



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

Energiesprong uk 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 £1.m 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; RegenSW is a delivery partner leading on the business support element of the ZEBCat project; Energiesprong uk 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 Energiesprong uk on the ZEBCat Project Board and to lead the delivery of Energiesprong uk's contribution to the project. The project manager will be accountable to the Energiesprong uk Board with delegated authority for the ZEBCat project, including the £30,000 project budget allocated to Energiesprong uk.

Energiesprong uk 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 250 hours):

- July 2017 – December 2017 (6 months): 64 hours (including 4 Project Board meetings, usually hosted in Exeter)
- January 2018 – December 2018 (12 months): 96 hours (including 6 Project Board meetings)
- January 2019 – December 2019 (12 months): 64 hours (including 4 Project Board meetings)
- January 2020 – March 2020 (3 months): 26 hours (including 1-2 Project Board meetings)

This schedule is indicative and based on the need for Energiesprong uk to support the ZEBCat project particularly during the setup phase and through to implementation of the demonstrators. During the second half of the project Energiesprong uk's engagement is envisaged to reduce and focus primarily on an advisory role on the ZEBCat Project Board.

The total project budget is capped at £30,000 and in addition to project management will fund:

- Performance specification, monitoring, industry activation
- Procurement support, including stock selection
- Support to housing providers, including tenant engagement

The project manager will be responsible for procuring these roles 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 Energiesprong uk. Payments will be managed by the company secretariat of Energiesprong uk. 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 Energiesprong uk at ZEBCat Project Board meetings
- Lead the delivery of Energiesprong uk dedicated project support, including where appropriate bringing in additional resources from the Energiesprong uk Market Development Team which is financed outside the ZEBCat project
- Resource and contract manage a small number of experts from the Energiesprong uk Market Development Team
- Prepare and submit quarterly payment claims to the ZEBCat project supported by the Company Secretary of Energiesprong uk
- Regular reporting to the Energiesprong uk Board

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 Energiesprong uk and are subject to potential future audits as required by the ZEBCat programme manual.

The principal 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 Energiesprong uk
- Commencement: July 2017 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: Monday 10 July 2017