

PIU TECHNICAL ASSISTANCE

TERMS OF REFERENCE

**BOSNIA AND HERZEGOVINA/REPUBLIC OF SRPSKA
ENERGY EFFICIENCY PROJECT ADDITIONAL FINANCING
P143580-BA-BEEP-8906BA-RFP-CQ-CS-21-100-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 services for assistance to the end user regarding the preparation of the application for obtaining a use permit, the preparation of the final project report with the assessment of success in relation to the basic indicators, and the preparation of a brochure on energy management as a guide to the end users for the future management of the facility in order to achieve optimal energy savings.

The consultant will be selected per Consultant’s Qualification-Based Selection (CQS) and the World Bank Procurement Regulations for IPF 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 2021 - 2022, 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 unit within consulting in obtaining use permit for the renovated buildings, work on report on project implementation and develop a brochure on energy management.

The services will be performed for public buildings (schools, hospitals and other public buildings) in Republic of Srpska. It is expected that the Contract will be signed for the implementation in Q3 2023. 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 tasks, 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.

2.1. DETAILED SCOPE OF THE WORK

Task 1. Assistance in obtaining use permit for the works performed on the facilities

According to the list of facilities from Annex 1 (up to 33 facilities within the BEEP AF projects), under this task the Consultant is expected to perform the following activities:

- 1.1. Within two weeks from signing of the Contract, and in contact with the end users of the facilities from the list (Annex 1), determine whether use permit for the performed works has been issued for any of the facilities in the meantime. If yes, within the given period of two weeks, inform the Client in writing, and leave out the facility in question from the activities provided for in Task 1.
- 1.2. Confirm the condition of the facility on the ground in terms of completion of all works provided for by the building permit and procurement under the design documents referring to energy efficiency. This includes visiting the facilities and inspecting the works performed, as well as contacting the end users and checking if there are any defects after the work has been completed that are currently in a rectifying phase.
- 1.3. In coordination with the end users, verification of documentation on activities carried out on the facilities, which includes review of all previously issued approvals, permits, consents, and issued certificates for the works. In addition to the above, it is necessary to review the existing building documentation from the period of performance of the works, including statements of legal and natural persons who were involved in the work performance.
- 1.4. Active correspondence with the authority that issued the approval for performance of reconstruction works in order to increase energy efficiency of the facilities in question in order to determine the steps remaining until issuance of the use permit. This implies alignment of the necessary documentation for technical acceptance of the facility, as well as the method of work of the technical acceptance committee depending on the local community.
- 1.5. Developing a list of necessary documentation required for carrying out technical acceptance of the facilities and issuance of a use permit, which was previously agreed with the authority that issued the building permit in question. Delivery of the list of necessary documentation to the end users, as

well as instructions for obtaining documentation that is possibly missing in order to complete it for the purposes of performing technical acceptance and issuing use permit.

- 1.6. Preparation or taking over of a standard form with a request for issuance of use permit. In coordination with the end users, provide assistance in completing the request properly, and assist the users in submitting the request for issuance of use permit.
- 1.7. Preparation and submission of reports on implemented activities for all the facilities with the completed works and a copy of the request for performing technical inspection, which was delivered to the end users for submission to the authority issuing use permit.
- 1.8. The list of facilities referring to this Task is given in Annex 1 of this ToR.
- 1.9. Deliverables

No.	Deliverables	Number of copies / languages
1	Report on implemented activities for all buildings from Annex 1 list along with a copy of the Request with the attached list of documentation needed for performing technical inspection and issuance of use permit	One Electronic and hard copy in Serbian of work report for all buildings

Task 2. Report on project implementation

As part of this task, the Consultant is expected to prepare a report on the achieved goals and indicators of the project with an evaluation of the project's successfulness. The report shall consist of the information available from the documentation from the construction sites and from other sources related to the interventions and achieved benefits from implemented energy efficiency measures. For the purposes of the report, the Consultant is expected to carry out the following activities:

- 2.1. Visit the facility and collect information from the end users about implemented energy efficiency measures (list of facilities given in Annex 2). This includes review of construction documents, review of attestations, certificates and projected savings.
- 2.2. Development and completion of a short questionnaire to determine the comfort achieved during the use of the facilities after the heating season has ended. At the end of the questionnaire, summarise the users' overall satisfaction rating on the comfort achieved.
- 2.3. Collection of the main project indicators such as achieved savings in required energy for heating in kWh (MWh in comparison with the equipment service life), temperatures achieved during the heating season, as well as reduction in energy consumption.
- 2.4. At the end of the report, the Consultant is expected to summarise the results at the level of the entire project for all the facilities listed in Annex 2. The summary report provides an overview of all the project indicators.
- 2.5. In accordance with the evaluation of successfulness, the Consultant is expected to submit the conclusion on implementation of the project, assess the needs of implementation of similar projects and further investment in facilities in the public and housing sectors in Republic of Srpska.
- 2.6. The list of facilities referring to this Task is given in Annex 2 of this ToR.
- 2.7. Deliverables

No.	Deliverables	Number of copies / languages
1	Project implementation report with the conclusion about the need for further investments in energy efficiency in public sector in Republic of Srpska	4 hard copies in Serbian; One Electronic copy

Task 3. Preparation of a brochure on energy management

As part of this task, the Consultant is expected to prepare a brochure on energy management and facility management from the aspect of energy efficiency. The aforesaid brochure should contain the following:

3.1. Description of implemented measures and installed equipment with instructions for their proper handling and maintenance over them in order to achieve optimal conditions for use and to ensure the full service life of the said installed equipment.

3.2. Suggestions for more efficient management over the facility by the users in order to achieve less consumption while achieving optimal conditions and temperature in the working space. The aim of this is to recognise general steps for daily functioning of the facility in an energy-efficient mode in order to create awareness of rational use and savings with all the users in the facility. This way of functioning of the facility can achieve significant potential savings in energy in the long term.

3.3. Development of stimulating material with practical examples of smart management over the facilities and individual systems with explanations of achieving potential savings.

3.4. Recommendations for further investments in order to make the most of the facility's energy potential. Proposal of measures with experience from the region about savings and benefits achieved through implementation of the given measures.

3.5. Deliverables

No.	Deliverables	Number of copies / languages
1	Printed material in a form of a brochure containing recommendations for good energy management	Hard copies in Serbian (70 copies); One Electronic copy

3 REQUIREMENTS

3.1 Eligibility

All firms which meet the required criteria can participate in this selection of consultancy.

3.2 Key experts

All experts who have a crucial role in implementing the contract are referred to as key experts. 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 7 years of professional experience

- At least 7 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;
- MS Office literacy (Word, Excel, Microsoft Project and Power point).
- Excellent command of English.

Key Expert 2: Energy Efficiency Expert – Architect/Civil Engineer

- University degree in Architecture or comparable
- 5 years of professional experience with energy efficiency
- Specific experience with main designs and supervision of buildings which include the implementation of energy efficiency measures,
- experience with preparation of detailed energy audit is an advantage
- personal license for conducting of detail energy audits of buildings is an advantage
- Excellent command of English.

Key expert 3: Energy Efficiency Expert – Mechanical engineer

- University degree in Mechanical engineering or comparable.
- 5 years of professional experience with energy efficiency, project design and supervision
- personal license for preparation of technical documentation and supervision
- experience with preparation of detailed energy audit is an advantage
- personal license for conducting of detail energy audits of buildings is an advantage
- Excellent command of English.

Key expert 4: Energy Efficiency Expert – Electrical engineer

- University degree in Electrical engineering or comparable.
- 5 years of experience with energy efficiency in buildings.
- personal license for preparation of technical documentation and supervision
- experience with preparation of detailed energy audit is an advantage
- personal license for conducting of detail energy audits of buildings is an advantage
- Excellent command of English.

3.2.1 Other experts (Non-key experts)

CVs for non-key experts should not be submitted in the proposal. 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 up to 650.

3.3 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.

4 LOGISTICS AND TIMING

4.1 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.

4.2 Commencement date & Period of implementation

The intended commencement date is July 2023 and the period of implementation of the contract will be 6 months.

Annex 1 of ToR

List of buildings:

No.	Location	Buildings	Approximate heated area
1.	Derventa	Secondary technical school	5.034,00
2.	Banja Luka	Elementary school "Branko Ćopić"	2.160,00
3.	Gradiška	Hospital "Gradiška"	6.720,00
4.	Srbac	Secondary school "Petar Kočić"	3.180,00
5.	Prijedor	Psychiatry, Building A, Hospital "Dr Mladen Stojanović"	1.190,00
6.	Banja Luka	Rectory building	2.825,00
7.	Kalinovik	Elementary school "Ljutica Bogdan"	1.925,00
8.	Pale	Health Center	2.330,00
9.	Banja Luka	Elementary school "Zmaj Jova Jovanović"	2.715,00
10.	Banja Luka	University of Banja Luka, Faculty of Economics	3.870,00
11.	Višegrad	Public Institution-Sports Hall	3.050,00
12.	Doboj	High school "Jovan Dučić"	2.345,00
13.	Banja Luka	University of Medicine-dentistry	1.350,00

14.	Stanari	Elementary school "Desanka Maksimović"	1.400,00
15.	Prnjavor	Health center	2.295,00
16.	Tjentište, Foča	National Park "Sutjeska"	1.120,00
17.	Kriškovci, Laktaši	Elementary school "Mladen Stojanović"	1.150,00
18.	Gacko	Elementary school "Sveti Sava"	2.600,00
19.	Kozarska Dubica	Special Hospital for Physical Medicine and Rehabilitation "Mlječanica"	1.830,00
20.	Kukulje, Srbac	Elementary school "Dositej Obradović"	1.250,00
21.	Sokolac	Public institution for preschool education Sokolac	1.085,00
22.	Sokolac	Building of the Municipality of Sokolac	920,00
23.	Berkovići	Health Center "Dr Milenko Muratović"	355,00
24.	Kakmuž, Petrovo	Elementary school "Sveti Sava"	1.415,00
25.	Trebinje	Elementary school "Sveti Vasilije Ostroški i Tvrdoški"	2.570,00
26.	Modriča	High School Centre "Jovan Cvijić"	3.400,00
27.	Foča	University of Istočno Sarajevo, Faculty of Medicine	3.440,00
28.	Foča	Elementary school "Sveti Sava"	2.780,00
29.	Banja Luka	Secondary School of Economics	3.290,00
30.	Banja Luka	Secondary School of Polytechnics	1.335,00
31.	Banja Luka	University of Banja Luka, Faculty of Humanities and Social Sciences	3.300,00
32.	Banja Luka	Kindergarten „Neven“	812,00
33.	Banja Luka	Kindergarten „Naša djeca“	850,00

ANNEX 2 of TOR

List of buildings:

No.	Location	Buildings	Approximate heated area
1.	Banja Luka	Primary School Vuk Karadžić	5.034,00
2.	Banja Luka	Public Health Institution -Dom zdravlja - Polyclinic	5.629,00
3.	Prijedor	National Park Kozara	279,00
4.	Prijedor	High School Sveti Sava	2.301,00
5.	Šipovo	Primary School Nemanja Vlatković	2.061,00
6., 7., 8., 9.	Foča	University Hospital Foča, Buildings A, C, D and E.	6.405,00
10., 11.	Zvornik	Primary School Sveti Sava, old and new school	6.418,00
12.	Trebinje	Hospital Trebinje Central building	3.987,00
13.	Laktaši	Primary School Mladen Stojanović	2.003,00
14.	Kozarska Dubica	Primary school Sveti Sava	3.567,00
15.	Kozarska Dubica	Kindergarten Pčelica	367,00
16.	Prnjavor	Primary School Nikola Tesla	4.767,00
17.	Gradiška	Primary School Danilo Borković	2.333,00
18.	Doboj	Primary School Dositej Obradović	1.885,00
19.	Bijeljina	High School Filip Višnjić	2.301,00
20.	Foča	University Hospital Foča, Building B	7.588,00
21.	Zvornik	Hospital Zvornik	4.531,00
22.	Istočno Novo Sarajevo	High School "28. juni"	4.173,00
23.	Brod	Primary School "Sveti Sava"	4.787,60
24.	Trebinje	Student center, Academy for Art, and Faculty for manufacturer and management	3.716,46

25.			
26.	Bileća	Primary School "Sveti Sava"	2.128,00
27.	Banja Luka	Primary School "Aleksa Šantić"	1.980,00
28.	Novi Grad	High School Center "Đuro Radmanović"	4.526,00
29.	Mrkonjić Grad	Primary School "Petar Kočić"	2.212,00
30.	Drinić	Primary School "Drinić"	703,00
31.	Banja Luka	Faculty of Sciences	3.195,00
32.	Modriča	Kindergarten "Naša radost"	1.015,00
33.	Derвента	Secondary technical school	5.034,00
34.	Banja Luka	Elementary school "Branko Copić"	2.160,00
35.	Gradiška	Hospital "Gradiška"	6.720,00
36.	Srbac	Secondary school "Petar Kočić"	3.180,00
37.	Prijedor	Psychiatry, Building A, Hospital "Dr Mladen Stojanović"	1.190,00
38.	Banja Luka	Rectory building	2.825,00
39.	Kalinovik	Elementary school "Ljutica Bogdan"	1.925,00
40.	Pale	Health Center	2.330,00
41.	Banja Luka	Elementary school "Zmaj Jova Jovanović"	2.715,00
42.	Banja Luka	University of Banja Luka, Faculty of Economics	3.870,00
43.	Višegrad	Public Institution-Sports Hall	3.050,00
44.	Doboj	High school "Jovan Dučić"	2.345,00
45.	Banja Luka	University of Medicine-dentistry	1.350,00
46.	Stanari	Elementary school "Desanka Maksimović"	1.400,00
47.	Prnjavor	Health center	2.295,00
48.	Tjentište, Foča	National Park "Sutjeska"	1.120,00

49.	Kriškovci, Laktaši	Elementary school "Mladen Stojanović"	1.150,00
50.	Gacko	Elementary school "Sveti Sava"	2.600,00
51.	Kozarska Dubica	Special Hospital for Physical Medicine and Rehabilitation "Mlječanica"	1.830,00
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