

1. Introduction

This Terms of Reference (ToR) outlines the scope of work for a consultancy to assist Human Appeal in achieving compliance with the Energy Savings Opportunity Scheme (ESOS) & Carbon Reporting (SECR) for which Human Appeal qualifies and assist the organisation in developing an environmental and sustainable policy and strategy.

2. Objectives

- i. Ensure compliance with ESOS regulations & Carbon Reporting (SECR).
- ii. Develop an environmental and sustainable policy and strategy.
- iii. Identify and implement energy efficiency measures.
- iv. Enhance the organization's environmental responsibility and sustainability practices.

3. Scope of Work

- ESOS Compliance:
 - Perform energy audits for significant energy-consuming activities.
 - Identify energy-saving opportunities and calculate potential savings.
 - Prepare and submit the ESOS compliance notification.
 - Develop an ESOS action plan and monitor progress.
- Environmental and Sustainable Policy Development:
 - Conduct a baseline environmental assessment.
 - Develop an environmental policy statement.
 - Create a sustainability strategy aligned with international standards in the humanitarian sector.
 - Integrate environmental considerations into operational processes.
 - Provide training and capacity-building for staff with the aim of taking over the process within the organisation upon expiration of contract.
 - Establish monitoring and reporting mechanisms.

4. Deliverables

- ESOS compliance report/Streamlined Energy & Carbon Reporting (SECR) for inclusion into the 2024 audited accounts due to be filed on or before 31 July 2025 and action plan. This should also include comparative metrics with previous year (2 year data)
- Design and develop a robust Environmental policy document.
- Development of Sustainability strategy document.
- Provision of training materials and workshop sessions.
- Monitoring and reporting framework.

5. Timeline

Assignment must be fully completed before 31 July 2025,

6. Consultant Requirements

- Proven experience in ESOS compliance and energy audits.
- Expertise in environmental policy and sustainability strategy development.
- Strong analytical and report writing skills.
- Ability to conduct training and capacity-building sessions.
- Excellent communication and stakeholder engagement skills.

7. Budget

A detailed budget will be provided by the consultant, covering all consultancy fees, travel expenses, and other related costs.

8. Reporting and Communication

- Regular progress updates and interim reports.
- Final report submission at the end of the consultancy period.
- Meetings and workshops with key stakeholders.

9. Evaluation Criteria

Experience and Expertise:

- Proven Track Record
- Qualified Assessors

Comprehensive Service & Solution Portfolios:

- Full Scope of Services: offer a full range of services, including energy audits, compliance reporting, and implementation support
- Tailored Solutions: ability to provide customized solutions to fit Human Appeal's needs and energy consumption patterns

Regulatory Knowledge:

- Up-to-Date Knowledge: The firm should be well-versed in the latest ESOS regulations and any changes to compliance requirements
- Guidance and Support: They should offer ongoing support to help you stay compliant in future ESOS phases

Cost-Effectiveness:

- Transparent Pricing: Look for firms that offer clear and transparent pricing structures.
- Value for Money: Assess the cost against the potential energy savings and compliance benefits they can deliver

Reputation and References:

- Client Testimonials: Check for positive testimonials and case studies from previous clients.
- Industry Reputation: Consider the firm's reputation within the industry and any professional accreditations they hold

Technological Capabilities:

- Data Analysis Tools: The firm should use advanced tools and methodologies for energy data analysis and reporting
- Innovative Solutions: Look for firms that offer innovative approaches to energy efficiency and sustainability

Sustainability Focus:

- Net-Zero Ambitions: Choose a firm that aligns with your sustainability goals and can help you integrate net-zero strategies into your energy management
- Long-Term Partnership: Consider firms that offer long-term support and partnership to continuously improve your energy efficiency

10. Format of submission for your proposal

You can use your own format to submit your proposal (Powerpoint or PDF) as long as the above

1. Presentation about your Company, the Team that would be assigned to the project, experience/achievements, clients/case study
2. Pricing element: please separate both elements a) and b)

a) Sustainability Strategy & Policy Development

Cost & methodology / Approach for the Strategy on Sustainability for Human Appeal. This should include timelines and clear pricing structure

b) ESOS Reporting

Cost for ESOS reporting for our 2024 activities. This should include timelines and clear pricing structure

If interested, please submit your proposal and any potential request for clarifications to tenders@humanappeal.org.uk .

Deadline for submission: by EOB 13 March 2025.