

BOSNIA AND HERZEGOVINA
FEDERATION OF BOSNIA AND HERZEGOVINA
ADDITIONAL FINANCING FOR ENERGY EFFICIENCY PROJECT–ID P165405

TERMS OF REFERENCES

for the Consultant

**for provision of services related to the preparation and organization of the 2nd
International Conference on Energy Efficiency in Public Buildings**

Ref. No. BEEPAF-P165405-CQ-46-CS-23-FBIH

1. Background:

The Government of Bosnia and Herzegovina (BH) has recognized the importance of energy efficiency to support sustainable economic growth and move towards EU accession and has received the financing for the Additional Financing for the Bosnia and Herzegovina Energy Efficiency Project (AF) from the International Bank for Reconstruction and Development (IBRD) credit funds. 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 project will be supported by a US\$32 million IBRD/IDA credit funds for BH, which is made available to the two entities (US\$ 19.23 million allocated to the Federation of Bosnia and Herzegovina (FBH)). The project will consist of three components implemented separately in each entity:

Component 1: Energy efficiency investments in public facilities

Component 2: Support for the development of scalable financing mechanisms and capacity building

Component 3: Project Management

The project implementation unit (PIU) established within the Federal Ministry of Physical Planning (FMPP) will be responsible for the preparation, coordination, management and implementation of the project in the Federation of Bosnia and Herzegovina, including procurement, contracting, and payments of all goods, works and services related to the project.

The conference will bring together public sector decision makers, financial sector representatives, interested investors, construction sector and facility management companies, representatives of the bilateral organizations, donors, and researchers. a view to exchange information, to learn from each other and to network. The aim of the conference is to reach consensus about the current state of affairs and the main impediments that need to be addressed in the energy efficiency local market and the public buildings sector, and reach agreement on the next steps and the course of action that will pave the path to the local market development and improvement of the energy efficiency in public buildings sector in FBiH. The conference is planned to be organized in onsite and hybrid format.

2. Objectives

FMPP as the Client will contract a Consultant to prepare, organise and deliver the one-day International Conference that should be held in Sarajevo in February 2024. The Conference should bring together all stakeholders interested in the energy efficiency market and public building sector. In order to present and discuss synergies and cooperation between public, private and financial stakeholder in removing existing barriers to market development and improved energy efficiency in public building sector, this high-level event should serve as a platform for presenting new ideas and inputs that contribute to Bosnia and Herzegovina in light of the EU accession process and meeting the requirement of the Energy Community Treaty in terms of energy efficiency.

3. Description and Scope of Services:

The consultant is expected to support the organization and execution of one International Conference and related material. The one-day event will consist of introductory speeches, presentations and panels moderated by the Consultant. In close consultation with the PIU and the Ministry, the Consultant should prepare inter alia the invitation, list of invitees, venue, format and the content of the conference and all logistics, information and promotion material for above objective, taking points for the for representatives of the Ministry and all other aspects needed for the conference.

The event is planned to be held in-person at the location agreed with the Client and will include two coffee breaks and lunch for up to 200 participants.

Travel and accommodation expenses for the participants will not be covered by the Consultant.

In coordination and under direction of the PIU Program Manager / Coordinator, the Consultant is expected to undertake, but is not limited, to the following key activities:

- a) To design the Work Plan and submit it to the PIU Program Manager / Coordinator for approval.
- b) To prepare 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
- c) To prepare the content and all background documentation of the International Conference
- d) To prepare the detailed conference agenda, identify the main speakers and the conference facilitators, and ensure their participation, taking points for the for representatives of the Ministry and all other aspects needed for the conference
- e) To prepare, organise and deliver logistical organization and promotion of the conference (e.g. conference action plan and design theme; participant’ management)
- f) To plan, lead and provide conference management (e.g. conference venue management, graphic design support for conference branding, preparing conference kits, participants registration and information support, other general logistical arrangement and event management
- g) To prepare and submit event closure report detailing all activities carried out for preparation and during the conference, as the results of the conducted satisfaction evaluations

4. Deliverables

Deliverables	%	Deadline
Deliverable 1: Work Plan including inter alia the Conference concept design an action plan for the management of all venue-related administrative and logistical arrangements of the regional conference as per agenda and run of show.	20%	01 October 2023
Deliverable 2: Report on the preparatory activities for the one-day Conference in line with the ToR	20%	01 December 2023
Deliverable 3: Organization and deliver of the one-day Conference	50%	08 February 2024
Deliverable 4: Event closure report detailing all activities carried out for preparation and during the conference. The event closure report needs to contain an activity log sheet” that will list and verify all the jobs related to the event management.	10%	15 February 2024

5. Duration of Contract

Expected duration of the contract is 5 months during the period from September 2023 to February 2024.

6. Qualification requirements and basis for evaluation

The Consultant should be a qualified firm or joint venture of firms (up to 3 companies for a joint venture) that have demonstrated experience in providing services in area of preparation, organization and delivering the conferences in the field of energy efficiency. The firm must propose a team capable of successfully carrying out all aspects of the ToR with in-depth experience in the related fields. The Consultant shall demonstrate their capability to mobilize enough skilled staff for carrying out the project activities within the allocated timeframe as part of the proposal by including in the technical proposal, the Curriculum Vitae of the proposed key staff, including educational background, relevant working experience in similar projects, and by confirming their availability during the period of the contract.

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, 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 three (3) similar assignments (only conference type of event) undertaken in last five (5) years, including value of consulting services, location, name of the Client, type of service provided, contract period of execution
- Curricula Vitae (short version, specifying experience in similar assignments, 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) in social science, economics, business administration, mechanical engineering, architecture, civil engineering, from an accredited university; a minimum of ten (10) years of experience in relevant field, including project management of similar assignments
 - Minimum two (2) other experts with at least five (5) years professional experience relevant for the field of the assignment and similar projects.
 - Minimum one (1) expert with at least five (5) years professional experience relevant for the field of energy efficiency
 - At least one (1) junior analyst with at least three (3) years of work experience in related fields
 - One (1) administrative assistant (support personnel. CV not required).