

## PROJECT DESIGN AND PROMOTIONAL ACTIVITIES

### TERMS OF REFERENCE

BOSNIA AND HERZEGOVINA/REPUBLIC OF SRPSKA

SCALING-UP INVESTMENT IN LOW-CARBON PUBLIC BUILDINGS PROJECT

UNDP/GCF-BiH10/00103203-RFP-CQ-CS-24-7-RS

#### **1. Background**

The Ministry of Spatial Planning, Construction and Ecology of Republic of Srpska has received a grant from the Green Climate Fund through United Nations Development Program.

The project objective is to scale-up investment in low-carbon public buildings via design and implementation of the National Framework for Low-Carbon investment in public buildings, comprising an integrated package of policy, regulatory, technological, informational, financial and managerial solutions designed to address country-specific risks and barriers to invest.

The project will provide technical assistance (TA) to public and private sector stakeholders at municipal, cantonal, entity and national level in BiH to help address non-financial barriers, and will facilitate implementation of the National Investment Framework for Low-Carbon Public Buildings, including the required investment support to improve risk-return profiles and to bring prospective low-carbon building projects to financial close.

The Ministry will participate in the project implementation, in part referring to civil works for public buildings retrofitting and supervision of works. Selection of consultants is based on the World Bank Procurement Framework and Regulations.

The PIU within the Ministry of Physical Planning, Civil Engineering and Ecology 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, which will include preparation of technical specifications for boilers rooms, analysis of energy characteristics of public buildings, detailed energy audits and promotional activities.

## **2. Description and scope of services**

### **2.1 General definition of services**

For the preparation and implementation of various activities within the Project, the PIU on behalf of the Ministry of Spatial planning, Construction and Ecology Republic of Srpska ('the Client') intends to hire a Consultant Company ('the Consultant') who will perform services described below.

The services will be performed for public buildings (schools, hospitals and other public buildings) in Republic of Srpska. List of buildings will be 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 Spatial Planning, as well as the following rulebooks: 1) Regulation on Energy Certification of Buildings, 2) Regulation on Minimum Requirements of Energy Performance of Buildings and 3) Regulation on Methodology for Calculation of Energy Performance of Buildings published in Official Gazette of Republic of Srpska 30/15.

### **2.2. Detailed scope of work**

#### **LUMP SUM**

#### **Task 1 Technical specifications for boiler rooms on Public Buildings**

The Consultant shall prepare the technical specification for boiler rooms adaptation for 5 (five) public buildings (See Annex 1 - List of Buildings - Technical specification for boiler rooms) with the aim of switching public buildings that use fossil fuels to a biofuel heating system. This will include the following activities:

- Consultant will visit the selected Buildings, take all necessary measurements and review the existing documentation, interview the key personnel in order to provide relevant data for this Task.
- Prepare technical specification in accordance with the law and rulebooks indicated above in section 2.1 (General definition of services). Prepare drawings/scheme, bills of quantities and technical part of bidding documents for reconstruction of boiler rooms in Public Buildings. The technical specification will include the details that are usually produced in Republic of Srpska and will be issued at the scales required by the Republic of Srpska norms and standards; a template with required details will be provided.

As for product materials or equipment that are included and to be described in the technical requirements and specifications, the Consultant shall provide a list of standards (BiH/Serbia/EU/DIN or other recognized international standards) and internationally recognized certificates and tests that these materials or equipment must comply and be accompanied with.

Technical specifications include:

(i) detailed description and physical characteristic of each component for each measure (for instance: nominal power of new boiler on bio fuel, pump flow, dimension and volume of heat accumulator, thickness of pipe thermal insulation and insulation of heat accumulator, characteristics of thermostatic valves, etc.).

(ii) norms and standards available in the Republic of Srpska or in Serbia or in the EU;  
(iii) certificates issued by an institute with a license accepted by the Republic of Srpska Government. If any of the required certificates cannot be provided by a relevant laboratory in Republic of Srpska, certificates issued by a relevant EU laboratory is acceptable.

The technical specification (and technical part of the bidding documents, as described below) shall also take into account relevant regulations in the Republic of Srpska on environmental protection, any environmental management plans for government buildings such as hospitals/health centres, and the environmental management plan provided by the Client;

- Warn the Client about existing material identified as including asbestos (in boiler rooms), and recommend adapted works for removing it if it is necessary to do so in the framework of the present Project.
- The Consultant shall work in close cooperation with the Client and seek its approval of the technical specifications, incorporate revisions, as required, and reflect the Client's recommendations on the quality of materials, applicable technologies, etc.

**Output: Technical specification (1.1 drawings/scheme, 1.2 bills of quantities and 1.3 technical part of bidding documents) for reconstruction of boilers rooms in Public Buildings for investment packages (reconstruction of existing boiler rooms) for each building, as agreed with the Client in Serbian language. This part will be delivered in one printed and one electronic copy.**

The duration of this task is 7 months.

#### ***DESCRIPTION OF POTENTIAL ENERGY EFFICIENCY MEASURES***

The proposed investment package and its measures will have to be approved by the Client and the project beneficiary, and the selection of the specificities of each measure will be coordinated and discussed with the Client. The investment packages could include but not be limited to the following energy efficiency measures:

- Replacement, upgrading or repair of heat generation (boiler, heat pump, chiller, etc.), including fuel conversion;
- Replacement, repair or adjustment of boiler burners (in case of existing boilers on bio fuel),
- Switch from local to centralized heating system,
- Switch from fossil to biofuel,

- Upgrading or installing modern temperature control system, including controllers, temperature sensors, thermostat, three-way valves, thermostatic radiator valves, riser valves, pipe network balancing, heat meters if external heating sources are used,
- Replacement of existing damaged part of the heating pipe network or radiators,
- Thermal insulation and reconstruction of pipe installation in the buildings, etc.
- Replacement of existing windows and doors in boiler rooms (in case of existing old and damaged),
- Replacement of damaged roof cover on boiler rooms,
- Other construction works necessary for the functioning of the boiler room (for example the work required to bring and install new equipment into the boiler room),
- Replacement of existing electrical cabinets,
- Accompanying works on the wiring of new equipment.

## **Task 2. Analysis of Energy Characteristics of Public Buildings**

- For the purposes of reporting to UNDP, the consultant will analyse the energy characteristics of public buildings from the list in the annex where measures (or some of the measures) have been implemented to improve energy efficiency (the measures relate mainly to thermal insulation of the outer envelope, reconstruction of the heating system and revitalization of the system lighting).

As part of this task, the consultant will perform an analysis of energy characteristics for a total of 50 public buildings and present the findings in the form of a report. In order to prepare a report, Consultant will visit the buildings where energy efficiency measures were implemented, take all necessary measurements and review the existing documentation, interview with key personnel in order to provide relevant data for selected Public Buildings.

- For all Public Buildings:

- 1) Consultant will visit selected Public Buildings in Republika Srpska and collect data in order to check whether the selected Public Buildings meet the minimum requirements for contribution.

For including Public Buildings in contribution list, it must meet the minimum requirements in accordance with LOA (list of requirements will be provided), so the Consultant must collect data on the basis of which he will verify the fulfilment of the minimum required requirements.

- 2) For reporting purposes, Consultant will collect the following:
  - general information about the building, such as short description of location, position, building's name and address, the total number of users and employees, number of females (both, users and employees); year of construction, year of reconstruction etc.

- technical characteristics of the facility such as: total area and heated area of building, number of floors, height of the floors, short description of technical characteristic of envelope elements, walls, windows and doors, roof and floors with pictures provided (types of materials and thickness of layers, thermal insulation in envelope elements if any, area of elements (m<sup>2</sup>), for windows material for windows profile, type of glazing etc.);
- technical characteristics of the heating system on the facility;
- technical characteristic of ventilation system, if any;
- technical characteristic for preparing hot domestic water, if any;
- technical characteristic of lighting system, if relevant;
- brief description of the reconstructions carried out on the building, if any.

From the above, the consultant should collect data on those elements and systems and their characteristics on the buildings that will provide him with enough data to calculate the effects of implemented energy efficiency measures, that is, which are necessary for the analysis.

- Analysis of collected data
  - All data collected in the field will be used to calculate base line and then energy effects of implemented energy efficiency measures.
  - Through analysis, the consultant will present the effects of implemented measures, such as savings in kWh, CO<sub>2</sub>, Simple Pay Back (SPB), total investment costs (if the actual investment is not known, the consultant will adopt market prices for calculation purposes) etc.
- It is expected that 50 public buildings (Annex 2 - List of Buildings- Energy Characteristics of Public Buildings) will be included in these task throughout the Republic of Srpska.

**Output: Report of the analysis of the energy characteristics of buildings (combining the data requested above), approved by the Client in the Serbian language. This part will be submitted in one hard copy and one electronic copy.**

**Upon Client's request the Consultant shall deliver the complete calculation of the energy status of each building including the effects of implemented measures, such as savings in kWh, CO<sub>2</sub>, Simple Pay Back (SPB), total investment costs.**

The duration of this task is 10 months.

### **Task 3. Detailed Energy Audits for Public Buildings**

#### **a. Specific Objectives**

The overall objective of the assignment is to perform comprehensive detailed energy audits, audits for energy certificate and preparation of BoQs for identified energy efficiency measures on rehabilitation 10 Public Buildings in RS (See Annex 3 - List of Buildings- Detailed Energy Audit).

#### **b. Scope**

The outcomes of this intervention are:

- Development of 10 Detailed energy audits for Public sector buildings

- Audit for energy certificate of 10 Public sector buildings
- Preparation of BoQs for identified energy efficiency measures on rehabilitation of 10 Public sector buildings

### c. Outputs/ tasks

#### **3.1. OUTPUT/TASK 1: The detailed energy audit for public buildings activities include following tasks**

##### **1. DETAILED ENERGY AUDIT-OF PUBLIC BUILDINGS**

*The detailed energy audit activities include the following tasks:*

- Conduct a detailed energy audit of public buildings.
- Conduction of on-site measurements of selected facilities to determine energy losses, current energy efficiency of the heating and lightning system and building user pattern.
- Classify the energy rating/energy class of selected facilities in accordance to the EU Energy Performance Building Directive / legislation on energy classification of buildings.

Within the audit activities, the auditor must:

- 1.1. Analyse energy characteristics of the building and characteristics of energy consumption and cost management;*
- 1.2. Analyse energy costs and projections of further energy consumption;*
- 1.3. Analyse possible measures of increasing energy efficiency of the building;*
- 1.4. Propose measures of increasing energy efficiency of the building;*
- 1.5. Analyse energy, economic and environmental related effects of proposed measures;*
- 1.6. Perform comparative analysis of energy consumption indicators of the building in comparison with other buildings of similar purpose;*
- 1.7. Provide recommendations for energy management within the building;*
- 1.8. Prepare and deliver final report on detailed energy audit of the building;*

#### **1.1 Analyse energy characteristics of the building and characteristics of energy consumption and cost management to include:**

- Filled visit and necessary information gathering;
- General part – short description of characteristics of energy consumption and cost management, responsible persons, energy costs financing, decision making system about investments into the building maintenance, functioning of the energy consumption information system, motivation for applying energy efficiency measures;
- Analysis of thermal characteristics of the building envelope;
- Analysis of energy characteristics of the building heating system;
- Analysis of energy characteristics of the building cooling system;
- Analysis of energy characteristics of the building consumable hot tap water preparation system;
- Analysis of energy characteristics of the building electrical consumption system – electrical installations, lighting, gadgets and other consuming devices;

- Analysis of energy characteristics of specific subsystems (kitchen, laundry, etc.)
- Analysis of sanitary water consumption;
- Analysis of the system of regulation and management;

**1.2 Analyse energy costs and projections of further energy consumption to include:**

- Analysis of all costs related to energy and water for a period of 36 months;
- Analysis of the characteristics of energy and water consumption
- Determination of relevant indicators of energy consumption for the subject building;

**1.3 Analyse possible measures of increasing energy efficiency of the building to include:**

- Increase of thermal performance the building envelope;
- Increase of energy characteristics of the facility heating system;
- Increase of energy performance of the facility cooling system;
- Increase of energy performance of the system for preparation of consumable hot water;
- Increase of energy performance of the electric energy consumption system;
- Analysis of possibility of fuel replacement or usage of renewable energy sources to generate heat energy;
- Improving system of regulation and management;
- Improving water supply system;

**1.4 Propose measures of increasing energy efficiency of the building to include:**

- Detailed description of each measure proposed to increase energy efficiency of the building;
- If the building is heated on oil/coal boilers, there must be foreseen measure for replacement/installation of new biomass/pellet-fired boiler. In this case instalment of appropriate system for remote readings based on the M-Bus system of meter readings must be included, which is standardized according to EN1434-3. System for remote readings should include following:
  - Central cabinet which is the M-Bus device - Data Logger with GPRS terminal used for the transmission of stored readings to a central server. Electricity supply 220V 50Hz.
  - To measure the consumption of thermal energy M-Bus module will be used (which will be delivered together with the calorimeter), so it is only necessary to foreseen cabling from the calorimeter to the central cabinet.
  - For cabling of the entire M-Bus network cable JY (St) Y 2x2x0.8 mm must be used.

**1.5 Analyse energy, economic and environmental related effects of proposed measures to include:**

- Quantitative analysis of energy savings;
- Quantitative analysis of the economic savings;
- Up to three scenarios of implementation of the proposed measures to increase energy efficiency of the building.
- Provide following output table for identified measures and scenarios:

	<b>Investment [BAM]</b>	<b>Savings of heat energy [kWh]</b>	<b>Financial savings for heat energy [BAM]</b>	<b>Savings of electrical energy [kWh]</b>	<b>Financial savings for electrical energy [BAM]</b>	<b>Expected simple payback [years]</b>	<b>Specific savings per amount of investment  (2+4) / (1)  (kWh/BAM)</b>
	<b>1</b>	<b>2</b>	<b>3</b>	<b>4</b>	<b>5</b>	<b>6</b>	<b>7</b>
<b>Measure 1</b>							
<b>Measure 2</b>							
<b>Measure 3</b>							
<b>Measure n</b>							
<b>Measure n+1</b>							
<b>Scenario 1 (measure x + measure y)</b>							
<b>Scenario 2 (measure x + measure y + measure z)</b>							
<b>Scenario 3 (measure x + measure y + measure z + measure...)</b>							



	Investicija [KM]	Ušteda toplotne energije [kWh]	Ušteda troškova toplotne energije [KM]	Ušteda električne energije [kWh]	Ušteda troškova električne energije [KM]	Očekivani jednostavni povrat investicije [godina]	Specifične uštete po iznosu investicije (2+4) / (1) (kWh/KM)
	1	2	3	4	5	6	7
Mjera 1							
Mjera 2							
Mjera 3							
Mjera n							
Mjera n+1							
Scenario 1 (mjera x + mjera y)							
Scenario 2 (mjera x + mjera y + mjera z)							
Scenario 3 (mjera x + mjera y + mjera z + mjera...)							

\* Savings and investment costs must be calculated with incl. VAT and without VAT / Uštete i investicije izračunati sa sadržanim PDV-om i bez PDV-a.

**1.6 Perform comparative analysis of energy consumption indicators of the building in comparison with other buildings of similar purpose to include:**

- Comparison of relevant indicators of energy consumption of the subject building with similar facilities in RS and the region for the current state of energy consumption
- Comparison of relevant indicators of energy consumption of the subject structure with similar facilities in RS and the region following the implementation of the proposed measures to increase building energy efficiency.

**1.7 Provide recommendations for energy management within the building to include:**

- Qualitative recommendations for energy and water management in order to achieve and maintain the calculated values of energy savings;

### **1.8 Drafting final report on the detailed energy audit of the building to include:**

- All above stated items
- Measurement results as separate appendix (Thermo-graphic imaging of the construction parts of the building envelope; Results from flue gas analysis, excess air and other needed variables to determine combustion efficiency)
- Energy class in accordance to the EU EPBD directive (2010/31/EU) e.g. legislation on energy classification of buildings

### **ON SITE MEASUREMENTS AND TESTING OF SELECTED FACILITIES TO DETERMINE ENERGY LOSSES, CURRENT ENERGY EFFICIENCY OF THE HEATING AND LIGHTNING SYSTEM AND BUILDING USER PATTERN**

With the aim of clearly defining the current state of energy consumption, and in order to determine the accurate input parameters needed for energy and economic calculations of expected energy savings of the given buildings, the auditor is required to take on-site measurements, including (but not limited to):

- Thermo-graphic imaging of the building envelope;
- Thermo-graphic imaging of heating distribution system;
- Thermo-graphic imaging of heating bodies;
- Flue gas analysis, excess air and other needed variables to determine combustion efficiency
- Measurement of electricity parameters (power, voltage, etc.);
- Determine the temperature of building surfaces;
- Determine the level and intensity of illumination;
- Measurement of heat flow through the building envelopes (heated space-outer space, heated space- unheated space, unheated space-outer space);

The Final report on the detailed energy audit of the building should include:

- All items stated under the activity *detailed energy audit of public buildings*.
- Measurement results as separate appendix (Thermo-graphic imaging of the construction parts of the building envelope; results from flue gas analysis, excess air and other needed variables to determine combustion efficiency).

### **3.2. OUTPUT/TASK 2: The audit for energy certificate of public sector buildings activities includes following tasks**

The energy certification audits activities include the following tasks:

1. Calculate the energy performance rating/class (including  $Q_{\text{hnd}}$  for referent and real climate conditions) per  $\text{m}^2$  and  $\text{m}^3$ ;
2. Provide energy characteristics of public buildings using market-proven software which enables the calculation of energy performance rating/class (energy characteristics) for each public building element of the outside envelope (of heated area); based on EN 13790 and on the methodological approach for conducting energy performance certification of public sector buildings.

3. Prepare and deliver final report (hard copy and electronic) on energy certification/energy class/rating for each public building;

In order to classify the buildings into the energy rating/energy class, in accordance to the EU EPBD directive (2010/31/EU), the service provider must follow and base their energy related calculations on EU norms and standards as well as technical legislations.

The Final report on energy certification audits of the building should include:

- energy certification audits and energy certificates submitted separately for each building.

### **3.3. OUTPUT/TASK 3: Development of BoQs for identified energy efficiency measures of rehabilitation of public buildings activities include following tasks**

The development of BoQs activities include the following tasks:

1. Review existing project documentation (project design, drawings, sketches etc.) and incorporate into BoQ for tendering the works and further rehabilitation of public buildings;
2. Prepare BoQs for identified energy efficiency measures of rehabilitation of public buildings for construction/civil works, mechanical works and electrical works, in the following form (the form is used as an indication) in local language:

<b>PREDMJER I PREDRAČUN RADOVA</b>					
<b>Objekat:</b>					
<b>Red. br.</b>	<b>Opis stavke</b>	<b>Jed. mj.</b>	<b>Količina</b>	<b>Jed. cijena. bez PDV</b>	<b>Ukupno bez PDV</b>
<b>I Pripremni radovi</b>					
1					
<b>I Ukupno pripremni radovi</b>					<b>0.00</b>

<b>II Limarski radovi</b>					
<b>Red. br.</b>	<b>Opis stavke</b>	<b>Jed. mj.</b>	<b>Količina</b>	<b>Jed. cijena. bez PDV</b>	<b>Ukupno bez PDV</b>
1					
<b>II Ukupno limarski radovi</b>					<b>0.00</b>

<b>III Zidarski radovi</b>					
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1					
<b>III Zidarski radovi</b>					<b>0.00</b>

<b>IV Fasaderski radovi</b>					
1					
<b>IV Ukupno fasaderski radovi</b>					<b>0.00</b>

<b>REKAPITULACIJA</b>		
Poz.	Vrsta radova	Iznos (KM)
<b>I</b>	<b>Pripremni radovi</b>	0.00
<b>II</b>	<b>Limarski radovi</b>	0.00
<b>III</b>	<b>Zidarski i AB radovi</b>	0.00
<b>IV</b>	<b>Fasaderski i radovi</b>	0.00
<b>Ukupno bez PDV</b>		<b>0.00</b>
PDV 17 %		0.00
Ukupno sa PDV		0.00

3. Provide additionally required inputs into BoQ based on further input from Ministry team for each public building;

4. Prepare and deliver final report (hard copy and electronic) on BoQ for each public building separately;

Ministry remains the right to ask for additional corrections which need to be incorporated into final BoQs after the submission of final version of BoQs and after the agreement with the service provided has been delivered, if Ministry proves that a mistake has been made by the service provider.

The Final report on development of BoQs of the buildings should include:

- BoQs submitted separately for each building and cumulatively for all buildings.

#### **d. Approach and Methodology**

This section should demonstrate the Bidder's in-depth understanding of the purpose and objectives of the ToR and provide the Bidder's approach to structuring and most effective implementation of the service. In addition, this section should clearly show the Bidder's understanding and sufficient detailed consideration of all important aspects of the service

with regard to providing business Development Services training courses and conducting market assessment of commodities or sub-sectors.

Being the core instrument for the successful provision of the service, the proposed by the Bidder methodology shall undoubtedly demonstrate capability to reach the envisaged results of the ToR and strong relevance to the specific scope, objectives and range of tasks in a complex manner.

This section should propose the Bidder's vision and approach to organizing and performing the tasks as stated within the ToR and as per the overall scope and objectives of the service in the most logical, realistic, efficient and relevant to the context in BiH manner.

This part shall also contain a general work plan, which illustrates the anticipated work-flow and timeframe of implementation of the tasks and activities.

**e. Deliverables and Schedules/Expected Outputs**

For all buildings, the Final report on the detailed energy audits, energy certification and BoQs should include:

1. All items stated under the activity *in this ToR*
2. Measurement results as separate appendix;

The service provider will deliver one hard copies in colour for each output and one electronic versions on separate CD's.

Successful Bidder will be requested to conduct the services in accordance to the table below. This indicates **key steps** of the services to be undertaken.

**Deliverables:**

Activity (as per ToR)	Estimated completion deadline
Delivery of Final reports on the detailed energy audit, energy audits for certification and BoQs of 5 public buildings	July 2025
Delivery of Final reports on the detailed energy audit, energy audits for certification and BoQs of 5 public buildings	December 2025

**For all DEAs – The Contractor must perform corrections If significant errors/mistakes within energy audits, energy certificates and BoQs are identified on a later stage (after contractual obligations of both parties).**

**f. Key Performance Indicators and Service Level**

Key performance indicators are as follows:

- All activities completed by defined deadlines and reports delivered in time.

All key activities and deliverables will be subject to review by Ministry team and Project partners.

**g. Governance and Accountability**

Monitoring and evaluation of the Service Provider's work will be conducted by the Ministry team. Apart from the reports specified as deliverables, the service provider is expected to report monthly informing on the progress made; results and deliverables in place; critical reflection on issues and challenges faced, or these that may need attention in the following period. Template for these reports will be provided by Ministry.

Ministry withholds the right to request additional periodical updates/reports on particular issues. All reports will be submitted in writing to the above-mentioned persons.

Due to complexity of the tasks, Service Provider will need to appoint at least one person who will at all times be responsible for keeping track of plans, activities, progress reports and ongoing issues.

**h. Facilities to be provided by Ministry**

The Contractor will be provided with contact data of Municipalities/end-users if he has the same. However, Contractor's obligation is to ensure all required data in order to provide the required deliverables.

**i. Duty Station**

Activities will be conducted at the premises of the service provider and the locations of public buildings subject to this ToR.

**Task 4. Promotional activities-filming of Public Buildings**

As part of this task The Consultant shall perform filming the condition of buildings reconstruction under Scaling-up investment in low-carbon Public Buildings Project for the purpose of promotional activities and is expected to undertake, but is not limited to, the following primary activities:

1. Visit the public buildings that have been retrofitted as a part of Project 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 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.

2. Do full technical preparation of video/photo material presenting Scaling-up investment in low-carbon Public Buildings Project results that will be delivered in a format ready for editing in electronic and printed media.

3. Deliver video and photo footage of the buildings retrofitted under Scaling-up investment in low-carbon Public Buildings Project prior to introducing energy efficiency measures after retrofitting, (30 photos of each building that include facility as a whole with several sides, exterior façade, windows, doors, heating system/boiler room, radiators, lighting, and specific details of performed works or installed equipment; min. 1,0 minutes edited video shot for each building (with the name of the facility and the logo) that includes mentioned above.

4. Creating final video with included materials for all buildings min. 2 minutes. (with the name of the facility in order of presentation and the logo).

5. The Consultant shall adjust and modify the material based on the input provided by the Project Implementation Team and send the proposal for consideration and final approval by the Project Implementation Team;

6. The Consultant shall work closely with appointed Project Implementation Team staff on regular basis and jointly agree on all the details regarding requirements for the material;

7. List of buildings for this Task is given in Annex 1 of this ToR;

8. Deliverables

No.	Deliverables	Number of copies / languages
1	Report- Completed materials for 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 (depending on the measures implemented); min. 1,0 minutes edited video shot for each building that includes façade, windows, boiler room, etc.) and final video with included materials for all buildings min. 2 minutes.	All deliverables will be submitted electronically (delivered on CDs, DVDs, USB flash drives or on other media suitable for the given deliverable.

9. It is expected that during 2025 the above-mentioned activities will be implemented for 3 public buildings. For buildings that are planned for 2025 to be reconstructed, in agreement with the representatives of the Project Implementation Team, perform a recording of the buildings before and after the implementation of the measures, if the need and possibility arise.

**Task 5. Promotional activities - Interview with key persons**

As part of this task The Consultant shall perform for the purpose of promoting the Project and the achieved results under the Project, the Consultant will conduct interviews with key persons from the end users and employees of the reconstructed public buildings under

Scaling-up investment in low-carbon Public Buildings Project, and is expected to undertake, but is not limited to, the following primary activities:

1. Interviews with key persons with employees and users of Public Buildings that are retrofitted as a part of Project, which will be short stories about the facilities in question, where the photographer will work together with a copywriter, making sure that photos related to each of the stories focus on: End users (women primarily, employees);

- Gender - it is primarily necessary for women to be in focus;
- Minorities- if one of the end users or employees is a minority, it is necessary to be included in this task;
- Benefits achieved (improving working conditions, increasing comfort in closed rooms, using ecological fuels and reducing greenhouse gas emissions, saving money, increasing the level of satisfaction of end users, etc.);
- Overall impact (on women, women empowerment, health, education, minorities, young people, air quality, occupancy conditions).

2. In accordance with the agreement with Project Implementation Team and if the need arises, an interview will be organized with members of the Ministry and Implementation Team.

3. Interviews need to be turned into short video stories (video footage of facilities, people, interviewed persons) with the aim of promoting energy efficiency with a focus on all of the above.

4. Consultant shall adjust and modify the material based on the input provided by the Project Implementation Team and send the proposal for consideration and final approval by the Project Implementation Team;

5. List of buildings for this Task is given in Annex 1 of this ToR.

6. Deliverables

No.	Deliverables	Number of copies / languages
1	Report- Final interview in the form of edited video (min. 1.0 minutes per building, min. 2 minutes in total for all buildings).	All deliverables will be delivered in the form of edited video as a story for all buildings where the interviews were conducted, whereby the design of the story represents a harmonized version that will be further used for promotional purposes. All deliverables will be submitted in the electronically (delivered on CDs, DVDs, USB flash drives or on other media suitable for further use, taking into account that different social networks require different formats).



7. It is expected that above-mentioned activities will be implemented for 3 public buildings.

8. The duration of this task is 10 months.

NOTE: All above mentioned promotional materials, should contain the logos of the Ministry and UNDP and other information related to their mutual cooperation on the Project. The consultant is obliged to coordinate this information with the client.

## 5. EQUIPMENT

The Consultant shall provide their own equipment satisfying applicable professional standards in order to ensure required quality of the deliverables (for above mentioned Tasks) 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 at least a professional high resolution camera, professional lens, tripod, professional video crane, professional lighting professional drone for aerial videography, photography, and cinematography, sound recorder etc.

**NOTE: The logos that will appear on the videos and interviews translated into stories, as well as their position, will be agreed later on the basis of the visual presentation of the working version of the prepared material.**

## 3 REQUIREMENTS

### 3.1 Eligibility

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

### 3.2 Qualifications of the Firm

The Consultant should be a qualified Company, or a Joint Venture that has demonstrated experience in all areas required for this assignment. Interested Companies must provide information indicating that they are qualified to perform the services by providing a reference list of similar assignments. The reference list should contain information about the clients, assignment descriptions, value of the contracts and period of execution, etc.

The company should meet the following criteria:

- at least five (5) contracts for preparation of detailed design that include EE measures in buildings in the past five (5) years;
- the company would need to possess necessary professional licenses for detailed design services in accordance with the requirements of Republic of Srpska legislative and regulatory framework, as and when the conditions have been fulfilled;

- at least three (3) contracts in preparation of detailed energy audits in the past three (3) years with minimum ten (10) energy audits for public buildings;
- the company would need to possess necessary professional licenses for performing detailed energy audits in accordance with the requirements of the Republic of Srpska legislative and regulatory framework, as and when the conditions have been fulfilled;
- the company should have the possibility of using professional equipment for recording video material about the energy efficiency of public buildings such as but not limited to:
  - high resolution camera,
  - professional tripod and stabilizer,
  - professional drone,
  - professional lighting,
  - other equipment necessary to perform the task described in this ToR.

### **3.3 Personnel**

The Consultant shall provide the adequate staffing (in terms of expertise and time allocations) as well as the needed equipment in order to complete efficiently all the required activities and to finally achieve the specific and the overall objectives of their 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 specifying their activities in detail within each task, 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.

#### **3.3.1 Key experts**

All experts who have a crucial role in implementing the contract are referred to as key experts. At least three (3) 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**

- University degree in architecture/construction engineering/mechanical engineering/electrical engineering)
- At least 7 years of professional experience;
- At least 5 years of specific professional experience preparation of detailed design and performing detailed energy audits;
- 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).

##### **Key Expert 2 and 3: Energy Efficiency Expert – Architect**

- University degree in architecture/construction engineering
- At least 5 years of professional experience;
- At least 5 years of specific professional experience preparation of detailed design and performing detailed energy audits;
- 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).

#### **Key expert 4 and 5: Energy Efficiency Expert – Mechanical engineer**

- University degree in mechanical engineering
- At least 5 years of professional experience
- At least 5 years of specific professional experience of detailed design and performing detailed energy audits;
- 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).

#### **Key expert 6 and 7: Energy Efficiency Expert – Electrical engineer**

- University degree in electrical engineering
- At least 5 years of professional experience
- At least 5 years of specific professional experience of detailed design and performing detailed energy audits;
- 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).

#### **3.3.2 Other experts (Non-key experts)**

Non-key experts should support key-experts in carrying out the above tasks. CVs for non-key experts should not be submitted in the offer as they will not be considered at all. The Consultant shall demonstrate in its Organization & Methodology that it has access to experts with the required profiles and explain how non-key experts will be selected and mobilized.

The Consultant must select and hire other experts as required according to the profiles identified in its Organization & 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/days for both **key experts and non-key experts** is 550 days.

### **3.4 Travel and associated costs**

Local transport and associated costs (vehicles incl. drivers if considered necessary, per diem, etc.) of key and non-key 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 different municipalities in Republic of 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 February 2025 and the period of implementation of the contract will be 1 year (12 months).

**Annex 1 - List of Buildings - Technical specifications for boiler rooms**

<b>No</b>	<b>Name</b>	<b>Location</b>
1.	Public building 1*	
2.	Public building 2*	
3.	Public building 3*	
4.	Public building 4*	
5.	Public building 5*	

\*NOTE: The list of public buildings will be subsequently defined.

## Annex 2 - List of Buildings - Energy Characteristics of Public Buildings

No	Name	Location
1.	Public building 1*	
2.	Public building 2*	
3.	Public building 3*	
4.	Public building 4*	
5.	Public building 5*	
6.	Public building 6*	
7.	Public building 7*	
8.	Public building 8*	
9.	Public building 9*	
10.	Public building 10*	
11.	Public building 11*	
12.	Public building 12*	
13.	Public building 13*	
14.	Public building 14*	
15.	Public building 15*	
16.	Public building 16*	
17.	Public building 17*	
18.	Public building 18*	
19.	Public building 19*	
20.	Public building 20*	
21.	Public building 21*	
22.	Public building 22*	
23.	Public building 23*	
24.	Public building 24*	
25.	Public building 25*	

\*NOTE: The list of public buildings will be subsequently defined.

## Annex 2 - List of Buildings - Energy Characteristics of Public Buildings

No	Name	Location
26.	Public building 26*	
27.	Public building 27*	
28.	Public building 28*	
29.	Public building 29*	
30.	Public building 30*	
31.	Public building 31*	
32.	Public building 32*	
33.	Public building 33*	
34.	Public building 34*	
35.	Public building 35*	
36.	Public building 36*	
37.	Public building 37*	
38.	Public building 38*	
39.	Public building 39*	
40.	Public building 40*	
41.	Public building 41*	
42.	Public building 42*	
43.	Public building 43*	
44.	Public building 44*	
45.	Public building 45*	
46.	Public building 46*	
47.	Public building 47*	
48.	Public building 48*	
49.	Public building 49*	
50.	Public building 50*	

\*NOTE: The list of public buildings will be subsequently defined.

**Annex 3 - List of Buildings - Detailed Energy Audits**

<b>No</b>	<b>Name</b>	<b>Location</b>
1.	Public building 1*	
2.	Public building 2*	
3.	Public building 3*	
4.	Public building 4*	
5.	Public building 5*	
6.	Public building 6*	
7.	Public building 7*	
8.	Public building 8*	
9.	Public building 9*	
10.	Public building 10*	

\*NOTE: The list of public buildings will be subsequently defined.



**Annex 1 - List of Buildings - Promotional activities-filming of Public Buildings/ Interview with key persons**

<b>No</b>	<b>Name</b>	<b>Location</b>
1.	Public building 1*	
2.	Public building 2*	
3.	Public building 3*	

\*NOTE: The list of public buildings will be subsequently defined.