**VCSE Energy Efficiency Scheme**

**Apply to be an Energy Assessor**

**Terms & Conditions**

1. Applying to join our Informal Supplier List
	1. To help us deliver the VCSE Energy Efficiency Scheme (the **Scheme**), we are building a network of experienced energy assessors to undertake energy assessments for Voluntary Community and Social Enterprises (**VCSEs**) between January and October 2024 (the **List Duration**). It is envisaged that the opportunity for applications to join the Informal Supplier List will be open for the entirety of the List Duration to allow any appropriately qualified assessor to join at any time.
	2. Energy assessors are invited to apply to join our Informal Supplier List. Energy assessors who are successful in being accepted onto the Informal Supplier List may be contacted by individual VCSEs to provide estimates for non-domestic energy assessments with a view to entering into a contract for such services. Joining the Informal Supplier List does not guarantee that any contract will be awarded. In addition, Groundwork and the VCSEs will need to ensure that they comply with any applicable procurement or competitive tendering requirements and as such, you may be required to participate in further competitive tendering prior to the award of any contract.
	3. In general terms, and subject to any specific requirements of Groundwork and/or any VCSEs; energy assessors will be awarded contracts based on value for money, experience, location, and ability to meet the specified timeframes.
2. **Acceptance Requirements**
	1. We are looking for interested energy assessors to contribute to the Scheme and join our Informal Supplier List, who have suitable professional qualifications and experience including, without limitation, the following:
		1. Professional membership of a recognised industry body such as Chartered Institute of Building Service Engineers (CIBSE) (or equivalent professional body); and
		2. Academic qualification to degree level (or higher) in any of the following: Energy, Energy Management, Renewables Energy Management (or equivalent building/building services related qualification in engineering);

or

* + 1. ESOS Lead Assessor, Low Carbon Energy Assessor, Section 63 Advisor

or

* + 1. Non-domestic Energy Assessor (NDEA) Level 3 or 4 with 12 months experience; or
		2. Minimum 24 months experience conducting non-domestic energy audits.
	1. Individual assessors who don’t meet the 24-month minimum experience requirement set out at 2.1.5 above, may conduct assessments where these are signed off by a qualified, experienced colleague who will be accountable for the quality of the assessment carried out. Please indicate clearly in your application if this applies and the credentials of the person who will be accountable for the quality of the assessments provided.
1. **Guidance**
	1. Please complete all three sections of the application form as accurately as possible. Intentionally misleading information may lead to your removal from our Informal Supplier List.
	2. Please attach supporting documents to the application form where applicable to prevent delays in being accepted.
	3. When attaching supporting documents to demonstrate the evidence required at 2.1.1 to 2.1.4 above*,* please include copies of official certificates (neither Groundwork nor Energy Saving Trust will be responsible for receipt and return of original certificates if provided). This supporting evidence will be reviewed to ensure that the above-mentioned membership, certification and/or qualification requirements are achieved.
	4. When attaching supporting documents to demonstrate the evidence required at 2.1.5 above, please include a minimum of one and a maximum of three case studies, totalling no more than four sides of A4. This supporting evidence will be reviewed to ensure that the standards and minimum 12-month experience requirements are achieved, subject of course to the alternatives available at 2.2 and 2.3 where applicable.
	5. When attaching supporting documents to demonstrate the evidence required at 2.1.5 above*,* applicants mayconsider use of previous reports, testimonials and written case studies (which will form part of the page limit stated at 3.4 above).This supporting evidence will be reviewed to ensure that the standards and minimum 12-month experience requirements are achieved.
	6. Acceptance onto the Informal Supplier List will be determined by the achievement of the Acceptance Requirements set out at 2 above. Achievement of such requirements will allow your acceptance onto the Informal Supplier List, however, the award of any specific contract for specific requirements/assessments will be determined by Groundwork and/or any VCSE and their decision shall be final.
	7. If you are accepted onto the Informal Supplier List, you will be required to adhere to any terms and conditions required by Groundwork including use of agreed template reports for the purposes of reporting the outcomes of assessments.
	8. If at any time during the List Duration you no longer meet the Acceptance Requirements, you may be removed from the Informal Supplier List.
	9. If at any time during the List Duration any information submitted in your application changes, you must immediately inform Groundwork UK who will assess the change and determine whether you are still capable of being accepted onto the Informal Supplier List.
	10. If you are not accepted onto the Informal Supplier List, you may reapply at any time during the List Duration when you meet the Acceptance Requirements.
	11. Establishing the Informal Supplier List does not oblige Groundwork or any VCSE to utilise the Informal Supplier List and they may at their sole discretion procure energy assessments outside of the Informal Supplier List. The Informal Supplier List is intended to be informal and simply a central point for ease of reference.
	12. Should you have any queries while completing this form please contact VCSEAssessors@est.org.uk