduct cost-benefit analyses for the proposed technical solutions and submit a detailed technical report based on all these activities.

Furthermore, the consultant will be required to assess one select housing complex in the state as suggested by WRI India and develop a recommendation note outlining design and construction interventions aimed at improving thermal comfort within such similar housing complexes.

**Scope of Work**

1. **Survey of affordable houses**

The consultant will:

1. Provide inputs on the survey questionnaires to improve its relevance and practicality.
2. Along with WRI India, participate in meetings with relevant agencies/departments to seek approvals for surveys wherever and whenever required.
3. Participate in mock survey sessions – train the surveyors to administer the survey and document responses.
4. Conduct a questionnaire-based survey (quantitative and qualitative) among the select households in the select regions of the state by adhering to WRI India’s terms and conditions. The survey will target to cover at least 300 households– any slight changes in these numbers shall be communicated with the consultant at least one week before the start of the survey. As a part of the building assessment, the consultant will also be required to take measurements (basic dimensional) of building height, window to wall ratio etc.
5. Leverage their technical expertise and knowledge to assess the buildings’ present condition, including passive design features, materials used, construction practices, system details among others and make critical observations pertaining to the study objectives – based on these observations and collected data, the consultant is required to support WRI India in developing guidelines for improving thermal comfort in affordable houses
6. Document the survey responses and data as per the template provided by WRI India – submit weekly survey reports
7. Submit a final survey report that captures all information and data from the surveys
8. Take photographs of surveyed buildings to depict their physical condition and vulnerability after obtaining consent from the concerned people
9. **Technical Support in developing guidelines for affordable houses**
10. Work with WRI India in conducting consultations with local masons, architects, designers, manufacturers of construction materials, and practitioners in the surveyed regions to pinpoint cost-effective and region-specific solutions for enhancing thermal comfort in affordable houses.
11. Conduct technical and cost-benefit analyses for the proposed technical interventions covered in the guidelines
12. Assist WRI India in creating guidelines by producing easily accessible checklist and illustrations as required
13. Submit a detailed technical report based on the survey findings, feedback, cost-benefit analyses, and discussions with local stakeholders.
14. Collaborate with WRI India throughout the process, providing expertise and support as required.
15. **Evaluation of a housing complex**
    * + 1. Conduct a detailed assessment of the selected housing complex as suggested by WRI India to identify potential opportunities to improve thermal comfort.
        2. Develop a recommendation note outlining design and construction interventions to enhance thermal comfort in similar housing complexes.

**TIMELINES**

| **S. No.** | **Milestone** | **Timelines** | **Tasks/ Deliverables** |
| --- | --- | --- | --- |
| 1 | Signing of contracts | August 1st week | Contract signing |
| 2 | Prepare the survey team and finalize the questionnaire | August 1& 2nd week | * Training of enumerators on questionnaire /discussion guides and project sites * Finalize questionnaire. |
| 3 | Conduct Survey | August 2nd week to October 2nd week | * Start of Survey * Submission of weekly reports that capture survey progress |
| 4 | Submission of draft survey report | October 3rd week | Completion of Data Collection  Hand over the survey data in a digital format within 7 days from the completion of survey. The data should include the   * Raw files – responses from the respondents in original form along with corresponding identification and geotagged information * Clean data – responses compiled in excel (for quantitative data) and MS word (for qualitative data) separately for different community groups across cities as per the WRI India Template * Draft survey report – summary of data collected and critical observations |
| 5 | Support WRI India in conducting technical consultations | August - October | * Identify relevant stakeholders including local masons, architects, designers, manufacturers of construction materials, and practitioners in the surveyed regions * Support WRI India in facilitating discussions with the identified stakeholders – at least three FGDs (1 each for each region) |
| 6. | Assessment of one housing complex | September | * Conduct a detailed evaluation of one housing complex * Develop a recommendation note outlining design and construction level interventions to improve thermal comfort |
| 6. | Support WRI India in developing guidelines | November | * Conduct cost-benefit analysis for the proposed technical interventions covered in the guidelines * Create illustrations of identified interventions and design-level drawings of model houses as required for the guidelines |
| 7 | Final report | November last week | * Submit a detailed technical report based on the completed activities |

**PAYMENT TERMS**

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| --- | --- | --- |
| **SL NO** | **Deliverables** | **Payment** |
| 1 | Contract Signing | 10% |
| 2 | Prepare the survey team- Conduct at least one training session for the enumerators & share the final list of enumerators | 20% |
| 3 | Completion of 50% survey – in terms of number of survey responses and facilitation of at least one FGD | 30% |
| 4 | Completion of assessment of one housing complex and submit the recommendation note | 10% |
| 5 | Facilitation of at least three FGDS; Completion of cost benefit analysis, illustrations, and design level drawings as required for the guideline document | 10% |
| 6 | Completion of 100% survey, and final report submission | 20% |

Please note that the maximum budget estimate for this survey is restricted to INR 10,00,000/- inclusive of taxes. The bidder is suggested to arrive at the final bid price after considering all the travel related expenses as they will not be reimbursed later. The project shall be awarded to the best suitable agency with a reasonable bid.

**GUIDELINES FOR PROPOSAL SUBMISSION**

**Requirements**

1. The bidders shall showcase with satisfactory proofs of relevant experience of not less than three years in the RTS feasibility assessments/ walk-through energy audits.
2. The bidder shall possess experience in surveys, RTS feasibility assessments, and/or building audits in Kerala.
3. The bidder shall showcase experience of working with government agencies or departments.
4. Please note, individuals are eligible to apply for this Request for Proposal. Eligible individuals /organizations may apply in a consortium clearly stating the individual roles, deliverables responsible for and the PMU structure along with other required details in the proposal. In this case the lead partner should be responsible for all the deliverables in case of non-compliance by other partners.

**Proposal content**

Prospective organizations/consultants should submit:

* A statement of interest describing the proposed team and how it meets the above requirements.
* CVs of team members.
* Description of capabilities and relevant experience - Examples of and references (at least 3) for similar previous work.
* An outline of the proposed methodology and workplan. At a minimum the workplan is expected to contain the following
  + Security and Quality protocols, which will include:
    - Identification of the main threats to quality of the data and how these will be addressed.
    - How data quality will be maintained.
    - How non-responses will be handled.
    - Plans for transcription and translation. All interviews will be done in person in the respondent’s primary language. The data collection instruments will be developed in English, however, will need to be translated to the appropriate vernacular language by the conductor.
    - Security requirements/data protection - Confirm that data collection security protocols are in place and describe in detail how sample data and collected data will be protected.
  + Data Collection Workplan, including each data collection activity, which will at the minimum include the following detail:
    - Staff resources responsible for the different activities.
    - Schedule of trainings: in general interviewing and enumeration skills as well as project specific trainings.
    - Internal testing of instruments and/or data collection protocols.
    - Schedule of all activities related to data collection, with start and end dates.
    - Total number of days allocated of training for data collection activity and time allocation.
    - Clear indication of the roles and responsibilities of the different team members.
* An account of how the work and/or organization is sustainable. Please fill the annexure attached along with this RFP. Please note, this is only for sustainability reporting and will NOT be used in the evaluation except in the circumstance mentioned under the heading Evaluation.
* A proposed budget with a breakdown of costs sufficient to assess reasonableness and compliance with our funder requirements. Please also indicate proposed payment milestones against the work milestones mentioned under the section “Timing”. This may be negotiated by WRI India at the time of contract signing.

**Expression of Interest, Deadline for Questions, and Proposal**

All expressions of interest and questions about this RFP must be received via email to the contact below by **July 24th, *2024, 6 PM (Indian Standard Time)***. Answers to the questions will be shared will all parties who have asked questions or otherwise expressed interest.

WRI India Energy Team - [indiaenergy@wri.org](mailto:indiaenergy@wri.org)

All proposals must be sent by **31st *July 2024, 6 PM (Indian Standard Time)*** in electronic format to the same contact listed above.

**EVALUATION AND SELECTION**

**Evaluation Criteria**

The following elements will be the primary considerations in evaluating all proposals submitted in

response to this RFP:

* Completion of all required elements.
* The extent to which the organization’s/consultant’sproposal fulfills WRI India’s stated requirements as set out in the RFP.
* Experience with similar projects.
* Overall cost of the organization’s/consultant’s proposal.
* Debarment and sanctions – WRI India will not consider proposals from organizations/consultants that are presently debarred by the Indian government or named on any restricted parties lists.
* Sustainability – WRI India values sustainability and all other factors being equal (i.e., equal scores for price and non-price), will favour a proposal to perform the work more sustainably.

**The bidder offering the best overall value will be selected. For this procurement, price and nonprice aspects are of equal importance (50:50).**

**Selection Process**

No proposal development costs shall be charged to WRI India, all expenses are to be borne by the bidders. WRI India may award to the bidder offering best value without discussions. However, WRI India reserves the right to seek bidder clarifications and to negotiate with those bidders deemed to be within a competitive range. WRI India may, at its discretion and without explanation to the prospective organizations/consultants, choose to discontinue this RFP without obligation to such prospective organizations/consultants or make multiple awards under this RFP. Contracts will not be awarded to organizations/consultants debarred by the Indian government or named on restricted parties lists.

# Disclaimer

# No part of this Request for Proposal shall be construed to be a document for offer. The acceptance of a proposal does not contractually bind WRI India. The vendor will have to sign definitive contractual documents which will govern its relationship with WRI India. The requirements mentioned in this document are subject to change.