

PROJECT OVERSIGHT AND MEDIA CAMPAIGN

TERMS OF REFERENCE

BOSNIA AND HERZEGOVINA/REPUBLIC OF SRPSKA

SCALING-UP INVESTMENT IN LOW-CARBON PUBLIC BUILDINGS PROJECT

UNDP/GCF-BiH10/00103203-RFP-CQ-CS-21-26-RS

1. Background

The Environmental Protection and Energy Efficiency Fund of Republic of Srpska has been financed by UNDP/GCF towards the cost of an Scaling-up Investments in Low-Carbon Public Buildings in Bosnia and Herzegovina. The project development objective is to demonstrate the benefits of energy efficiency improvements in public sector buildings and support the development of scalable energy efficiency financing models.

The objective of the Energy Efficiency Project's corresponds to goals underlined in the Law on Spatial Planning and Construction of Republic of Srpska and the Law on Energy Efficiency of Republic of Srpska, both adopted in 2013.

Scaling-up Investments in Low-Carbon Public Buildings in Bosnia and Herzegovina will support energy efficiency investments ("subprojects") in schools, hospitals and clinic centers. A small number of other public facilities (e.g., elderly homes, orphanages, other administrative buildings) may also be included. The project will finance energy efficiency upgrades/renovations of buildings, as well as related technical consultancy services (e.g., energy audits, technical and social monitoring and evaluation, technical designs, supervision and subproject commissioning). The selection and implementation of subprojects will be conducted in three annual batches.

These investments will reduce the energy consumption of selected public buildings, and demonstrate the economic viability of energy efficiency improvements, including reduced recurring energy costs and associated public expenditures. In addition, the subprojects will generate demonstrable co-benefits, such as reduced CO₂ emissions and improved indoor comfort levels (e.g., improved indoor temperature, better lighting and indoor air quality). The results indicators against which the implementation progress of (Low carbon will be measured against include: lifetime energy savings, lifetime fuel savings, greenhouse gas savings, increase in end-user satisfaction, number of buildings with EU-compliant energy certification, number of municipal energy managers trained, number of subprojects commissioned, and direct project beneficiaries.

The Project Implementation Unit (PIU) within the Environmental Protection and Energy Efficiency Fund of Republic of Srpska will be responsible for preparation, coordination, management and implementation of the project, including procurement, contracting, and payments of all goods, works and services related to the project.

These Terms of Reference (ToR) define the nature and detailed scope of an assignment to provide engineering services, which include preparation of technical designs.

Description and scope of services

2.1 General definition of services

2.1 GENERAL DEFINITION OF SERVICES

For the preparation and implementation of energy efficiency investments in public buildings that are planned to be retrofitted from 2021 to 2026, the PIU on behalf of the Environmental Protection and Energy Efficiency Fund of Republic of Srpska ('the Client') intends to hire a Consultant Company ('the Consultant') who will perform services described below.

The services will be performed for public buildings (schools, hospitals and other public buildings) in Republic of Srpska. List of buildings will be provided by the Client.

The services to be provided by the Consultant are described in detail in section 2.2. The Consultant shall work in compliance with all relevant and valid regulations in Republic of Srpska, including but not limited to the Law on Construction and Physical Planning, as well as the following rulebooks: 1) Regulation on Energy Certification of Buildings, 2) Regulation on Minimum Requirements of Energy Performance of Buildings and 3) Regulation on Methodology for Calculation of Energy Performance of Buildings published in Official Gazette of Republic of Srpska 30/15.

2.2. Detailed scope of work

2.2.1. Task 1. Workshops with journalists

Prepare and organize a two-day event with up to 30 people in Teslic, Jahorina or other place. The purpose of this event with journalists is to discuss the energy efficiency topics from the journalist's point of view and to provide them with information and knowledge related to this topic. This activity should be coordinated with Associations of journalists in Republic of Srpska. The Consultant is expected to undertake, but is not limited to, the following primary activities:

- Consult and coordinate with Clients team on topics,
- Make sure to recommend journalist/s and editors that is/are well recognised and respected in media circles,
- The Consultant shall provide a facilitator for discussion and obtain approval of the Client for his/her engagement,
- The Consultant shall make sure that the venue is equipped with technical equipment to support unimpeded holding of the conference including, but not limited to, excellent internet connection, provision of Wi-Fi network in the conference hall, appropriate lighting, laptop, projector and projector screen, microphones and other equipment as may be required,

- All the above described activities shall be discussed and previously approved by the Clients authorised staff,
- All costs pertaining to organization of above event shall be covered by the consultant including but not limited to: accommodation for up to 20 people, venue, coffee and lunch breaks, facilitator, invitations, printed material, etc.,
- The consultant will cover costs of accommodation, lunch breaks, coffee breaks and other costs related to organization. The Consultant shall ensure accommodation in a 4-star hotel. The consultant will provide workshop facilitator. The Consultant will provide participants' gender equality.

2.2.2. TIME-BASED

Task 2. Project oversight

- The Consultant shall propose a competent person who will be responsible for works monitoring for group of seven (16) building (see Annex 1 - List of Buildings (Project Oversight) to be retrofitted; Visit the sites at least once in two weeks, or more frequently if required by the Client and based on the needs and progress of works at each site. The Consultant shall prepare a short report after each visit on the work progress, including compliance with the work plan and technical documentation, Environmental Management Strategies and Implementation Plan, Code of Conduct, time schedule, quality assurance (including quality of works and materials/equipment delivered on the work site) and taking into account relevant standards and norms of the Republic of Srpska that could be affected by the energy efficiency works. Site visit reports will also include photographs providing a good view of the works progress (photographs will also be delivered separately, on CD), and highlight any issues or problems at the worksite. A report template will be provided by the Client;
- The Consultant shall record in the Report all possible omissions in the work of companies that supervise the execution of works in accordance with the Law.
- the Consultant is expected to closely work with local administration (e.g. to get information about necessary licences and approvals to be obtained according to the Law on physical planning and construction of Republic of Srpska), the end-beneficiary (school/hospital administration), the municipal energy manager, and other stakeholders as needed.

Output: The Consultant shall provide 2-week report on the work progress (for group of buildings) and final report for each of the sites (after completion and commissioning of work).

The duration of this task is expected to be around 12 months.

3 REQUIREMENTS

3.1 Eligibility

All firms which meet the required criteria can participate in this selection of consultancy firm except those firms which perform supervision of civil works on facilities that are subject to this TOR. A firm

shall have experience in preparation of detailed design and supervision of EE measures in the past 5 years.

3.2 Personnel

The Consultant shall provide the adequate staffing (in terms of expertise and time allocations well as the needed equipment in order to complete efficiently all the activities required under the scope of the TA operation and to finally achieve the specific and the overall objectives of his contract in terms of time, costs and quality. The Consultant is free to propose whatever team he may consider appropriate for the provision of the required services in addition to the “key” positions presented in the table below. The necessary number of person/days allocated to each key expert and the overall number of person-days for non-key experts as well as a provisional breakdown for each expert must be clearly specified in the offer.

3.2.1 Key experts

All experts who have a crucial role in implementing the contract are referred to as key experts. At least three (3) key experts must have full time employment with the Consultant. The profiles of the key experts for this contract are as follows:

Key expert 1: Team Leader

- University degree in architecture/construction engineering/mechanical engineering/electrical engineering)
- At least 7 years of professional experience
- At least 7 years of specific professional experience preparation of detailed design and supervision of construction works;
- Excellent communication skills in English (oral and written)
- Language proficiency in B/C/S official languages of the country will be an additional credential.
- MS Office literacy (Word, Excel, Microsoft Project and Power point).

Key Expert 2 and 3: Energy Efficiency Expert – Architect

- University degree in architecture/construction engineering
- At least 5 years of professional experience
- At least 5 years of specific professional experience preparation of detailed design and supervision of construction works;
- Excellent communication skills in English (oral and written)
- Language proficiency in B/C/S official languages of the country will be an additional credential.
- MS Office literacy (Word, Excel, Microsoft Project and Power point).

Key expert 4 and 5: Energy Efficiency Expert – Mechanical engineer

- University degree in mechanical engineering
- At least 5 years of professional experience

- At least 5 years of specific professional experience preparation of detailed design and supervision of construction works;
- Excellent communication skills in English (oral and written)
- Language proficiency in B/C/S official languages of the country will be an additional credential.
- MS Office literacy (Word, Excel, Microsoft Project and Power point).

Key expert 6 and 7: Energy Efficiency Expert – Electrical engineer

- University degree in electrical engineering
- At least 5 years of professional experience
- At least 5 years of specific professional experience preparation of detailed design and supervision of construction works;
- Excellent communication skills in English (oral and written)
- Language proficiency in B/C/S official languages of the country will be an additional credential.
- MS Office literacy (Word, Excel, Microsoft Project and Power point).

3.2.2 Other experts (Non-key experts)

CVs for non-key experts should not be submitted in the offer. The Consultant shall demonstrate in its Organisation & Methodology that it has access to experts with the required profiles and explain how non-key experts will be selected and mobilised.

The Consultant must select and hire other experts as required according to the profiles identified in its Organisation & Methodology. It must clearly indicate the experts' profile so that the applicable daily fee rate in the budget breakdown is clear.

All experts must be independent and free from conflicts of interest in the responsibilities they take on.

Total expected number of person/day is 800 days.

3.3 Travel and associated costs

Local transport and associated costs (vehicles incl. drivers if considered necessary, per diem, etc.) of Key and Non-Keys experts posted on site should be included as a component in the total fees.

4 LOGISTICS AND TIMING

4.1 Location

The work shall be carried out in the country and other municipalities in Republic of Srpska, as required. The deliverables may be prepared in the Consultant's premises.

4.2 Commencement date & Period of implementation

The intended commencement period is February 2023 and the period of implementation of the contract will be 1 year (12 months).

Annex 1 – List of Buildings (Project Oversight)

No	Name	Expected works duration
1.	Public building 1 *	3 months
2.	Public building 2 *	3 months
3.	Public building 3*	3 months
4.	Public building 4 *	3 months
5.	Public building 5 *	3 months
6.	Public building 6 *	3 months
7.	Public building 7 *	3 months
8.	Public building 8 *	3 months
9.	Public building 9 *	3 months
10.	Public building 10 *	3 months
11.	Public building 11*	3 months
12.	Public building 12 *	3 months
13.	Public building 13 *	3 months
14.	Public building 14 *	3 months
15.	Public building 15 *	3 months
16.	Public building 16 *	3 months

*NOTE:. Public buildings will be subsequently defined.

NOTE: Estimated building area is 2500m2.