

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 background documentation and content preparation of the international conference that will be organized by the Ministry of Spatial Planning of the Federation of Bosnia and Herzegovina under the title “Enhancing Local Market Capacity and Improving Energy Efficiency Enabling Environment in Public Buildings Sector in Federation of Bosnia and Herzegovina

Reference No. (as per Procurement Plan): BEEPAF-P165405-CQ-36-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: Under this assignment the Contractor has the responsibility to design the work plan, prepare background assessments of the main topics of the conference that will identify and clearly outline progress achieved so far, and enlist the actionable issues that will be used as discussion points and discussion facilitation guidelines, prepare the list of topics related to the main theme of the conference that will be used for the public call to potential authors to submit scientific articles and working papers, prepare the detailed conference agenda, identify the main speakers and the conference facilitators, and ensure their participation, closely coordinate with the Ministry’s consultant company that will be responsible for logistical organization and promotion of the conference; collect, compile and organize all the documents developed before and during the conference, and in cooperation with the Ministry’s consultant company publish these documents in a form of conference proceedings. Expected duration of the contract is 8 months. The expected date of the Conference event is September, 2022.

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;
- 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 minimum two (2) similar assignments undertaken in last five (5) years, including value of consulting services and value of services, location, name of the Client, type of services provided, contract period of execution;

- Curricula Vitae (short version, specifying experience in similar assignments, five (5) CVs of key personnel from various professions requested under such services) of key staff 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) in social science, economics, business administration, mechanical engineering, architecture, civil engineering from an accredited university; and minimum seven (7) years of experience in relevant fields, including project management of similar assignments;
- At least two (2) additional senior experts with at least five (5) years of work experience and competencies related to the main topics of the conference;
- At least one (1) junior analyst with at least three (2) years of work experience in related fields.
- One (1) administrative assistant (support personnel, CV not needed);

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.

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 **February 24, 2022**.

Ministry of Spatial Planning of the Federation of Bosnia and Herzegovina

Project Implementation Unit

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