

Terms of Reference (TOR)

Implementing Energy Efficiency retrofits for a government building in Rajshahi, Bangladesh under Accelerating climate action through the promotion of Urban Low Emission Development Strategies (Urban-LEDS II)

1. Background

Rajshahi City Corporation (RCC) and ICLEI South Asia are implementing a project on 'Accelerating climate action through the promotion of Urban Low Emission Development Strategies (Urban-LEDS II)' in Rajshahi city funded by European Commission with support from the UN Habitat as an implementing partner. This project aims to reduce greenhouse gas emissions and support implementation of climate actions at local level by the promotion of Urban Low Emission Development Strategies (Urban LED S) in cities/towns of emerging economies (Brazil, Colombia, India, Indonesia and South Africa) and Least Developed Countries (Bangladesh, Lao PDR and Rwanda). This objective is aligned with the implementation of the Paris Agreement under the UNFCCC.

Through baseline assessments and discussions with RCC, adoption of energy efficiency in buildings has been identified as a key low carbon opportunity in the city. Building energy consumption is a major contributor to GHG emissions, and is increasing every year due to growing electricity demands by end-uses, for activities such as cooling, heating, appliances and plug loads. In cities of Bangladesh, this increase can be attributed to several factors, including economic and population growth, as well as changing weather conditions such as rise in temperatures and in the number of hot days that result in increased energy demand in buildings.

Interventions on sustainable and energy efficient solutions undertaken at prominent buildings can help demonstrate energy conservation opportunities and solutions to public officials and to the community. In this regard, through the support of the Urban-LEDS II program, Rajshahi city is undertaking a pilot project on identifying and implementing energy efficiency interventions at a public building.

2. About the Project

To demonstrate the potential of and advocate for energy efficiency adoption, the city of Rajshahi has identified a pilot project on undertaking detailed energy audit and implementing energy improvement measures at the main administrative office building of the RCC.

Expert energy auditors have conducted an on-site energy audit of the building in order to understand the energy use pattern, and identify the scope for energy efficiency improvement by recommending implementable and viable solutions to reduce energy consumption. Based on

extensive assessment of data and on-site audit findings, energy efficiency measures at the building scale have been recommended in a detailed Energy Audit Report developed by the expert energy auditors. Priority energy efficiency measures have been identified by RCC and ICLEI South Asia for immediate implementation through the support of the Urban-LED S II project, to enable demonstration and help realize energy savings. These priority recommendations to be implemented include:

- Installation of LED lamps in place of fluorescent tube lamps for rooms, corridors and lobby
- Installation of energy efficient fans in rooms
- Application of low emissivity film on windows on east and west facades to optimize solar heat gain
- Installation of sensors for select air-conditioners and lighting circuits
- Installation of sub-meters to monitor energy consumption and savings from retrofits

In this regard, ICLEI South Asia seeks expert consultancy services (individual or organization) to assist RCC in on-site turnkey implementation through supply, commissioning and installation of these priority energy conservation measures at its administrative office building in Rajshahi, Bangladesh. The selected consultant is also expected to deliver supporting activities including preparation of energy management plan, training of RCC officials, and preparation of technical report and good practice document.

The details of the assignment are mentioned in the subsequent sections.

3. Details of the consultancy services:

A) Location of the project	Rajshahi City Corporation (RCC), Bangladesh
B) Objective	The main objective of this assignment is to implement recommended energy efficiency measures at RCC's main administrative building in Rajshahi, with the intent of demonstrating efficient technologies and resulting benefits to government officers and the community. The energy efficiency measures when implemented will enable the building to minimize energy consumption and adhere to statute requirements like the Bangladesh National Building Code.
C) Scope of Work	<p>The assignment should cover at minimum the following core tasks:</p> <p><u>Part I: Finalization of the energy retrofit strategy and BoQ (including technical specifications, quantities, costs) for the retrofit measures</u></p> <ol style="list-style-type: none"> 1. Conduct of a site visit to the RCC main administrative building at

	<p>Rajshahi, Bangladesh</p> <ol style="list-style-type: none"> 2. Review of energy audit documentation (report, detailed equipment inventory etc.) and conduct of on-site technical assessment to finalize details such as quantities and technical specifications of the technology/products related to the energy efficiency measures prioritized for implementation. <ul style="list-style-type: none"> ○ Undertake consultations with relevant RCC departments and officials to identify priority areas for retrofit strategy and gather all necessary inputs for executing implementation of the energy efficiency retrofits with regard to replacement schedule, storage of materials, spares, post-installation operation and management, reuse or disposal options for dismantled equipment etc. ○ Ascertain the final quantities and threshold specifications of the technology /products. 3. Elaboration of an overall strategy and preparation of bill of quantities (BoQ) for the energy efficiency retrofits to ensure goals of the retrofit pilot are achieved, based on site visit, review of available secondary documentation, and consultations with RCC and ICLEI South Asia team <ul style="list-style-type: none"> ○ Finalize the procurement terms and conditions related to warranty and maintenance ○ Outreach to suppliers/companies for each of the retrofit technology/products to obtain 3 or more quotations, and understand timeline for supply and service offerings ○ Preparation of BoQ for the retrofit technology/products including detailed technical specifications, and cost estimates for procurement in consultation with RCC and ICLEI South Asia. <p>Note: Please refer to 'section 4 - Building and Priority Retrofit Intervention Information' of this document for further information on the targeted building and energy efficiency interventions.</p> <p><u>Part II: Implementation of the Energy Efficiency Retrofits at the RCC Building</u></p> <ol style="list-style-type: none"> 1. Supply, installation, testing and commissioning of the energy efficiency measures (including light fixtures, ceiling fans, low-e window film, daylight/occupancy sensors, sub-meters) as per the technical specifications and quantities in established in Part I of this assignment. 2. Dismantling and handing over to RCC the existing electrical equipment/appliances and installing energy efficient ones at the respective location/fixture with all accessories and necessary materials,
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supported by RCC officers and ICLEI South Asia team.

3. Submit list of all the desired technical and product related documents such as warranty document, post-sales service etc. till commissioning of the energy efficient measures

Note:

- a) On completion of part I and before the start of part II, the selected consultant shall submit a proposal for retrofit implementation under part II to ICLEI South Asia and RCC including the final BoQs, technical specifications and costs for the selected energy efficiency technology/product. This proposal shall also include a note on selection of specific vendors/suppliers and detailed plan for execution of part II.
- b) Contingent to and based upon the said proposal, a separate contractual agreement will be drawn up between ICLEI South Asia and the selected consultant to cover costs and execution of tasks for procurement and turn-key implementation of the energy efficiency retrofit solutions under part II. A budget of up to BDT 22,00,0000 is available at present for execution of part II (i.e., procurement and implementation of retrofits) under this said subsequent separate contract.

Part III: Preparation of technical documentation on the retrofits and conduct of training

1. Preparation of a plan for Measurement and Verification (M&V) and Operation & Maintenance (O&M) of the energy efficiency measures implemented at the RCC building along with supporting excel template/formats to be used by RCC. The consultant is also expected to provide brief guidance to assist RCC in effective energy management and promotion of energy efficiency going forward.
2. Provide training to RCC officials/engineers for effective operation and maintenance of the energy efficiency measures, to strengthen energy management practices and support future replication.
3. Preparation of a brief technical report to capture operational procedures and techno-economic details (including technical specifications, scale, costs, savings) of the retrofits.
4. Preparation of a case study and designed project factsheet to capture key highlights, outcomes and lessons of Rajshahi city's energy efficiency project and be used for wider knowledge sharing and dissemination.

<p>D) Project deliverables</p>	<p>The expected deliverables over three parts of the assignment are:</p> <p><u>Part I: Finalization of the energy retrofit strategy and BoQ (including technical specifications, quantities, costs) for the retrofit measures</u></p> <ol style="list-style-type: none"> 1. Conduct site visit and on-site technical assessment to ascertain final quantities and threshold specifications for the energy efficiency retrofit measures prioritized for implementation. 2. Development of overall strategy for energy efficiency retrofits to meet targeted goals based on site visit, documentation review, and consultations with RCC and ICLEI South Asia 3. Preparation of bill of quantities (BoQ) including detailed technical specifications and final cost estimates. The BOQ and costs for procurement will be ascertained through 3 or more commercial quotations acquired for each technology/product by the consultant. <p><u>Part II: Implementation of the Energy Efficiency Retrofits at the RCC Building</u></p> <ol style="list-style-type: none"> 1. Supply, installation, testing and commissioning of the energy efficiency measures (including light fixtures, ceiling fans, low-e window film, daylight/occupancy sensors, sub-meters) as per the technical specifications and quantities in established in Part I. <p><u>Part III: Preparation of technical documentation on the retrofits and delivery of training</u></p> <ol style="list-style-type: none"> 1. Preparation of a Plan and supporting template/format for Measurement and Verification (M&V) and Operation & Maintenance (O&M) of the implemented retrofit measures. Preparation of brief energy management policy/guideline document to steer energy management and promotion of energy efficiency by RCC in its buildings and facilities. 2. Provide training to RCC officials to support effective post-commissioning O&M, improvement of energy management practices and future replication 3. Preparation of a brief technical report to capture operational and techno-economic details of the retrofits. 4. Preparation of a case study and factsheet to capture key outcomes and lessons of the energy efficiency pilot for knowledge sharing and dissemination.
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E) Time Schedule of delivery	<ul style="list-style-type: none"> • Completion of all tasks and deliverables under part I as mentioned in 'section 3C – Scope of work and section 3 D – Project Deliverables' of this document – 4 weeks from the award of contract • Completion of all tasks and deliverables under part II as mentioned in 'section 3C – Scope of work and section 3 D – Project Deliverables' of this document – 12 weeks from the award of contract • Completion of all tasks and deliverables under part III as mentioned in 'section 3C – Scope of work and section 3 D – Project Deliverables' of this document – 14 weeks from the award of contract
F) Payment schedule	<ul style="list-style-type: none"> • 40% of total work value: On signing of work order and completion and acceptance by ICLEI South Asia and RCC of deliverable 1 under part I as mentioned in 'section 3 D – Project Deliverables – part I' of this document • 20% of total work value: On submission and acceptance by ICLEI South Asia and RCC of deliverables 2 and 3 under part I as mentioned in 'section 3 D – Project Deliverables – part I' of this document • Remaining 40% of total work value: On satisfactory completion and acceptance by ICLEI South Asia and RCC of all deliverables under part II and part III as mentioned in 'section 3 D – Project Deliverables – part II and part III' of this document
G) Partners Involved and Mode of Implementation	<p>The various stakeholders and their roles for undertaking this assignment are described below in brief:</p> <ol style="list-style-type: none"> ICLEI South Asia: Coordination with the consultant/ external agency and city government; monitoring of overall activities; offering technical assistance to consultant/ external agency; facilitating provision of available information. Consultant/ External Agency: Carry out all activities as listed in 'Scope of Work', while coordinating closely with RCC officials and ICLEI South Asia team. Rajshahi City Corporation: Providing support that might be required during on-site work, information gathering and for delivery of outputs.
H) Timeline for submission of proposal and selection of	<ul style="list-style-type: none"> • ToR published – March 12, 2021 • Last date for applying – March 25, 2021 • Identification and hiring of consultant – March 29, 2021 • Issue of work order to winning bidder (for execution of tasks under part I

consultant	<p>and part III in as mentioned in 'section 3C – Scope of work' of this document) – April 1, 2021</p> <p><u>Note:</u> As indicated earlier, a separate contractual agreement will be drawn up between the selected consultant and ICLEI South Asia for execution of tasks under part II of the scope of work. The said contract will come into place upon submission of a retrofit implementation proposal by the selected consultant on completion of part I of the assignment.</p>
Contact	<p>For bid submission (soft copy):</p> <p>i) Soumya Chaturvedula, Deputy Director, ICLEI South Asia, Email: soumya.chaturvedula@iclei.org</p> <p>ii) Nikhil Kolsepatil, Senior Manager (Energy & Climate), ICLEI South Asia, Email: nikhil.kolsepatil@iclei.org</p> <p>iii) Md. Jubaer Rashid, Country Representative –Bangladesh, ICLEI South Asia, E-mail: jubaer.rashid@iclei.org</p> <p>For bid submission (physical/hard copy) and any queries: Md. Jubaer Rashid Country Representative –Bangladesh, ICLEI South Asia <i>House-12 (Flat-2B), Road-20, Nikunja-2, Khilkhet, Dhaka-1229 Bangladesh</i> Phone: +880 1819 866766 E-mail: jubaer.rashid@iclei.org</p>

4. Building and Priority Retrofit Intervention Information

Building Type	Office
Name of the Building	Rajshahi City Corporation Head office
No. of floors	Ground + 10 floors
Built-up Area	1,65,000 sq. ft.
Building Age	17 years
Sanctioned Load (kW)	190

Energy Sources	Primary –Utility, Back up – Diesel Generator
Annual electricity consumption (kWh)	3,81,600
Operating Hours (Sunday-Thursdays) (hrs./day)	8
Operating Hours (Saturday) (hrs./day)	8 (1 Saturday per month)

Energy Conservation Measures (ECM) prioritized for retrofit implementation:

Proposed ECM	Indicative Scale (quantity)	Remarks
Conventional T8 Florescent tube lights of 40 W and 20 W in rooms, corridors and lobby replaced with LED lamps	Approx. 700-800 nos.	Retrofit envisaged on all floors of the RCC main building
Application of low emissivity window film on east and west facades	9,000-10,000 sq ft	Implementation envisaged on East and West facades of the building which have no film at present
Replacement of existing fans of 88 W with energy efficient fans	150-300 nos.	Replacement locations and quantities to be ascertained based on site visit and technical assessments
Installation of occupancy/daylight-based sensors for select air-conditioner and lighting circuits	3-6 nos.	To be installed at appropriate locations selected based on site visit and technical assessments
Installation of sub-meters to monitor energy consumption and savings from retrofits	1-2 nos.	To be installed at appropriate locations selected based on site visit and technical assessments

Further detailed information on building layout, existing equipment inventory and specifications, audit findings, and preliminary technical specifications of priority ECMs will be shared by ICLEI South Asia with consultant(s) selected to undertake the assignment upon signing of the contract. The overall retrofit strategy, detailed technical specifications, bill of quantities and technology/product costs will be finalized based on tasks in part I of 'section 3C – Scope of work' of this document.

A budget of up to BDT 22,00,0000 is available at present, through the Urban-LED S II project, for execution of part II (i.e., procurement and implementation of retrofits), to be covered through a separate contract, as noted in 'section 3C – Scope of work' of this document.

5. Additional Information

The consultant/ external agency will report to ICLEI South Asia and will work closely with ICLEI and RCC personnel involved in the assignment. Project relevant communication with the

consultant/ external agency will be done through ICLEI South Asia. ICLEI South Asia team will facilitate site visits and collection of information for the selected consultant/external agency. All information such as existing equipment inventory and specifications, audit findings, reports will be shared by ICLEI South Asia upon signing of the contract and before the site visit.

ICLEI South Asia and RCC will not provide any equipment or technical support in executing the assignment. It is expected that the consultant/ external agency will sufficiently resource himself/herself in carrying out the energy audit (where it shall be included in the Financial Proposal) as per the scope of work specified in this Terms of Reference document.

6. Bidders Eligibility Criteria and List of Required Documents

➤ **Technical requirements**

Both independent consultants and firms are welcome to apply. The consultants should ideally have the following expertise and experience:

○ *Preferred Qualifications of Consultant/Team Lead:*

- a) Minimum 8 years of relevant professional experience in energy audit and building energy efficiency. International experience will be an advantage.
- b) Experience in design of architectural components in energy retrofit procedures.
- c) Experience in design of mechanical installations in energy retrofit procedures.
- d) Experience in design of electrical installations in energy retrofit procedures.
- e) Experience with the ESCO business models (energy analysis and audits, energy management, project design and implementation, maintenance and operation, monitoring and evaluation of savings, property/facility management, energy and/or equipment supply, provision of service) will be an advantage.
- f) Should be proficient in English, written and oral communication in Bengali will be an added advantage.
- g) Prior experience on energy management project work for Government institutions in Bangladesh and Rajshahi will be an additional advantage.
- h) Knowledgeable in energy policies and energy management procedures of Bangladesh will be an advantage.

➤ **Financial requirements**

- a) The bidder (if a firm) should possess a valid national registration certificate.
- b) The bidder should be submitted VAT registration (if a firm) and up-to-date TIN certificate.
- c) The bidder (if an individual) should possess a valid NID card or related documents to proof nationality.

➤ **Education Requirement**

The consultant/ Team lead (if a firm) should have a minimum of Bachelor's/Master's degree in Architecture or Engineering.

7. Details required in proposal:

➤ **Technical Bid**

Technical bid shall cover the following points.

1. Credentials of organization(s) and or individual
2. Proposal with approach and methodology for undertaking the current assignment. Detailed work plan (activity schedule and duration) to accomplish the task within the scheduled project duration.
3. Details of similar previous projects (at least 3) implemented by the organization(s)/individual with documentary proof for the same
4. The consultant shall make an assessment of required support personnel both technical and administrative to undertake the assignment. Additional support and administrative staff shall be provided as needed for the timely completion of the Assignment within the total estimated cost. Consultant should provide time estimates of Key Personnel as well as support staff in the staffing schedule. It is stressed that the time period for the assignment indicated in the TOR should be strictly adhered.
5. Details of the local firm, if hired needs to be provided (along with their credentials of being able to handle similar work)
6. Relevant CVs of key personnel shall be provided in full detail. If the CV of a proposed staff is found incorrect, the award of the consultancy to the bidder may also be liable to cancellation in such an event.
7. A copy of valid TIN, VAT and registration certificates of the firm.
8. Audited accounts statements for last 3 years

Bidders shall also indicate how they will execute the project within the timelines in light of the COVID pandemic and are welcome to include any previous experience on the same.

➤ **Financial bid:**

Financial bid shall cover the following points.

1. Financial bid for the tasks listed in the ToR document. The total cost should include all the expenses for required to complete all the tasks mentioned in this ToR. Financial bids should be inclusive of all taxes, travel and per-diem costs etc.
2. A financial proposal clearly stating manpower/expert time, travel, equipment, survey and laboratory costs as may be required, adequately addressing the manpower stated available for the assignment, as given in the technical proposal. A breakup of the budget items indicated above and by tasks listed in the ToR is required.
3. The Financial bid shall be inclusive of all the costs including taxes associated with the assignment. The financial bid should be prepared in BDT.

4. The total amount indicated in the financial bid shall be without any condition attached or subject to any assumption, and shall be final and binding. In case any assumption or condition is indicated in the financial bid, it shall be considered non-responsive and liable to be rejected.
5. In case of any discrepancy between the amount quoted in figures and words, the amount quoted in words will be considered for evaluation purposes.

Failure to comply with or provide the above listed items in the Technical Proposal may result in disqualification. The bidder shall produce, original documents for cross verification as and when requested by ICLEI South Asia. Bidders shall ensure that the technical and price bid documents shall have a sign of the authorized representative/signatory, on the first and last pages at a minimum.

Note: All Technical and Financial bids should preferably be in English. Bidders are encouraged to visit the weblink with the ToR before submission of bid.

Soft copy of the proposal/bid document (technical and financial) should be mailed to ICLEI South Asia on the contact details mentioned in this document no later than 25th March 2021.

Qualified individual/organization/consortium should send cover letter, two sets of the technical and financial proposals (in separate envelopes) to the contact information provided in this ToR document in hard copy within three days of the last date of soft copy bid submission. Please send your application with **“Implementing Energy Efficiency retrofits for a government building in Rajshahi, Bangladesh under Urban-LED S II project”** in the subject line and on a sealed envelope.

Please note:

- a) The bidder shall acquaint with the work and working conditions at site and locality. No claim shall be entertained on this issue after the bid has been submitted.
- b) All or any accessories/consumables/items required for satisfactory commissioning of the study/work shall be deemed to be included in the contract and shall be provided by the bidder without extra charges
- c) The hard copy of bid document shall reach to the above-mentioned address not later than 3 days from the last date of submission of bid document, provided the bid has been submitted through email before the due date of submission. (Relaxation may be given to submit the hard copies subject to lockdown guidelines in concerned city due to pandemic situation)
- d) Bid Validity: All bids submitted shall remain valid for a period of 60 days from the time of submission. Any bids submitted for a lesser duration can be disqualified.
- e) Notification of selected consultant: The bid shall remain open for a total of 15 days from the day of floating the ToR. Only the successful/shortlisted consultant(s) would be notified.
- f) In case the bidder wishes to sub-contract part of his deliverables, the final responsibility of delivery and performance solely lies with the bidder.

Annexure I: Contract Terms

1 Specific conditions of contract

1.1 Contractor to study conditions:

- The bidder shall be deemed to have carefully examined the work and site conditions. In this regard, he/she will be given necessary information to the best of knowledge of ICLEI South Asia but without any guarantee to it.
- If he/she shall have any doubt as to the meaning of any portions of these general contract terms, or the scope of the work, or any other matter concerning the contract, he/she shall in good time, before submitting his tender, set forth the particulars thereof and submit them to the point of contact, as given in this TOR, by email in order that such doubts may be clarified authoritatively before tendering. Once a tender is submitted, the matter will be decided according to the tender conditions in the absence of such authentic pre clarification.

2 General conditions of contract

- 2.1 The contractor/ consultant shall address all aspects of the proposed outputs and deliverables mentioned in this TOR
- 2.2 The comments and suggestions provided by the bidder on the TOR are not binding and shall not affect the financial proposal
- 2.3 It should be noted that the project is being implemented by ICLEI South Asia and hence instructions to bidders will be given by ICLEI South Asia. ICLEI South Asia will be overall in-charge for all the works that would be executed under the present scope of work
- 2.4 The bidder shall also obtain necessary permission, from concerned government departments related to the work/data collection if deemed necessary, in coordination with ICLEI South Asia.

3 Tender Evaluation & Bid Assessment

- 3.1 The bids received will be scrutinized and evaluated by ICLEI South Asia. The decision shall be informed to the winning bidder.

4 Award of contract:

- 4.1 Detailed Work Order will be issued to winning bidder within 1 day of announcing the winning bidder
- 4.2 The winning bidder is to forward the signed and sealed work order to ICLEI at the earliest or not more than 7 (seven) days of issue of work order
- 4.3 In case the winning bidder fails to indicate his intent to undertake the said work within the stipulated time of 7 (seven) days and observe the formalities as above, the Letter of Intent will be cancelled and the next bidder will be finalized by ICLEI South Asia.

5 Compensation for delay

- 5.1 Time is the essence of the contract and as such all works shall be completed within the time stipulated in the contract/ work order
- 5.2 If the bidder, without reasonable cause or valid reasons, commits default in commencing the work within the aforesaid time limit, ICLEI South Asia shall without prejudice to any other right or remedy, be at liberty, by giving 15 days' notice in writing to the contractor to commence the work, to forfeit the balance payment depending on the status of work, and to cancel the Work Order.

6 Extension of date of completion

On occurrences of any events causing delay as stated hereunder, the bidder shall intimate immediately in writing to ICLEI South Asia-

6.1 Force Majeure:

- Natural phenomena, including but not limited to abnormally bad weather, unprecedented flood and draught, earthquakes & epidemics.
- Political upheaval, strikes, lockouts, acts of any Government (domestic/foreign) including but not limited to war, properties, and quarantine embargoes.

Please note that this clause will only account if event occurs during data collection/ site visit/ city visit period.

7 Materials/Appliance at site

- 7.1 ICLEI South Asia does not undertake any responsibility for supply of any materials/ equipment/ Appliance/ tool for site analysis to the bidder
- 7.2 All materials/ equipment/ tools brought to site by the bidder shall be the responsibility of the bidder. ICLEI South Asia shall extend help as and when approached by the bidder to keep any materials/ equipment/ Appliance/ tool, however not liable for any loss, theft or damage due to fire or other cause, the responsibility for which shall lie entirely on the bidder.

8 Final Inspection of Work

- 8.1 ICLEI South Asia team shall make final inspection of all work included in the contract/work order, or any portion thereof, or any completed structure forming part of the work of the contract, as soon as practicable after notification by the bidder that the work is completed and ready for acceptance.
- 8.2 At the time of such inspection ICLEI South Asia shall inform the bidder in writing as to the particular concerns to be remedied before final acceptance can be made

9 Ownership of Materials and Confidentiality

- 9.1 All material will acknowledge the Urban –LEDS II project, by featuring its logo, together with the logos of project partners (Rajshahi City Corporation, UN-Habitat, ICLEI, European Commission). The logo of the Urban LED Initiative is to be included at the beginning and at the end of the documents.
- 9.2 The Consultant understands that as part of the Consultancy, they might be asked to create, modify or contribute to the creation of architectural designs, documentation and other copyrightable works. The Consultant agrees that any and all designs, drawings, assignment outputs, including design formats, forms, text, photographs and videos, computer programs, work-up files, documentation and other copyrightable materials that have been prepared as part of this contract shall be "works made for hire" and that ICLEI South Asia and Rajshahi City Corporation shall own all the copyright rights in such works.