

# Hiring Individual Consultant to Support Appliance Energy Efficiency program in Tamil Nadu

CLASP seeks an experienced individual consultant to support energy efficiency activities in the state of Tamil Nadu. The role will cover technical, programmatic and administrative aspects to support Tamil Nadu Power Distribution Corporation Ltd (TNPDC) which is the “State Designated Agency” (TN SDA) for the state of Tamil Nadu. Key responsibilities include coordination with SDA & relevant stakeholders on appliance energy efficiency, SDA institutional strengthening, MSME energy efficiency, DSM/Market transformation projects, 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 Tamil Nadu 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 Tamil Nadu with the Tamil Nadu State Designated Agency (TN SDA) on energy efficiency initiatives in the state. The consultant will provide technical and administrative support to TN SDA in the development and implementation of appliance energy efficiency initiatives. Key responsibilities include coordination with SDA & relevant stakeholders on appliance energy efficiency, SDA institutional strengthening, compliance activities under Standards & Labeling program of BEE, developing appliance replacement programs, MSME EE 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 Tamil Nadu State Designated Agency (TN SDA) to enhance energy efficiency activities in the State. The consultant is expected to work from the TN SDA office in Chennai, Tamil Nadu 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 TN SDA and CLASP India to enhance energy efficiency measures in the State, along with administrative support as needed.

This includes:

**1. Lead Engagement with TN SDA and Associated State Government Departments.**

- Facilitate and support activity plan in line with the priority areas of interest identified in the work plan agreed between TN SDA and CLASP.
- Coordinate discussions and agreements between CLASP India, TNPDC as TNSDA, BEE, State Govt. departments, Test laboratories and other stakeholders to establish long-term collaboration.

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

- Assist TNSDA officers in executing compliance activities (for e.g., market surveillance and check testing) in the State of Tamil Nadu as per the directions of BEE under Standards & Labeling (S&L) program.
- Co-ordinate with Inspecting Officers across the State for executing Market Surveillance and Check Testing activities under S&L program.
- Compile and report the findings of compliance activities to the Bureau of Energy Efficiency (BEE), ensuring timely and accurate reporting.

**3. Support on implementation of energy efficiency measures in various sectors / departments in the State.**

- Support SDA to develop guidelines for the promotion of 5 star appliances with a key focus on cooling.
- Facilitate preparing the draft documents/notifications focused on promoting adoption of energy efficient appliances in the State.
- Support TN SDA to accelerate energy efficiency in the MSME sector by promoting use of industrial appliances such as boilers, motors etc.
- Coordinate with various Govt. departments to implement energy efficient measures for achieving high State Energy Efficiency Index (SEEI) in the State.

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

- Assist in organizing and delivering training programs on the S&L program and appliance energy efficiency standards for Dealers, Distributors, Retailers, Inspecting Officers of TN SDA, etc.

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

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

- Assist TN SDA with any other tasks or analysis required to enhance the implementation of the energy efficiency programs.
- 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 TN SDA and CLASP.

## Timeline

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

## Qualifications & Experience

### 1. Educational Background

- **Required:** Bachelor's degree in engineering (Mechanical, Electrical, or Energy), Environmental Science, or Energy Studies.
- **Preferred:** Master's degree in Energy Management or a related field; BEE Certified Energy Manager or Energy Auditor certification is a significant advantage.

### 2. Professional Experience

- **Years of Experience:** 5 to 10 years of overall professional experience with 4 - 7 years specifically focused on energy efficiency or Standards and labelling program or clean energy programs.
- **Government & Stakeholder Management:** Proven experience managing relationships with government agencies (State or Central). Familiarity with the activities of Bureau of Energy Efficiency (BEE) and State Designated Agencies (e.g., TNSDA, TNPDC) is highly desirable.

### 3. Technical & Functional Skills

- **S&L Program Expertise:** In-depth knowledge of BEE's Standards & Labelling (S&L) program, including market surveillance, check testing and compliance mechanisms.
- **Regulatory & Data Analysis:** Strong ability to analyse energy policies, interpret technical test standards and compile data into reports for government submission.

- **Implementation Capacity:** Experience implementing energy efficiency projects and managing awareness or training programs for diverse stakeholders (retailers, dealers, distributors, State Govt. officers).
- **Sectoral Knowledge:** Demonstrated experience working with the MSME sector and promoting industrial appliances (boilers, motors, pumps) is critical for this role.

#### 4. Core Competencies & Soft Skills

- **Coordination & Independence:** Ability to work independently from the TN SDA office, handling complex stakeholders and multiple deadlines with minimal supervision.
- **Communication:** Excellent written and verbal communication skills in English. Tamil proficiency is a plus for local coordination.

## 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 a 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.