



European Union

European Regional
Development Fund

Zero Emissions Building Catalyst (ZEBCat) is part-funded by the European Regional Development Fund.

Invitation to Tender:

ZEBCat Project Management, Housing and Industry Support

Energiesprong UK (ESUK) is a partner in the Zero Energy Buildings Catalyst (ZEBCat) project which is part-funded by the European Regional Development Fund. With a total project budget of just below £2.5m, of which £1m is ERDF grant, the six partner organisations will deliver 15 net zero energy social housing retrofits and 1 office building retrofit. Devon County Council is the lead partner; housing partners are Sanctuary Housing, North Devon Homes and Exeter City Council; Regen SW is a delivery partner leading on the business support element of the ZEBCat project; ESUK is a delivery partner leading on the integration with the national Energiesprong movement.

The project will be delivered over three years from January 2017 to December 2019 (with three months for project completion in 2020) in the Heart of the SW (HotSW) LEP area (Devon, Plymouth and Torbay). ZEBCat will deliver an integrated programme to develop an innovative approach to low carbon building retrofit:

- demonstrating net zero energy retrofit in housing and public buildings;
- driving technical, finance, local SME and supply chain innovation;
- creating conditions for future growth.

Energiesprong UK is seeking to appoint a dedicated Project Manager to represent ESUK on the ZEBCat Project Board and to lead the delivery of ESUK's contribution to the project. This will also include providing support to housing and industry partners in their delivery of the demonstrators. The Project Manager will be accountable to the ESUK Board with delegated authority for the ZEBCat project, including a £30,000 project budget (of which c.£16k remains to be spend) allocated to ESUK.

ESUK is seeking to appoint the Project Manager as soon as feasible and for the entire duration of the project. The following time commitment is envisaged (total of 172 hours):

- September 2018 – December 2018 (4 months): 48 hours (including 4 Project Board meetings, usually hosted in Exeter – participation via telephone/video call is possible)
- January 2019 – December 2019 (12 months): 112 hours (including 12 Project Board meetings)
- January 2020 – March 2020 (3 months): 12 hours (including 1-2 Project Board meetings)

This schedule is indicative and based on the need for ESUK to support the ZEBCat project particularly during the early implementation phase of the demonstrators which are currently in procurement. During this phase specialist support to housing and industry partners will be required. During the final year of the project ESUK's engagement is envisaged to reduce and focus primarily on an advisory role on the ZEBCat Project Board and wider dissemination.

The total project budget is capped at £30,000 (of which just over £14k has been spent to date) and in addition to project management will fund (*progress to date and next steps in italics*):

- Performance specification, monitoring, industry activation
 - *Performance specification complete*
 - *Monitoring protocol in place*
 - *Industry activation ongoing (pre-procurement) – next phase is to support shortlisted/selected industry partner in their delivery*
- Procurement support, including stock selection
 - *Procurement documents complete, including stock selection*

- *ESUK involved in assessment panel*
- Support to housing providers, including tenant engagement
 - *Tenant engagement workshop delivered*
 - *Pre-procurement support to housing providers complete*
 - *Ongoing support during supplier selection*
 - *Ongoing support during installation of demonstrators*

An indicative contingency budget of £2,500 is available to resource any additional specialist support that may be required. The Project Manager will be responsible for procuring this support – as and when needed – in accordance with the ZEBCat procurement guidelines. The Project Manager is also responsible for the contract management, which includes sign-off of time sheets and approval of invoices for payment by ESUK. Payments will be managed by the Company Secretariat of ESUK. The company secretariat will work with the Project Manager to compile and submit the quarterly project claims to the lead partner (Devon County Council).

Key responsibilities and outputs

- Represent ESUK at ZEBCat Project Board meetings
- Lead the delivery of ESUK dedicated project support, including where appropriate bringing in additional resources from the ESUK Market Development Team which is financed outside the ZEBCat project
- Budget responsibility (£30k in total of which c.£16k remain to be spend)
- Prepare and submit quarterly payment claims to the ZEBCat project supported by the Company Secretary of ESUK
- Regular reporting to the ESUK Board
- Procure additional specialist support as and when needed

The ZEBCat project requires keeping of timesheet against tasks; these will need to be submitted alongside your invoices. Your invoices will be approved by Ian Byrne as Company Secretary of ESUK and are subject to potential future audits as required by the ZEBCat programme manual.

The principle terms for this assignment are:

- Offer based on indicative time allocation with maximum budget
- All national expenses are included in the hourly rate
- Professional Indemnity insurance cover up to a value of £1m per claim
- Intellectual Property assigned to ESUK
- Commencement: September 2018 or as soon as possible

Please submit your offer in writing, including a CV and short statement of why you believe you will be able to undertake this role, to Ian Byrne, Company Secretary of Energiesprong uk:

ian.byrne@nef.org.uk

Closing date: 3 September 2018