

REQUEST FOR EXPRESSIONS OF INTEREST (CONSULTING SERVICES – FIRMS SELECTION)

BOSNIA AND HERZEGOVINA

ADDITIONAL FINANCING FOR THE ENERGY EFFICIENCY PROJECT

Loan No./Credit No.: 8906

Assignment Title: Social monitoring and evaluation (including satisfaction surveys and awareness surveys) for the implementation of the energy efficiency improvements in public buildings

Reference No. (as per Procurement Plan): BEEPAF-P165405-CQ-11-CS-20-FBIH

The Bosnia and Herzegovina has applied for financing from the World Bank toward the cost of the Additional Financing for the Energy Efficiency Project, and intends to apply part of the proceeds for consulting services.

The consulting services (“the Services”) include: technical assistance for Social Monitoring and Evaluation (SM&E) related to the outcomes achieved through implementation of the energy efficiency works of selected buildings. The Social Monitoring, including inter alia surveys conducted before and after retrofits should cover a sample of the total number of buildings to be financed through the AF BEEP including 16 buildings in a period up to 4 (four) years. The selected sample of buildings should be representative in terms of: use, number/type of users, climatic conditions and geographical location. Beside Social Monitoring that includes satisfaction and awareness surveys, the Consultant(s) will also design and perform two performance evaluations (mid-term and exit). The Social Monitoring and the Performance Evaluations are independent tasks. The mid-term evaluation, intended to assess the AF BEEP’s obstacles and lessons learned from the first two years of the Project implementation, implementation progress towards specified results, and to provide recommendations on the operational logic and implementation processes adjustments, if needed. The mid-term performance evaluation will identify immediate consequences produced by the project after the second year of its implementation, such as demonstration effect of energy efficiency improvements, identification of reforms needed for improvement of the BiH energy financial sector and is the Project on the right track to ensure scalability of energy efficiency financial models in BiH. The exit performance evaluation will be conducted at the end of the project, in order to assess the Project’s implementation performance against the stated deliverables and expected results; provide recommendations based on the lessons learned from BEEP to inform the design of a potential new intervention.

The Consultant is expected to start with the activities no later than September 2020 with duration of approximately up to 4 (four) years.

The detailed Terms of Reference for the assignment (TOR) can be found at the Ministry of Spatial Planning of the Federation of Bosnia and Herzegovina website www.fmpu.gov.ba and Project website www.beep.ba.

Ministry of Spatial Planning of the Federation of Bosnia and Herzegovina Project Implementation Unit now invites eligible consulting firms (“Consultants”) to indicate their interest in providing the Services. Interested Consultants should provide information demonstrating that they have the required qualifications and relevant experience to perform the Services. The shortlisting criteria are: Interested consultants must provide information indicating that they are qualified to perform the services by fulfilling following requirements:

- Company information: name, registration, address, telephone number, facsimile number, year of establishment, contact person for the project, fields of expertise;
- Details of experience in minimum three (3) similar assignments undertaken in last five (5) years including value information about the client (including contact details), assignment description, value of the contract and period of execution
- Examples of final reports for similar assignments, if publicly available.

- The Consultant will justify its capabilities through engagement of professional staff for the execution of project activities in defined timeframes, including all the necessary specialist engineers. For this purpose, the consultant will submit a CV of engineers who will work on the project. Work should be done by a consulting firm consisting of experts who have the following skills and credentials:
- The key personnel (at least four persons) of the Consultant(s) should have the following:
 - Consultant for the Social Monitoring – Team Lead* (Master’s degree in social sciences i.e. psychology, sociology, statistics, economics or related field is required; Ten (10) years of relevant professional experience; Experience in writing and producing reports and presentations for international donors and stakeholders; Expertise designing large scale surveys of international development projects. Expertise in strong data collection tool development, data analysis and methods; High proficiency in official BiH languages and in English; Proven ability to communicate with government representatives and government institutions at different levels; Strong analytical skills; excellent computer skills; teamwork; cultural sensitivity; and ability to present complex ideas in a simple manner).
 - Consultant for the Social Monitoring – Team Member* (Master’s degree in social sciences i.e. psychology, sociology, statistics, economics or related field) is required; Three (3) years of relevant professional experience; Expertise in participating in conducting large scale surveys; Expertise in strong data collection tool development, data analysis and methods; High proficiency in official BiH languages and in English; Strong analytical skills; excellent computer skills; teamwork; cultural sensitivity; and ability to present complex ideas in a simple manner).
 - Consultant for the Performance Evaluations – Evaluation Team Lead (mid-term and exit)* Master’s degree in social sciences i.e. psychology, sociology, statistics, economics, business administration or related field is required. Engineering degree is considered an asset. Evaluation Certification is considered an asset; Minimum ten (10) years of professional experience with the international development organizations. Seven years of experience in conducting performance evaluations is required. Conducting at least five performance evaluations in the team leader capacity on the projects financed by the international development organizations. Proven experience in conducting qualitative data collection and analysis. Proven experience in organizing and leading the key informant interviews, focus groups discussions and surveys. Experience in writing and producing reports and presentations for international donors and stakeholders; High proficiency in official BiH languages and in English; Proven ability to communicate with government representatives and government institutions at different levels. Strong analytical skills; excellent computer skills; teamwork; cultural sensitivity; and ability to present complex ideas in a simple manner.
 - Consultant for the Performance Evaluations – Evaluation Team Member (mid-term and exit)* Master’s degree in social sciences i.e. psychology, sociology, statistics, economics, business administration or related field) is required. Engineering degree is considered an asset. Minimum three years of professional experience with the international development organizations. One year of experience in conducting performance evaluations is required. Proven experience in conducting qualitative and quantitative data collection and analysis; High proficiency in official BiH languages and in English; Strong analytical skills; excellent computer skills; teamwork; cultural sensitivity; and ability to present complex ideas in a simple manner.
- If the case may be, form of association (sub-contractor or joint venture up to three members) for the execution of the contract and identification of the leading company. In the case of joint venture all members shall be jointly and severally liable for the entire assignment. Same information must be submitted for the leading company and the associate companies;

The attention of interested Consultants is drawn to Section III, paragraphs, 3.14, 3.16, and 3.17 of the World Bank’s “Procurement Regulations for IPF Borrowers” July 2016, revised November 2017 (“Procurement Regulations”), setting forth the World Bank’s policy on conflict of interest.

Consultants may associate with other firms to enhance their qualifications, but should indicate clearly whether the association is in the form of a joint venture and/or a sub-consultancy. In the case of a joint venture, all the partners in the joint venture shall be jointly and severally liable for the entire contract, if selected.

A Consultant will be selected in accordance with the Consultant Qualification Selection method set out in the Procurement Regulations.

Further information can be obtained at the address below during office hours from 12,00 to 16,00 hours.

Expressions of interest must be delivered in a written form to the address below (in person, or by mail, or by fax, or by e-mail) by September 25, 2020.

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