

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: provision of services related to the training needs assessment, development of training program and modules, and delivery of training to female professionals working in the building energy efficiency sector

Reference No. (as per Procurement Plan): BEEPAF-P165405-CQ-26-CS-21-FBIH

The Bosnia and Herzegovina has received 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: development of training needs assessment among female professionals working in the buildings energy efficiency sector, based on the assessment’s findings and recommendations, development of the training program, training modules and training materials. Under the assignment the Consultant will design the work plan, review energy efficiency projects and identify needed professional skills, identify the profiles of female professionals working in the building energy efficiency sector, conduct the survey/interviews with the in-service female professionals as well as interviews of educational and training institutions providing courses about energy efficiency in building sector, develop a public call to invite the eligible participants to participate in different type of trainings, organize and deliver the training program directly to the female professionals working in the buildings energy efficiency sector. Expected duration of the contract is 6 months.

The detailed Terms of Reference (TOR) for the assignment 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.

The 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;
- Proof that the company is legally registered for the adults education;
- Minimum of 10 years of successful provision of services in area of the adults education and training;
- Confirmation on no obligations relating to the payment of direct and indirect taxes in accordance with the relevant laws of Bosnia and Herzegovina (may not be older than three (3) months) or with the relevant law of the country from the EOI submitter;
- Details of experience in organizing a minimum twenty (20) adults’ educational and training programs in last five (5) years, including value the programs, number of participants, duration of education program, and type of educational program provided;

- Curricula Vitae (short version, specifying experience in organization and delivery of adults' educational program, five (5) CVs of key personnel who will be working on the assignment(s) with minimum:
- Team Leader, responsible for managing/overseeing the entire consultancy contract implementation; University degree (Master's equivalent); training and/or Certification in Research Methodology including Monitoring and Evaluation, and experience in using Participatory Learning Appraisal methods; demonstrated experience in conducting educational systems assessment and/or learning needs assessment, and preparation and delivery of trainings; a minimum of ten (10) years of relevant experience in leading and conducting development programs assessment and evaluations that were using mixed methods research design, and preparation and delivery of trainings; demonstrates excellent communication skills including report writing and presentation
- At least three (3) additional team members with (5) years of work experience in preparation and delivery of trainings in the building energy efficiency sector;
- One (1) administrative assistant with experience in organizing and logistically supporting delivery of trainings.

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 (max up to three members with identification of the leading company) 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. Same information shall be submitted for the leading company and the associate companies except proof that the company is legally registered for the adults education which is obligatory for leading company.

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 e-mail) by **January 13, 2022**.

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