

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 development of the Guidelines for energy renovation of buildings, which have the status of a national monument or are located within the scope of the buffer zone of the national monument of the ambient entity

Ref. No. BEEPAF-P165405-CQ-44-CS-23-FBIH

1. Background

The Government of Bosnia and Herzegovina (BH) has recognized the importance of energy efficiency (EE) to support sustainable economic growth and move towards EU accession and has received financing for the Additional Financing for the Bosnia and Herzegovina Energy Efficiency Project (BEEP) 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 AF BEEP became effective March 2020.

The project is supported by a US\$32 million IBRD credit for BH, which is made available to the two entities, with US\$ 19.23 million allocated to the Federation of Bosnia and Herzegovina (FBH). The project consists 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) is responsible for the preparation, coordination, management and procurement, contracting, and payments of all goods, works and services related to the project.

This Terms of Reference (ToR) refers to the preparation of the Guidelines for energy renovation of buildings, which have the status of a national monument or are located within the scope of the buffer zone of the national monument of the ambient entity.

The Consultant will coordinate activities with, report to and work under the direction of the PIU Project Manager/Coordinator and PIU Technical Experts.

Scope of Work for the Consultant

The main purpose of drafting the Guidelines for energy renovation of buildings that have the status of a national monument or are included in the buffer zone of the national monument of the ambient entity, is to define acceptable energy efficiency measures that can be applied to buildings with the status of a national monument or are included in the scope the buffer zone of the national monument of the environmental whole, without jeopardizing the cultural and historical value of the given national monument through the implementation of energy efficiency measures.

In order to define the energy efficiency measures that can be applied to the national monument, first it is necessary to perform an Analysis of the national monuments in terms of the cultural-historical value of the facade, openings, roof and their materialization. Based on the findings, the next task would be preparation of the Typology of National Monuments in the context of their cultural-historical value and the specifics of the envelope, period of construction of materials etc.

The scope of the services of the Consultant will include but not be **limited** to the following

- a) Under this assignment the Consultant has the responsibility to design the Work Plan and submit it to the PIU Program Manager / Coordinator for approval.
- b) Compile a list of current national monuments in the Federation of Bosnia and Herzegovina, and create a database of national monuments in the Federation of Bosnia and Herzegovina.
- c) Create a database of national monuments on the map/cadastral basis, on which the results of the Guidelines will be upgraded as a special "label" by type of national monument.
- d) Create a Typology of national monuments and national monuments of ambient entity
- e) In accordance with Typology, make an assessment of heat energy consumption by type of the building
- f) Create a proposal for possible energy efficiency measures to be applied to each type of national monument, as to buildings in the buffer zone of the national monument, the ambient entity
- g) Create Guidelines for planners and urban planners in municipal urban planning departments for approving energy restoration of national monuments according to

Typology.

- h) Prepare and submit first draft of the Guidelines for energy renovation of buildings that have the status of a national monument or are included in the buffer zone of the national monument of the ambient entity to the PIU Program Manager / Coordinator for approval.
- i) Revise and submit the final versions of the Guidelines for energy renovation of buildings that have the status of a national monument or are included in the buffer zone of the national monument of the ambient entity, to the PIU Program Manager / Coordinator for approval.

Deliverables

- a) Work Plan
- b) List of current national monuments in the Federation of Bosnia and Herzegovina
- c) Database of national monuments in the Federation of Bosnia and Herzegovina
- d) Upgraded database of national monuments with the results of the Guidelines as a special "label" by type of national monument.
- e) Typology of national monuments and national monuments of ambient entity
- f) In accordance with Typology, assessment of heat energy consumption by type of the building
- g) Proposal for possible energy efficiency measures to be applied to each type of national monument, as to buildings in the buffer zone of the national monument, the ambient entity
- h) Guidelines for planners and urban planners in municipal urban planning departments for approving energy restoration of national monuments according to Typology.
- i) Guidelines for energy renovation of buildings that have the status of a national monument or are included in the buffer zone of the national monument of the ambient entity

Duration of Contract

Expected duration of the contract is 6 months during the period from July 2023 to January 2024.

Schedule of Payments

The assignment will be compensated on the basis of the Lump-Sum contract provisions.

The schedule of payments will be as follow:

- 20% of the contract value will be paid upon submission of the Work plan (as described in Terms of References), acceptable to the Client
- 40% of the contract value will be paid upon submission of the Upgraded database of national monuments (as described in the Terms of References), acceptable to the Client
- 40% of the contract value will be paid upon submission of the final versions of the

Guidelines for planners and urban planners in municipal urban planning departments for approving energy restoration of national monuments according to Typology and Guidelines for energy renovation of buildings that have the status of a national monument or are included in the buffer zone of the national monument of the ambient entity (as described in Terms of References), acceptable to the Client

Selected Consultant for the assignment performance at the proposal stage will propose timeline for each of the above stated three phases within the methodology of the technical proposal.

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 energy efficiency and economy as well as national monuments and related legislations. 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:

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;
- Minimum of 10 years of successful provision of services in area of energy efficiency
- 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;
- Hold a license from Ministry of Spatial Planning of the Federation of BiH for performing energy audit and certification of buildings for complex building systems in FBH or of not available will be obtained within 30 days as condition to sign the contract. The Consultant shall provide a confirmation along with the EOI that he will secure the license in case he is selected to submit technical/financial proposals.
- Experience, in the last five years, in the preparation of energy audits at least for 5 (five) buildings involving national monuments or buildings under protection
- Participation in the development of at least 5 (five) conceptual and main design projects for national monuments or buildings under protection in the last five years
- Experience in analysis and preparation of building typologies in the country

- Curricula Vitae (short version, specifying experience in similar assignments six (6) 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 economy, financial management or business administration; a minimum of ten (10) years of experience in relevant field
 - At least two (2) graduate architect and/or civil engineers with the competence exam passed and at least five (5) years of work experience in relevant field;
 - At least one (1) mechanical engineer with the competence exam passed and at least five (5) years of work experience in relevant field;
 - At least one (1) IT engineer with five (5) years of work experience in database development and administration;
 - ⊖ One (1) administrative assistant with experience in relevant field