

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

**TERMS OF REFERENCES**

**BUILDINGS ENERGY EFFICIENCY TRAINING UNDER THE IMPLEMENTATION  
OF THE ENERGY EFFICIENCY IMPROVEMENTS IN PUBLIC BUILDINGS**

**Contracts No: BEEPAF-P165405-CQ-41-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.

## 2. Objectives

The FMPP as the Client plans to hire a company ('the Consultant') to provide services for Buildings Energy Efficiency Training for municipal/cantonal and building energy managers. The objectives are to increase capacity in preparing, implementing and supervising energy efficiency investments in public buildings for cantonal/municipality officials, build implementation capacity of private companies, populate the databases for public buildings, and enhance the visibility of achieved results.

The Consultant will refer to the FMPP for all issues related to the execution of the assignment, and for decisions to be made in reference to the present contract. FMPP will be considered as the Client, even if some actions and/or decisions will have to be coordinated with the relevant Line Ministries and with the local administration, schools, hospitals, Cantons and Municipalities. The Consultant service is expected to be implemented within 3 months.

## 3. Description and Scope of Services:

Each canton/municipality where selected subprojects will be implemented is expected to designate a municipal/cantonal energy manager and one person responsible for energy in the selected buildings. Total number of selected building is twentynine (29) listed in Annex 1. These designated energy managers from the municipality/canton and the building will participate in the preparation of annual reports on the results of the subprojects after completion, and support data collection for the entity databases for public buildings.

The Consultant will be responsible for the following:

- Organization of the Buildings Energy Efficiency Training for municipal/cantonal and building energy managers. Trainings should be organized in the period December 2023-February 2024. All having on mind provisions of the Rulebook of Information System in Federation of B&H (Official Gazette of Federation of B&H N° 2/19). The number of participants is subject to interest from relevant companies but is expected to include at least 10 participants in each training”;
- The training is expected to take around (16) hours.

In order to enhance the capacity of designated energy managers from the municipality/canton and the building, the Consultant will be responsible for the following:

- Development and implementation of trainings on energy efficiency for above referenced energy managers, especially on:
  - Overview of the strategic and policy context on energy efficiency in BH, including commitments under the Energy Community Treaty, the targeted reduction in energy consumption by Action Plans for Energy Efficiency till to 2018 and 2021 and Long Term Renovation Buildings Strategy for 2030 and 2050,
  - Overview of the provisions of Rulebook of Information System of Energy Efficiency in Federation of B&H with particular attention on Annex 2 Methodology of Energy Management
  - Filling the form of Report of energy consumption, for energy manager;
  - Overview on how energy savings potentials in buildings are identified and energy audits are conducted, including: concepts of degree-days, heat losses, energy consumption, characteristics of materials, efficiency of boilers, temperature control, balancing of network,

thermostatic valves, insulation of walls and roofs, technology of efficient windows etc.

- Provision of energy savings tips (through maintenance);
  - Training on the collection of relevant data for the database and training on how to assess results achieved due to the energy efficient renovation in terms of energy consumption, durability/conditions of equipment and materials, O&M issues, improvements of comfort and working conditions
- Provide presentations and written reports from trainings including participants' satisfaction report.

#### 4. Output/Deliverables:

1. Training inception report for trainings for energy managers with a detailed suggestion on the training methodology, content to be covered, type of training material, logistical set-up, etc. -- to be submitted in three (3) hard copies and one (1) copy on CD ROM (MS Word, Power Point, Excel) in local and English language;
2. Summary report on conducted Buildings Energy Efficiency Training for municipal/cantonal and building energy managers, including training material and other relevant information (e.g. results from the satisfaction survey, contact details of the participants, energy savings tips provided, etc.) -- to be submitted in three (3) hard copies and one (1) copy on CD ROM (MS Word, Power Point, Excel) in local and English language (presentation, number of participants, participants satisfaction report...).

The assignment will be compensated on the basis of the Time-based contract provisions.

#### 5. Time Schedule

The Consultant is expected to provide required activities from December 2023 to February 2024.

No.	Reports Name	Submission Date
1.	Proposed methodology report for conducting training/education for energy managers	December 2023
2.	Conducted trainings report for energy managers	January/February 2024

#### 6. Qualification requirements

Interested Consultant must provide information indicating that they are qualified to perform the services by fulfilling following requirements:

- General qualification of the firm (including documents defining the constitution or legal status, place of registration, and principal place of business of the Consultant firm, year of establishment, fields of expertise);
- Hold a license from FMPP for detailed energy audit and certification of buildings for complex technical systems or if not available will be obtained within 30 days as condition to sign the contract. Such 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;
- Reference list of similar assignments: Minimum three (3) training/education/seminar conducted on energy efficiency/ energy management in the last five (5) years. The reference list should contain the list of the training programs conducted with the number of participants.

The key personnel:

- At least one (1) university graduate mechanical engineer, at least one (1) university graduate architecture/civil and at least one (1) university graduate electrical engineer, all with minimum five (5) years of professional experience or minimum 3 years in buildings energy audit conducting;
- Engineers have to have proof that they have passed competency examination and completed training program for Module 2 (energy auditing and certification for complex technical systems) as well as have to have proof experience in training programs in a trainer/teacher role in energy efficiency.

## Annexes

## Annex 1 - The list of buildings with details

No.	Building Name	Location/Canton	Heated area m2
1	Klinika za plućne bolesti „Podhrastovi“ Sarajevo	KS	3.796
2	Klinika urgentne medicine Sarajevo	KS	8.482
3	Klinika za fizikalnu medicinu i rehabilitaciju Sarajevo	KS	1.908
4	JU Mješovita srednja škola „Mehmedalija Mak Dizdar“ i JU Gimnazija „Muhsin Rizvić“ Breza	ZE-DO	3.328
5	JU Mješovita srednja industrijska škola Zenica	ZE-DO	3.514
6	JU OŠ Miroslav Krleža Zenica	ZE-DO	3.443
7	Županijski/Kantonalni Sud HNŽ/K Mostar	HNK	2.005
8	JU Zavod za zbrinjavanje mentalno invalidne djece i omladine Pazarić	KS	746
9	Narodni univerzitet Konjic	HNK	3.578
10	Zgrada Pravosudnih institucija Federacije Bosne i Hercegovine, Sarajevo (korisnici: Federalno ministarstvo pravde, Vrhovni sud FBiH, Ustavni sud FBiH, Federalno tužilaštvo FBiH, Sudska policija FBiH)	KS	5.725
11	Dijagnostički aneks - Sveučilična klinička bolnica Mostar	HNK	3.061
12	JZU UKC Tuzla – Klinika za interne bolesti	TK	9.717
13	Zgrada Vlade Federacije F BiH Mostar	HNK	4.351
14	Federalni Zavod za poljoprivredu Sarajevo-administrativna zgrada I laboratorij	KS	3.729
15	OŠ Mula Mustafa Bašeskija, Donje Moštre, Visoko Currently C, should to be B class	ZEDO	2.378

16	JU Dom zdravlja Odžak	PK	2.715
17	Osnovna škola Vladimir Nazor Odžak	PK	3.006
18	Osnovna škola „Ahmed Muradbegović“ Stranjani, Zenica	ZEDO	1.778
19	Osnovna škola „fra Miroslava Džaje“ Kupres	K10	2.236
20	OŠ fra Petra Bakule, Mostar;	HNK	2.819
21	OŠ Novi Šeher, Maglaj;	ZEDO	834
22	OŠ 1.mart Jelah, Tešanj	ZEDO	283
23	Dom zdravlja Mostar;	HNK	3.744
24	OŠ fra Lovro Karaula Livno – područna škola Vidoši;	K10	693
25	Obrtnička škola Ruđer Bošković Ljubuški;	HNK	1.746
26	OŠ Arnauti Zenica;	ZEDO	1.472
27	OŠ Vozuća Zavidovići	ZEDO	965
28	OŠ Musa Ćazim Ćatić, Visoko;	ZEDO	2.109
29	MSŠ Nordbat 2, Vareš	ZEDO	2.161