

BOSNIA AND HERZEGOVINA
REPUBLIKA SRPSKA
ENERGY EFFICIENCY PROJECT – ADDITIONAL FINANCING (BEEP AF)

TERMS OF REFERENCE
PROJECT IMPLEMENTATION AND MONITORING ASSISTANCE
RS P143580-BA-BEEP-8906BA-QBS-CS-20-30-RS

1. BACKGROUND

Bosnia and Herzegovina is the Borrower, and Republic of Srpska, through a subsidiary agreement with the Borrower, has received financing from the World Bank toward the cost of Additional Financing for the Energy Efficiency Project (BEEP AF). 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 objective of the Energy Efficiency Project - Additional Financing corresponds to the goals underlined in the Law on Physical Planning and Construction of Republic of Srpska („Republic of Srpska Official Gazette“, editions 40/13, 106/15, 3/16 and 84/19) and the Law on Energy Efficiency of Republic of Srpska („Republic of Srpska Official Gazette“, edition 59/13).

The Energy Efficiency Project - Additional Financing will continue to support energy efficiency investments (“subprojects”) in schools, hospitals and clinic centres. A small number of other public facilities (e.g., elderly homes, orphanages, other administrative buildings) may also be included. The project will finance energy efficiency upgrades/renovations of buildings, as well as related technical consultancy services (e.g., energy audits, technical and social monitoring and evaluation, technical designs, supervision and subproject commissioning). The selection and implementation of subprojects will be conducted in three annual batches. It is estimated that up to 32 public buildings will be renovated in Republic of Srpska within 4 years of project implementation.

These investments will reduce the energy consumption of selected public buildings, and demonstrate the economic viability of energy efficiency improvements, including reduced recurring energy costs and associated public expenditures. In addition, the subprojects will generate demonstrable co-benefits, such as reduced CO₂ emissions and improved indoor comfort levels (e.g., improved indoor temperature, lighting, indoor air quality, overall indoor comfort). The result indicators against which the implementation progress of BEEP AF will be measured include: lifetime energy savings, lifetime fuel savings, greenhouse gas savings, increase in end-user satisfaction, number of buildings with EU-compliant energy certification, number of municipal energy managers trained, number of subprojects commissioned, number of direct project beneficiaries in gender-sensitive manner.

The Project Implementation Unit (PIU) within the Ministry of Physical Planning, Civil Engineering and Ecology of Republic of Srpska will be responsible for preparation, coordination, management and

implementation of the Project, including procurement, contracting, and payments of all goods, works and services related to the Project.

These Terms of Reference (ToR) define the nature and detailed scope of an assignment to provide combined engineering services which will include assistance with procurement activities, performance of technical monitoring and evaluation before and after the implementation of energy efficient retrofits in selected buildings, project management and supervisory assistance, promotional activities including filming the condition before and after the implementation of energy efficient retrofits in selected buildings.

The consultant will be selected per Quality-Based Selection (QBS) under IBRD Loans by World Bank Borrowers.

2.1. OBJECTIVES AND GENERAL DESCRIPTION

For the preparation and implementation of energy efficiency investments in public buildings that are planned to be retrofitted in period 2020 - 2021, Ministry of Physical Planning, Civil Engineering and Ecology of Republic of Srpska ('the Client') intends to hire a Consultant Company ('the Consultant') who will provide technical assistance for Project implementation, including procurement, monitoring and evaluation, project management and supervision, monitoring, preparation of promotional material and posting on social media and the project website.

The services will be performed for public buildings (schools, hospitals and other public buildings) in Republic of Srpska. It is expected that the original contracts will be signed for the first phase of implementation in 2020-2021 with possibility of extension via contract amendment for second phase subject to satisfactory performance. List of buildings is provided by the Client.

The services to be provided by the Consultant are described in detail in section 2.2. The Consultant shall work in compliance with all relevant and valid regulations in Republic of Srpska, including but not limited to the Law on Construction and Physical Planning,

The Consultant will refer to Ministry of Physical Planning, Civil Engineering and Ecology of Republic of Srpska for all issues that could appear in the execution of the task, and for decisions that would have to be made in reference to the present contract. Ministry of Physical Planning, Civil Engineering and Ecology of Republic of Srpska will be considered as the Client, even if some actions and/or decisions will have to be coordinated with the relevant Ministries and respective schools, hospitals and municipalities.

2.2. DETAILED SCOPE OF WORK

2.2.1. TIME BASED

Task 1. Assistance with procurement activities

As a part of this task the Consultant shall perform following activities:

- 1.1. as the Client requires it, the Consultants shall prepare **Terms of reference** in accordance with instructions provided by the Client. Deadline for this activity will be determined depending on the type of Terms of reference, but it may not exceed three weeks after receiving instructions from the Client. The Consultant shall provide draft Terms of Reference to the Client for review, and hold consultations with client afterwards. Minutes from consultations shall be prepared by the Consultant, and all written or oral comments and suggestions provided by the Client shall be included in the terms of reference. The terms of reference shall be completed after they are accepted by the Client.
- 1.2. as the Client requires it, the Consultants shall revise and improve Terms of reference provided by the Client. Deadline for this activity shall be determined depending on the type of Terms of reference, but it may not exceed two weeks after receiving Terms of reference from the Client.
- 1.3. provide support to the Client during planning of procurement activities, taking into account deadlines, Project results and indicators. Support shall include **advisory activities during preparing/modifying the Procurement Plan** or preparing/modifying the Procurement Plan.
- 1.4. provide support to the Client during **preparation of bidding documentation** in accordance with „World Bank Procurement Regulations for IPF Borrowers” (dated November 2017, revised August 2018) and guidance provided by the Client. Support shall include advisory activities during preparing/modifying the bidding documentation or preparing/modifying the bidding documentation.
- 1.5. provide **support to the Client during tendering procedure**, including bids evaluation, responding to the bidder’s inquiries, preparation of professional advices for the Client to respond to such inquiries and providing draft answers for the Client’s approval on issues raised during the clarification process for bidders’ questions, resolving complaints, correspondence with suppliers etc. Support shall include advisory activities during implementing above mentioned activities or creating particular documents depending on the Client requirements.
- 1.6. Assist, as the Client requires it, in analysing other aspects of responsiveness of the bids;
- 1.7. Assist, as the Client requires it, with other activities of the procurement process as they relate to the technical documentation prepared by the Consultant.
- 1.8. For works related procurement list of buildings for this Task is given in Annex 1 of this TOR
- 1.9. Deliverables

No.	Deliverables	Number of copies / languages
1	Monthly Report with detailed description of completed activities, number of buildings and time spent per each building	Electronic copies in Serbian

Task 2. Works monitoring

- 2.1. The Consultant shall propose a competent person who will be responsible for works monitoring for group of building (max 4 buildings) to be retrofitted under BEEP AF;
- 2.2. Visit the sites at least once in two weeks, or more frequently if required by the Client and based on the needs and progress of works at each site. The Consultant shall prepare a short report after each visit on the work progress, including compliance with the work plan and technical documentation, Environmental Management Strategies and Implementation Plan, Code of Conduct, time schedule, quality assurance (including quality of works and materials/equipment delivered on the work site) and taking into account relevant standards and norms of the Republic of Srpska that could be affected by the energy efficiency works. Site visit reports will also include photographs providing a good view of the works progress (photographs will also be delivered separately, on CD), and highlight any issues or problems at the worksite. A report template will be provided by the Client;
- 2.3. The Consultant shall record in the Report all possible omissions in the work of companies that supervise the execution of works in accordance with the Law.
- 2.4. the Consultant is expected to closely work with local administration (e.g. to get information about necessary licences and approvals to be obtained according to the Law on physical planning and construction of Republic of Srpska), the end-beneficiary (school/hospital administration), the municipal energy manager, and other stakeholders as needed.
- 2.5. List of buildings for this Task is given in Annex 2 of this TOR
- 2.6. Deliverables

No.	Deliverables	Number of copies / languages
1	2-weeks report on the work progress (for several buildings)	Electronic and hard copies in Serbian
2	Final report for each of the sites (after completion and commissioning of work)	Electronic and hard copies in Serbian

2.2.2. LUMP SUM

Task 3. Technical monitoring and evaluation before and after implementation of energy efficiency measures

As a part of this task the Consultant shall perform following activities:

- 3.1. Determine baseline data – by collecting data about energy consumption: heat and power consumption, water consumption, before the building retrofit, including data about energy consumption in KWh and data about costs based on bills in pass 3 years. Data about indoor comfort level, including heat temperature, before the building retrofit, shall be collected based

- on information available or through an interview.
- 3.2. Benchmarking – the baseline data in buildings shall be compared with standard (expected) consumption for buildings with similar properties and difference shall be determined.
 - 3.3. Determine conditions in buildings after retrofit – data about energy consumption (heat and power) and water consumption after building retrofit shall be collected, including data about energy consumption in KWh and data about costs. Determine the actually achieved energy and cost savings, through comparison of energy consumption before and after the building retrofit;
 - 3.4. Assess the comfort improvement in terms of temperature and functional improvements;
 - 3.5. Assess the effectiveness of the implemented energy saving measures, such as room temperature control, reduction of air infiltration through windows, control of the air humidity level through the natural ventilation, etc.;
 - 3.6. Provide all necessary information to end users about measures that should be taken regarding energy management in order to achieve maximum savings;
 - 3.7. Determine the data to be collected in each school and hospital, such as heat consumption, indoor temperatures in relation with outdoor temperature, indoor air humidity, fuel consumption, lighting efficiency and illumination level;
 - 3.8. Establish the list of equipment that has to be purchased, such as heat meters (about one per building, if needed), fuel meter (where necessary and if not available on the site), temperature and air humidity sensors, etc. and prepare technical specification
 - 3.9. Recommend a monitoring protocol, in general, and specifically for each site, including frequency of data collection, units, calibration of equipment, organization of manual readings (if any);
 - 3.10. Recommend the organization of data collection, in coordination with the schools and hospitals administrators;
 - 3.11. Analyze the data and prepare a separate report for the each building before and after implementation of the project; the report after implementation of the project should include: a comparison with the results and conclusions of the report completed before implementation, key information on the building such as short description with photographs of the building before retrofitting, applied energy efficiency measures, building after retrofitting with photographs, key results indicators, problems faced and solutions achieved during the whole process.
 - 3.12. Summarize the main results for all buildings in a short Summary Report (mainly in the form of graphs and tables); this Summary Report should include key conclusions as well as the following results indicators: energy savings achieved (kWh); fuel savings achieved (MJ); GHG reductions; observed energy cost savings (US\$);
 - 3.13. List of buildings for this Task is given in Annex 2 of this TOR
 - 3.14. Deliverables

No.	Deliverables	Number of copies / languages
1	Technical monitoring and evaluation reports before retrofitting (including baseline data)	Electronic and hard copies in Serbian
2	Technical monitoring and evaluation reports after retrofitting	Electronic and hard copies in Serbian
3	Final technical monitoring and evaluation reports about savings	Electronic and hard copies in Serbian

Task 4. Project management

As a part of this task the Consultant shall perform following activities:

- 3.15. The Consultant shall propose a competent person who will be appointed and referred to as Project Manager and will be responsible for project management and supervisory assistance for group of building (max 4 buildings) to be retrofitted under BEEP AF;
 - 3.16. The Consultant shall monitor the performance of works on the facility and perform investor's supervision of the execution of the works and administering the contract for works,
 - 3.17. The Consultant shall perform exchange of information on daily basis and coordination of activities with all stakeholders (the Client, beneficiary, the civil works contractor(s) and supervision) and be responsible for necessary information exchange about any issue or change (that beneficiary may request) on the field,
 - 3.18. Address problems that may occur, and bring issues to the Client's attention and recommend solutions to address the issues and avoid delays;
 - 3.19. Organize regular monthly meetings with all stakeholders (beneficiary, works supervisor, contractor) to review progress of civil works;
 - 3.20. Obtain (if necessary) approvals of the relevant authorities to the modifications in detailed technical designs during contract implementation;
 - 3.21. Undertake all activities in regard to collecting documentation, submitting application etc. (will be responsible for necessary information exchange between end users, relevant municipality authorities, etc.), for the purpose of acquiring all necessary approvals for execution of works (ecological license, construction permit, etc.), use permit and participate in the commissioning of the works
- 4.8. the Consultant is expected to closely work with local administration (e.g. to get information about necessary licences and approvals to be obtained according to the Law on physical planning and construction of Republic of Srpska), the end-beneficiary (school/hospital administration), the municipal energy manager, and other stakeholders as needed.
- 4.9. Assist the Client with other activities related to smooth running of project activities
- 4.10. List of buildings for this Task is given in Annex 2 of this TOR
- 4.11. Deliverables

No.	Deliverables	Number of copies / languages
1	Regular Monthly Report (for several buildings)	Electronic and hard copies in Serbian
2	Report 1 – after 50% of work is completed (for each building)	Electronic and hard copies in Serbian
3	Report 2 – after 100% of work is completed (for each building)	Electronic and hard copies in Serbian

Task 5. Promotional activities

As part of this task The Consultant shall perform filming the condition of buildings reconstruction under BEEP AF (with possibility of extension via contract amendment for the buildings reconstructed under first phase of Project BEEP) for the purpose of promotional activities and is expected to undertake, but is not limited to, the following primary activities:

- 5.1. Visit the buildings to be retrofitted under BEEP AF and record their current condition before retrofitting focusing especially on the parts that will significantly present project results upon completion of introducing energy efficiency measures (for example, exterior walls, roof tops, joinery, radiators, boilers, lights, etc.). This material is to consist of video and photographic evidence in order to “visibly capture” specific benefits per each building, e.g. comfort level increases, energy savings, fuel switching to locally produced pellets, locally produced input material, etc.
- 5.2. Visit the buildings after retrofitting and record all the visible benefits achieved in terms of energy efficiency, upon completed retrofitting. This material is to consist of video and photographic evidence

- 5.3. Do full technical preparation of video/photo material presenting BEEP/BEEP AF results that will be delivered in a format ready for editing in electronic and printig media.
- 5.4. Deliver video and photo footage of the buildings to be retrofitted under BEEP AF prior to introducing energy efficiency measures and after retrofitting, (30 photos of each building that include exterior façade, windows, doors, heating system/boiler room, radiators, lighting, leakages; app. 1,5 minute edited video shot for each building that includes façade, windows, boiler room, etc.)
- 5.5. For several buildings video and photo materials should include performing of civil works during refrofitting
- 5.6. Creating final video with included materials for all buildings app. 30 min
- 5.7. The Consultant shall provide their own equipment satisfying applicable professional standards in order to ensure required quality of the deliverables that will meet the standards for further broadcasting and use on all the media, and completion of the assignment to the satisfaction of the Client. Among this professional equipment, the Consultant must provide a professional camera drone for aerial videography, photography, and cinematography.
- 5.8. The Consultant shall adjust and modify the material based on the input provided by the BEEP RS PIU and send the proposal for consideration and final approval by the BEEP RS PIU;
- 5.9. The Consultant shall work closely with appointed BEEP RS PIU staff on regular basis and jointly agree on all the details regarding requirements for the material
- 5.10. The Consultant shall maintain official Project website and social media, update its content and promote the website and social media in order to promote Project results and enhance public participation in implementation of the project,
- 5.11. The consultant shall upload all materials related to energy efficiency to the web site and social media, as well as created materials including video and photo footage of the buildings retrofitted under BEEP and buildings to be retrofitted under BEEP AF,
- 5.12. The consultant shall recommend promotional activities to maximize the online exposure through the use of social media.
- 5.13. List of buildings for this Task is given in Annex 3 of this TOR
- 5.14. Deliverables

No.	Deliverables	Number of copies / languages
1	Report 1 – baseline materials for first half of the buildings (including video and photo footage of the buildings before retrofitting (30 photos of each building that include exterior façade, windows, doors, heating system/boiler room, radiators, lighting, leakages; app. 1,5 minute edited video shot for each building that includes façade, windows, boiler room, etc.)	All deliverables will be submitted in printed copies (where applicable) and electronically to the PIU (delivered on CDs,

2	Report 2 – baseline data for second half of the buildings (including video and photo footage of the buildings before retrofitting (30 photos of each building that include exterior façade, windows, doors, heating system/boiler room, radiators, lighting, leakages; app. 1,5 minute edited video shot for each building that includes façade, windows, boiler room, etc.)	DVDs, USB flash drives or on other media suitable for the given deliverable
3	Report 3 – completed materials for first half of the buildings (including edited video and photo footage of the buildings after retrofitting including the material (30 photos of each building that include exterior façade, windows, doors, heating system/boiler room, radiators, lighting, leakages; app. 1,5 minute edited video shot for each building that includes façade, windows, boiler room, brief statements, etc.)	
4	Report 4 – completed materials for second half of the buildings (including edited video and photo footage of the buildings after retrofitting including the material (30 photos of each building that include exterior façade, windows, doors, heating system/boiler room, radiators, lighting, leakages; app. 1,5 minute edited video shot for each building that includes façade, windows, boiler room, brief statements, etc.)	
5	Report 5 - edited video and photo footage including all buildings with condition before and after retrofitting duration app. 30 min	
6	Report 6 - All video and photo materials published through social media	

Before starting performance of the agreed services the Consultant will ensure understanding of the assignment through discussions with the representatives of Ministry of Physical Planning, Civil Engineering and Ecology of Republic of Srpska and conduct review of relevant background materials gathering sufficient information for successful completion of the task.

Before their adoption, the Consultant shall submit all the above listed deliverables to the PIU at the Ministry of Physical Planning, Civil Engineering and Ecology for review and approval.

3 REPORTS

3.1 Reporting requirements

In addition to the deliverables listed in section 2.2, the Consultant shall provide the following reports:

Name of report	Content	Time of submission
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Inception Report	Analysis of existing situation and work plan for the project	No later than 1 month after the start of assignment
Semi-annual Progress Report	Short description of progress including problems encountered; planned work for the next 6 months	No later than 1 month after the end of each 6-month implementation period.
Draft Final Report	Short description of achievements including problems encountered and recommendations.	No later than 1 month before the end of the implementation period.
Final Report	Short description of achievements including problems encountered and recommendations; a final invoice and the financial report accompanied by the expenditure verification report.	Within 1 month of receiving comments on the draft final report from the Client's Project Manager identified in the contract and acting on behalf of all project stakeholders.

The reports mentioned are described in more details as follow:

- **Inception Report** to be produced after 4 weeks from the start of implementation. In the report the Consultant shall describe e.g. initial findings, progress in collecting data, any difficulties encountered or expected in addition to the work programme and staff travel. It shall confirm the aims of this technical assistance contract. If there are any proposed modifications to the original Terms of Reference due to changed circumstances after arrival on site, these are to be discussed and agreed in principle with the Contracting Authority and the Promoter before the submission of the Report.

This Report will describe the Consultant's proposed establishment, personnel, and where they will be based, as well as the Consultant's proposed approach to the project, taking into consideration the situation at the starting date of the assignment. It will also set out a detailed work plan for completion of the activities in the remaining TA operation period of execution, together with a detailed work plan for interrelated, sequential and complex activities. The expected achievement of the outputs listed in the Terms of Reference should be clearly identified, with any milestones, and the confirmation of the counterpart staff and other commitments to be made by the Final Beneficiary(ies). The inputs to support key activities in each beneficiary should be based on a thorough needs assessment taking account of individual circumstances.

- **Semi-annual progress reports.** They shall briefly describe the current status of the project, in relation to technical progress; forecast the expected technical progress of the activities for the next period; itemise any outstanding issues; describes the staff resources of the Consultant and they deployment for the period covered by the report and indicate level of expenditure for the provision for expenditure verification.

These interim reports should provide information on the state of progress of the project over the period, for ease of monitoring activities and outputs and should clearly distinguish between

activities/outputs achieved and considered finished, and activities still in progress, so that the evaluation of the project is clear. The report will also include progress on the activities of all short-term consultancy assignments (with technical attachments as applicable).

- **Draft final report.** This report shall be submitted no later than one month before the end of the period of implementation of tasks. It shall consist of a narrative section. It shall, *inter alia*:
 - ✓ Describe the overall status of the project, including a critical study of any major problems which may have arisen during the performance of the project;
 - ✓ Describe the status and results for the assistance given to each project beneficiary;
 - ✓ Incorporate as an annex the overall Training Report;
 - ✓ Present any recommendations the Consultant wishes to make in view of improving the design and implementation of any future similar activities.

The report shall contain a sufficiently detailed description of the different options to permit an informed decision on any recommendations made. The detailed analyses underpinning these recommendations will be presented in annexes to the main report.

- **Final report** with the same specifications as the draft final report, incorporating any comments received from the project stakeholders on the draft report. The deadline for sending the final report is 10 days after receipt of approval on the draft final report.

All reports will be written in Serbian language. Semi annual Progress Report shall be written in both Serbian and English. The reports should have a title page, which should include project name, project code or reference, report title, date issued and period covered, and the name and address of the Consultant. **The Client shall provide the Consultant, after the starting date of the assignment, with a recommended structure of the Reports.** The Consultant may propose changes to this structure, which must be agreed with the Contracting Authority in advance.

Communication reporting requirements: Reporting on communication activities should be provided as a separate annex to the reports listed above. Other reporting instructions or requirements may be provided to the Consultant during the inception phase.

3.2 Submission & approval of progress reports

The draft versions of the reports should be submitted to the Client which should all have maximum 15 calendar days to provide their comments.

Once all comments have been properly addressed, the final version of the reports should be submitted to **the Client for formal approving the reports.**

The recipients of the reports will be communicated to the Consultant during the inception phase

4 REQUIREMENTS

4.1 Eligibility

All firms which meet the required criteria can participate in this selection of consultancy firm except those firms which perform supervision of civil works on facilities that are subject to this TOR.

4.2 Personnel

The Consultant shall provide the adequate staffing (in terms of expertise and time allocations well as the needed equipment in order to complete efficiently all the activities required under the scope of the TA operation and to finally achieve the specific and the overall objectives of his contract in terms of time, costs and quality. The Consultant is free to propose whatever team he may consider appropriate for the provision of the required services in addition to the “key” positions presented in the table below. The necessary number of person/days allocated to each key expert and the overall number of person-days for non-key experts as well as a provisional breakdown for each expert must be clearly specified in the offer.

4.2.1 Key experts

All experts who have a crucial role in implementing the contract are referred to as key experts. At least five (5) key experts must have full time employment with the Consultant. The profiles of the key experts for this contract are as follows:

Key expert 1: Team Leader

- Advanced level of university education (Master’s degree in construction engineering/architecture or comparable)
- At least 10 years of professional experience
- At least 10 years of specific professional experience in management or supervision of construction projects, project management, contract and claim management as well as supervision of construction works; experience with similar projects in transition economies is desirable; minimum experience on one project in a leading role in a similar services as requested in this ToR; familiarity and practical experience with FIDIC Conditions of Contract for Construction and Supervision, or harmonized ones, experience in implementation of technical assistance on construction projects);
- Excellent communication skills in English (oral and written)
- Language proficiency in B/C/S official languages of the country will be an additional credential.
- MS Office literacy (Word, Excel, Microsoft Project and Power point).
- Experience with knowledge transfer, capacity building or training to national or municipal authorities, will be a distinct advantage. Must possess FIDIC's module 1, 2 3 certificates

Key expert 2: Deputy Team Leader

- University degree in construction engineering/architecture or comparable
- At least 10 years of professional experience

- At least 10 years of specific professional experience in management or supervision of construction projects, project management, contract and claim management as well as supervision of construction works; experience with similar projects in transition economies is desirable; minimum experience on one project in a leading role in a similar services as requested in this ToR; familiarity and practical experience with FIDIC Conditions of Contract for Construction and Supervision, or harmonized ones, experience in implementation of technical assistance on construction projects);
- personal license for conducting of energy audits of buildings
- personal license for preparation of technical documentation and supervision
- Excellent communication skills in English (oral and written)
- Language proficiency in B/C/S official languages of the country will be an additional credential.
- MS Office literacy (Word, Excel, Microsoft Project and Power point).
- Experience with knowledge transfer, capacity building or training to national or municipal authorities, will be a distinct advantage. Must possess FIDIC's module 1, 2 3 certificates

Key Expert 3: Energy Efficiency Expert – Architect 1

- University degree in Architecture or comparable
- 10 years of general experience
- Experience with energy efficiency 5 years
- Specific experience with main designs and supervision of buildings which include the implementation of energy efficiency measures,
- experience with implementation of international projects in energy efficiency filed is an advantage
- experience with preparation of detailed energy audit is an advantage
- personal license for conducting of detail energy audits of buildings is an advantage
- Experience in improving energy performance of buildings in line with the EPB Directives 2010/31/EU and 2018/844/EU)
- Excellent command of English.
- Language proficiency in B/C/S official languages of the country will be an additional credential

Key Expert 4: Energy Efficiency Expert – Architect 2

- University degree in Architecture or comparable
- 10 years of general experience
- Experience with energy efficiency 5 years
- Specific experience with main designs and supervision of buildings which include the implementation of energy efficiency measures,
- experience with implementation of international projects in energy efficiency filed is an advantage
- experience with preparation of detailed energy audit is an advantage
- personal license for conducting of detail energy audits of buildings is an advantage
- Experience in improving energy performance of buildings in line with the EPB Directives 2010/31/EU and 2018/844/EU)

- Excellent command of English.
- Language proficiency in B/C/S official languages of the country will be an additional credential

Key expert 5: Energy Efficiency Expert – Mechanical engineer 1

- University degree in Mechanical engineering or comparable.
 - 7 years of professional experience with energy efficiency, project design and supervision
 - personal license for preparation of technical documentation and supervision
 - experience with implementation of international projects in energy efficiency filed is an advantage
 - experience with preparation of detailed energy audit is an advantage
 - personal license for conducting of detail energy audits of buildings is an advantage
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- Experience in improving energy performance of buildings in line with the EPB Directives 2010/31/EU and 2018/844/EU)
 - Excellent command of English.
 - Language proficiency in B/C/S official languages of the country will be an additional credential.

Key expert 6: Energy Efficiency Expert – Mechanical engineer 2

- University degree in Mechanical engineering or comparable.
 - 7 years of professional experience with energy efficiency, project design and supervision
 - personal license for preparation of technical documentation and supervision
 - experience with implementation of international projects in energy efficiency filed is an advantage
 - experience with preparation of detailed energy audit is an advantage
 - personal license for conducting of detail energy audits of buildings is an advantage
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- Experience in improving energy performance of buildings in line with the EPB Directives 2010/31/EU and 2018/844/EU)
 - Excellent command of English.
 - Language proficiency in B/C/S official languages of the country will be an additional credential.

Key expert 7: Energy Efficiency Expert – Electrical engineer

- University degree in Electrical engineering or comparable.
- 7 years of experience with energy efficiency in buildings.
- personal license for preparation of technical documentation and supervision
- experience with implementation of international projects in energy efficiency filed is an advantage
- experience with preparation of detailed energy audit is an advantage
- personal license for conducting of detail energy audits of buildings is an advantage

- Experience in improving energy performance of buildings in line with the EPB Directives 2010/31/EU and 2018/844/EU)
- Excellent command of English.
- Language proficiency in B/C/S official languages of the country will be an additional credential.

Key expert 8: Energy Efficiency Expert – Civil Construction Engineer

- University degree in Architectural engineering or comparable
- 7 years of experience with energy efficiency in buildings
- personal license for preparation of technical documentation and supervision
- experience with implementation of international projects in energy efficiency filed is an advantage
- experience with preparation of detailed energy audit is an advantage
- personal license for conducting of detail energy audits of buildings is an advantage
- Experience in improving energy performance of buildings in line with the EPB Directives 2010/31/EU and 2018/844/EU)
- Excellent command of English.
- Language proficiency in B/C/S official languages of the country will be an additional credential

4.2.2 Other experts (Non-key experts)

CVs for non-key experts should not be submitted in the offer. The Consultant shall demonstrate in its Organisation & Methodology that it has access to experts with the required profiles and explain how non-key experts will be selected and mobilised.

The Consultant must select and hire other experts as required according to the profiles identified in its Organisation & Methodology. It must clearly indicate the experts’ profile so that the applicable daily fee rate in the budget breakdown is clear.

All experts must be independent and free from conflicts of interest in the responsibilities they take on.

Total expected number of person/day is 1500

4.3 Travel and associated costs

Local transport and associated costs (vehicles incl. drivers if considered necessary, per diem, etc.) of Key and Non-Keys experts posted on site should be included as a component in the total fees.

5 LOGISTICS AND TIMING

5.1 Location

The work shall be carried out in the country and other municipalities in Republika Srpska, as required. The deliverables may be prepared in the Consultant's premises.

5.2 Commencement date & Period of implementation

The intended commencement date is September 2020 and the period of implementation of the contract will be 2 years (24 months).

ANNEX 1 of TOR

List of buildings for Task 1:

No.	Location	Buildings	Approximate heated area (m2)	Works duration (months)
1.	Berkovići	Health Centre “Dr Milenko Muratović” Berkovići	360	4
2.	Kotor Varoš	Public Institution Kindergarten “Larisa Šugić” Kotor Varoš	580	3
3.	Kozarska Dubica	Public Institution Health Center “Kozma i Damjan” Kozarska Dubica	1.541	3
4.	Bijeljina	Public Institution Primary School “Knez Ivo od Semberije”, Bijeljina	2.960	4
5.	Kostajnica	Public Institution Primary School “Petar Mećava” Kostajnica	2.823	4
6.	Bileća	Public Institution High School Centre “Golub Kureš” Bileća	2.174	3
7.	Banja Luka	University of Banja Luka, Faculty of Law, Faculty of Mechanical Engineering and Faculty of Technology	9.349	6
8.	Banja Luka	University of Banja Luka, Faculty of Medicine, building of the School of Dental Medicine	1.350	3
9.	Zvornik	University of East Sarajevo, Faculty of Technology Zvornik	5.283	6
10.	Banja Luka	University of Banja Luka, Rectorate building Banja Luka	2.825	4
11.	Banja Luka	Public Institution Home for Children and Youth without parental care “Rada	4.095	6

		Vranješević” Banja Luka		
12.	Banja Luka	Building of Republic of Srpska National Assembly, Banja Luka	4.000	4
13.	Trebinje	Public Institution Primary School "Sveti Vasilije Ostroški", Trebinje	2.564	3
14.	Šipovo	Public Institution High-School Centre “Petar Kočić”, Building 1 and Building 2, Šipovo	1.630+513	4
15.	Laktaši	Public Institution Primary School “Mladen Stojanović” Laktaši, Branch School in Kriškoveci	1.600	2
16.	Banja Luka	Public Institution High School of Economics Banja Luka	3.406	3
17.	Šamac	Public Institution Primary School “Obudovac”, Obudovac, Šamac	1.818	4
18.	Petrovo	Public Institution Primary School “Sveti Sava” Kakmuž, Petrovo	1.412	3
19.	Gradiška	Public Institution High Grammar School Gradiška	2.893	4
20.	Bijeljina	Administrative building of Bijeljina City Administration	826	2

ANNEX 2 of TOR

List of buildings for Task 2, Task 3 and Task 4:

No.	Location	Buildings	Approximate heated area (m2)	Works duration (months)
1.	Derventa	Secondary School “Professional and Technical School” Derventa	1.678	4
2.	Prijedor	Public Health Institution General Hospital “Dr Mladen Stojanović” – building “A” – Psychiatric Clinic, Prijedor	1.182	4
3.	Banja Luka	Public Institution Primary School “Branko Ćopić”, Banja Luka	2.156	3
4.	Gradiška	Public Health Institution Hospital Gradiška, Gradiška	7.550	5
5.	Srbac	High School Centre “Petar Kočić”, Srbac	3.174	4
6.	Kalinovik	Public Institution Primary School “Ljutica Bogdan” Kalinovik	1.930	4
7.	Foča	Public Institution national park Sutjeska, Foča	1.120	4
8.	Banja Luka	Public Institution Kindergarten „Naša djeca“, Banja Luka	1.010	3
9.	Banja Luka	Public Institution Kindergarten „Neven“, Banja Luka	960	3
10.	Foča	University of East Sarajevo Faculty of Medicine, Foča	4.300	3

11.	Pale	Public Health Institution Health Centre Pale, Pale	2.200	3
12.	Banja Luka	Public Institution Primary School "Zmaj Jova Jovanović", Banja Luka	3.200	4
13.	Banja Luka	University of Banja Luka, Faculty of Economics, Banja Luka;	3.870	3
14.	Kozarska Dubica	Special Hospital for Physical Medicine and Rehabilitation „Mlječanica“, Kozarska Dubica;		2
15.	Prnjavor	Public Health Institution Health Centre Prnjavor, Prnjavor	2.294	3
16.	Foča	Public Institution Primary School "Sveti Sava" Foča	2.780	3
17.	Doboj	Public Institution High Grammar School "Jovan Dučić" Doboj	2.345	3
18.	Stanari	Public Institution Primary School "Desanka Maksimović" Stanari	1.400	2
19.	Višegrad	Building of Sports Hall Višegrad	3.045	3
20.	Srbac	Public Institution Primary School "Dositej Obradović", Srbac, Branch School in Kukulje	1.250	1
21.	Sokolac	Public Institution for Preschool education Sokolac and Administrative building of Municipality of Sokolac	1.085 + 1.232	2
22.	Modriča	Public Institution High School Centre „Jovan Cvijić” Modriča	3.398	4
23.	Gacko	Public Institution Primary School "Sveti Sava", Gacko	2.531	4

ANNEX 3 of TOR

List of buildings for Task 5:

No.	Location	Buildings	Approximate heated area (m2)	Works duration (months)
1.	Derventa	Secondary School “Professional and Technical School” Derventa	1.678	4
2.	Prijedor	Public Health Institution General Hospital “Dr Mladen Stojanović” – building “A” – Psychiatric Clinic, Prijedor	1.182	4
3.	Banja Luka	Public Institution Primary School “Branko Ćopić”, Banja Luka	2.156	3
4.	Gradiška	Public Health Institution Hospital Gradiška, Gradiška	7.550	5
5.	Srbac	High School Centre “Petar Kočić”, Srbac	3.174	4
6.	Ribnik	Public Institution Primary School “Desanka Maksimović” Ribnik	1.560	2
7.	Berkovići	Health Centre “Dr Milenko Muratović” Berkovići	360	4
8.	Kalinovik	Public Institution Primary School “Ljutica Bogdan” Kalinovik	1.930	4
9.	Foča	Public Institution national park Sutjeska, Foča	1.120	4
10.	Kotor Varoš	Public Institution Kindergarten “Larisa Šugić” Kotor Varoš	580	3
11.	Banja Luka	Public Institution Kindergarten „Naša djeca“, Banja Luka	1.010	3

12.	Banja Luka	Public Institution Kindergarten „Neven“, Banja Luka	960	3
13.	Foča	University of East Sarajevo Faculty of Medicine, Foča	4.300	3
14.	Pale	Public Health Institution Health Centre Pale, Pale	2.200	3
15.	Banja Luka	Public Institution Primary School “Zmaj Jova Jovanović”, Banja Luka	3.200	4
16.	Banja Luka	University of Banja Luka, Faculty of Economics, Banja Luka;	3.870	3
17.	Kozarska Dubica	Special Hospital for Physical Medicine and Rehabilitation „Mlječanica“, Kozarska Dubica;		2
18.	Kozarska Dubica	Public Institution Health Center “Kozma i Damjan” Kozarska Dubica	1.541	3
19.	Prnjavor	Public Health Institution Health Centre Prnjavor, Prnjavor	2.294	3
20.	Bijeljina	Public Institution Primary School “Knez Ivo od Semberije”, Bijeljina	2.960	4
21.	Foča	Public Institution Primary School “Sveti Sava” Foča	2.780	3
22.	Kostajnica	Public Institution Primary School “Petar Mećava” Kostajnica	2.823	4
23.	Bileća	Public Institution High School Centre “Golub Kureš” Bileća	2.174	3
24.	Doboj	Public Institution High Grammar School “Jovan Dučić” Doboj	2.345	3
25.	Stanari	Public Institution Primary School “Desanka Maksimović” Stanari	1.400	2
26.	Banja Luka	University of Banja Luka, Faculty of Law, Faculty of Mechanical	9.349	6

		Engineering and Faculty of Technology		
27.	Banja Luka	University of Banja Luka, Faculty of Medicine, building of the School of Dental Medicine	1.350	3
28.	Zvornik	University of East Sarajevo, Faculty of Technology Zvornik	5.283	6
29.	Banja Luka	University of Banja Luka, Rectorate Building Banja Luka	2.825	4
30.	Banja Luka	Public Institution Home for Children and Youth without parental care "Rada Vranješević" Banja Luka	4.095	6
31.	Višegrad	Building of Sports Hall Višegrad	3.045	3
32.	Banja Luka	Building of Republic of Srpska National Assembly, Banja Luka	4.000	4
33.	Trebinje	Public Institution Primary School "Sveti Vasilije Ostroški", Trebinje	2.564	3
34.	Šipovo	Public Institution High-School Centre "Petar Kočić", Building 1 and Building 2, Šipovo	1.630+513	4
35.	Srbac	Public Institution Primary School "Dositej Obradović", Srbac, Branch School in Kukulje	1.250	1
36.	Laktaši	Public Institution Primary School "Mladen Stojanović" Laktaši, Branch School in Kriškovci	1.600	2
37.	Sokolac	Public Institution for pre-school education Sokolac and Administrative building of Municipality of Sokolac	1.085 + 1.232.	2
38.	Banja Luka	Public Institution High School of	3.406	3

		Economics Banja Luka		
39.	Šamac	Public Institution Primary School “Obudovac”, Obudovac, Šamac	1.818	4
40.	Petrovo	Public Institution Primary School Sveti Sava “Kakmuž”, Petrovo	1.412	3
41.	Modriča	Public Institution High School Centre „Jovan Cvijić” Modriča	3.398	4
42.	Gradiška	Public Institution High Grammar School Gradiška	2.893	4
43.	Bijeljina	Administrative building of Bijeljina City Administration	826	2
44.	Gacko	Public Institution Primary School “Sveti Sava”, Gacko	2.531	4