

# Hiring Individual Consultant to Support CLASP's Appliance Energy Efficiency program in Maharashtra

CLASP seeks an experienced individual consultant to support energy efficiency activities in the state of Maharashtra including energy efficient appliances and lab capacity building. The role will cover technical, programmatic and administrative aspects to support Maharashtra Energy Development Agency (MEDA) which is the "State Designated Agency" for the state of Maharashtra. Key responsibilities include coordination with SDA & relevant stakeholders on appliance lab capacity building, compliance activities as per Standard & Labeling(S&L) program, market transformation programs, data analysis and administration aspects.

**DUE: 16 June 2026 at 23:59 IST**

**QUESTIONS: Devashree Shetye at [dshetye@clasp.ngo](mailto:dshetye@clasp.ngo)**

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## About CLASP

[CLASP](#) is the leading global authority on efficient appliances' role in fighting climate change and improving people's lives. With 25 years of expertise, CLASP collaborates with policymakers, industry leaders, and other experts to deliver clear pathways to a more sustainable world for people and the planet.

CLASP is a global non-profit with offices in Europe, India, Indonesia, Kenya, and the United States. We have worked in over 90 countries since our inception in 1999. We are mission-driven and committed to a culture of inclusion, transparency, collaboration, and impactful work. Find out more [about CLASP](#).

In India, CLASP works closely with Bureau of Energy Efficiency (BEE) and has supported the expansion of its appliance efficiency policy framework to cover a wide range of residential, commercial and industrial energy-using products under Standards and Labels (S&L) Program. In order to enhance the implementation of the S&L at the Sub National Level, CLASP is supporting selected states including Maharashtra to advance the efforts to encourage adoption of energy efficiency appliances in the states.

## Introduction

CLASP is seeking a qualified individual consultant to support its work in Maharashtra with the Maharashtra Energy Development Agency (MEDA) on energy efficiency initiatives in the state. The consultant will provide technical and administrative support to MEDA in the development and implementation of appliance energy efficiency initiatives. Key responsibilities include support to setup appliance lab, compliance activities under S&L, developing appliance replacement programs and conducting related activities such as research and market analysis, preparing technical documentation, coordinating with stakeholders, supporting day-to-day operations, and organizing meetings and consultations.

## Scope of Work

The consultant will work under CLASP's supervision and in close coordination with MEDA to advance the appliance energy efficiency activities in the state. The consultant is expected to work from the MEDA office in Pune, Maharashtra and be present during official working hours and working days for the entire duration of the contractual engagement.

**Key Roles and Responsibilities:** Provide technical assistance to MEDA and CLASP India to advance energy efficiency in the state, along with administrative support as needed. This includes:

**1. Support MEDA in establishment of Appliances Lab infrastructure in the State.**

Consultant will coordinate with relevant partners/organisations to support MEDA in carrying out the below activities but not limited to:

- Lab feasibility report for Maharashtra.
- Finalising the technical and financial requirement in setting up of test labs.
- Stakeholder coordination and implementation.
- Preparing the lab establishment timeline
- Estimate the technical and financial requirement in setting up of test labs in various states

**2. Support in S&L compliance related activities**

- Assist MEDA officers in executing compliance activities (for e.g., market surveillance and check testing) at sub-national level as per the Standards & Labelling (S&L) program.
- Support compilation and report preparation for compliance activities to the Bureau of Energy Efficiency (BEE), ensuring timely and accurate reporting.

**3. Lead Engagement with MEDA and Associated State Government Departments.**

- Facilitate and support activity plan in line with the scope of areas stipulated in the Memorandum of Understanding (MoU) signed between MEDA and CLASP.
- Coordinate discussions and agreements between stakeholders such as MEDA, CLASP India, BEE, state agencies, Ministries, manufacturers, test laboratories, and other stakeholders to establish long-term collaboration.

**4. Support implementation of Market Transformation initiatives in the state.**

- Support and coordinate with MEDA in the development of market transformation programs such as bulk appliance procurement initiatives, incentives on purchase of EE appliances and appliance replacement program with a focus on cooling appliances, work with the SDA to develop guidelines for the promotion of 5 star appliances with a key focus on cooling.
- Carry out market assessment and stakeholder consultations to develop the program.
- Facilitate preparing the draft documents/notifications focused on promoting adoption of energy efficient appliances in the state.

**5. Support, implement and conduct stakeholder awareness and training programs**

- Assist in organizing and delivering training programs for retailers, RWAs, Institutes, Colleges etc. on the S&L program and appliance energy efficiency standards.

- Coordinate with local stakeholders, retailers, and SDA officers to ensure successful program execution.

#### 6. Provide Additional Support for S&L Implementation

- Assist MEDA with any other tasks or analysis required to enhance the implementation of the S&L program.
- Support coordination with BEE for development of training module and dissemination at the state level.
- Ensure alignment with BEE's goals and CLASP's overarching program objectives

**General Support:** Provide additional technical, administrative, and operational support as required by MEDA, CLASP and project partners.

## Timeline

**Contract Timeframe:** July 2026 – June 2027 (12 months)

**Deadline for Application:** 16 June 2026 at 23:59 IST.

Application includes registering as a Consulting Partner and submitting the technical and financial proposals as per the instructions below.

**Deadline for Questions:** 10 June 2026 at 23:59 IST

All questions must be addressed in English to **Devashree Shetye** at [dshetye@clasp.ngo](mailto:dshetye@clasp.ngo). We request all inquiries be made to this e-mail address and not by phone.

## Key Milestones and Deliverables

The consultant will be paid monthly, subject to submission and approval of progress reports and deliverables aligned with the agreed work plan.

## Key Qualifications

- 5-10 years of overall professional experience in energy efficiency, clean energy, economics, environment policy, or relevant field. Familiarity with appliance energy efficiency policies, product standards and test methods will be a plus.
- Bachelor's degree in a relevant field (e.g. engineering, environmental science, energy studies) required or equivalent professional/academic qualifications
- Experience in managing relationships with national/State-level government agencies is desirable. Preference will be given to the candidates based out of Pune (Maharashtra) and have experience working in Maharashtra on energy efficiency.
- Demonstrable experience of working with relevant state governments is preferred.
- Ability to handle complex stakeholders, multiple deadlines and complete assignments with minimal supervision in a fast-paced workplace.
- Strong project implementation and time management, and organizational skills with ability to manage multiple tasks and projects at a time

- Ability to understand national policies, programs, test standards, identify and interpret trends and patterns in data and support informed decision-making processes.
- Experience with Excel and/or other analytical software and the ability to translate analysis into policy recommendations is highly preferred.
- Entrepreneurial attitude, proactive, resourceful, nimble and strategic approach to learning and problem-solving. Well-honed listening and interpersonal skills, able to work both in collaboration with others and independently
- Experience working with diverse teams and successfully navigating complex projects will be plus.
- Strong work ethic and an ability to take initiative; a drive to learn and grow on the job.
- Excellent communication and written skills in English and Hindi, working knowledge of Marathi is a plus.

## Submittal

### Register as a Consulting Partner

Interested parties must [register as a CLASP Consulting Partner](#).

### Submit Technical and Financial Proposals

Interested parties should submit techno commercial proposals electronically, in English, via this [form link](#) (preferably in PDF format). The files should be named as per the following example:

[CONTRACTOR\_NAME] \_Techno commercial Proposal\_ RFP YYYY-MM-DD

The length of the proposal should not exceed 10 pages and should include:

- CV of the candidate
- Examples and summaries of relevant project experience and qualifications
- Sample of candidate's writing in English (2 pager)
- Availability (when the candidate will be available to start working)
- Monthly Rate (in INR)

### Optional At This Stage – Fill Out Pre-Qualification Questionnaire (PQQ)

All contractors must complete the [Pre-Qualification Questionnaire \(PQQ\)](#) before they can begin work with CLASP. However, at the **RFP stage**, completing the PQQ is **optional** (i.e. you can decide to fill it out at a later stage, only if you are selected).

The PQQ is comprehensive due diligence screening used to collect legal and financial information about potential partners or vendors. While **not required at the RFP stage**, it **must** be completed if a contract is awarded. Contracts are **contingent on successfully passing** this due diligence process.

If your organization has already completed the PQQ, you do not need to submit it again—unless there have been changes to your business structure and/or you submitted the PQQ more than two years ago. If you're unsure, please contact Andrea Testa at [atesta@clasp.ngo](mailto:atesta@clasp.ngo) for guidance.

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*As noted above, CLASP is a global nonprofit whose mission is to improve the energy and environmental performance of the appliances & equipment we use every day, accelerating our transition to a more sustainable world. CLASP's values and culture include transparency, collaboration, serving others, bringing positive impact to the world, providing equal opportunity, and fostering an inclusive environment without regard to individuals' background, identity or circumstances.*

*CLASP has found that partnering with entities with a demonstrated commitment to its values and mission leads to the best outcomes. Accordingly, we encourage you to include additional information you think shows why your organization would be a good partner for this project.*

CLASP looks forward to reviewing your responses and would like to thank you in advance for your participation in this Request for Proposals. CLASP will notify all respondents who submit proposals when a decision has been made.