

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

**TERMS OF REFERENCE FOR CONSULTANCY SERVICES**

**PERFORMING AUDIT OF PROJECT DOCUMENTATION**

**Contract No: BEEPAF-P165405-CQ-06-CS-21-FBIH**

**1. Background:**

The Government of Bosnia and Herzegovina (BH) has recognized the importance of energy efficiency (EE) to support sustainable economic growth and move towards EU accession and has received financing for the Additional Financing for the Bosnia and Herzegovina Energy Efficiency Project (BEEP) from the International Bank for Reconstruction and Development (IBRD) credit funds. The project development objective is to demonstrate the benefits of energy efficiency improvements in public sector buildings and support the development of scalable energy efficiency financing models. The AF BEEP became effective March 2020.

The project is supported by a US\$32 million IBRD credit for BH, which is made available to the two entities, with US\$ 19.23 million allocated to the Federation of Bosnia and Herzegovina (FBH). The project consists of three components implemented separately in each entity:

**Component 1: Energy efficiency investments in public facilities**

**Component 2: Support for the development of scalable financing mechanisms and capacity building**

**Component 3: Project Management**

The project implementation unit (PIU) established within the Ministry of Spatial Planning of the Federation of Bosnia and Herzegovina (FMPP) is responsible for the preparation, coordination, management and implementation of the project in the Federation of Bosnia and Herzegovina, including procurement, contracting, and payments of all goods, works and services related to the project.

This Terms of Reference (ToR) define the nature and detailed scope of an assignment to provide engineering services to perform an audit of project documentation/design for buildings to be retrofitted under BEEP AF.

**2. Objectives**

For the preparation and implementation of energy efficiency investments in public buildings (financed under Component 1 outlined above) in the period 2020-2024, the PIU on behalf of the FMPP ('the client') intends to

hire a Consultant Company ('the consultant') who will perform audit of project documentation/design for buildings to be retrofitted under BEEP AF.

The objective of the energy efficiency investments financed as part of the project is to demonstrate the benefits related to energy efficiency (EE), including reduction of energy consumption in selected buildings, demonstration of the economic viability of investments, including reduced recurrent energy costs and associated public expenditures. In addition, the energy efficiency improvements are expected to generate demonstrable co-benefits, such as reduced CO2 emissions and improved indoor comfort levels.

### **3. Description and Scope of Services:**

#### **3.1 GENERAL DEFINITION OF SERVICES**

The services will be performed for the public buildings listed in Annex 1 of this ToR. The Annex 2 includes the DEAs for the public buildings listed in Annex 1. The services to be provided by the Consultant are described in detail in the task description in section 3.2. The assignment will be compensated on the basis of Lump-Sum contract provisions.

#### **3.2 DETAILED SCOPE OF WORK**

##### **Task description: Audit of project documentations (designs)**

The Consultant will be responsible for preparing and delivering the documentation related to the Audit of Design to the Ministry of Physical Planning of Federation (FMPP).

The Consultant shall:

- Cooperate closely with the Consultant responsible for preparing the technical design documentation (Design Consultant) and already initiate the audit of the design while the Design Consultant is working on and finalizing the Design/Project documentations;
- Verify and approve technical documentation and detailed technical designs, verify compliance of the design work in accordance with the provisions outlined in the terms of reference for the Design Consultant and with the applicable regulations;
- Carefully review and provide concise written comments, suggestions, or approvals to the Client and the Design Consultant on any revisions and improvements needed/suggested in the design documentation;
- Provide a lead auditor who is responsible for coordinating the components of the project documentation and related audit work;
- Verify that the design documentation complies with the requirements relating to safety and environmental protection, mechanical strength and structural stability, noise and vibration, energy saving measures and fire protection;
- Submit a final Auditor's report (based on individual auditors reports related to the different aspects of design, including architecture, mechanical and electrical), which includes suggestions that the Design Consultant preparing the project documentation must adopt and incorporate into the project;
- Be available to the Client (or the Design Consultant) for questions within the scope of this task;
- Verify that the Design Consultant preparing the project documentation adequately addressed and integrated the suggestions and observations provided by the audit consultant.

The objects, for which development of Audit of design is required, are listed in Annex 1.

#### **4. Output/Deliverables and Time Schedule:**

The deliverables include the following documents for each building separately:

- Individual audit reports (refers to audit report of technical documentation per building) including all suggestions and comments on technical documentation;
- Report/approvals of the revised technical documentation confirming that all suggestions and observations of audit were adequately addressed, if necessary;
- The final audit report of review of the overall project documentation.

Individual Reports of audit shall be submitted in two (2) hard copies and one (1) copy on CD ROM (MS Word, Excel) in local language for each object.

Report / approval of the suggestions included in accordance with the audit observation must be submitted in two (2) printed copies and one (1) copy on CD-ROM (MS Word, Excel) in local language.

Final Auditor's report in two (2) hard copies and one (1) copy on CD ROM (MS Word, Excel) in local language.

The time schedule for the Consultant(s) is as follows:

- Individual audit reports shall be completed and submitted to the Client within 5 business days from delivered Design draft documentation;
- Final Audit Reports with confirmation of compliance with the individual Audit suggestions provided, will be delivered to the Client within 3 business days from delivered revised Design documentation.
- Expected duration of assignment is 90 calendar days.

#### **5. Qualification requirements and basis for evaluation**

The Consultant should be a qualified firm or joint venture of firms (up to 3 companies for a joint venture) that have demonstrated experience in conducting audit of project documentation/design. The firm must propose a team capable of successfully carrying out all aspects of the ToR with in-depth experience in executing similar consultancies. The Consultant shall demonstrate their capability to mobilize enough skilled staff for carrying out the project activities within the allocated timeframe and include all necessary engineering specialists as part of the proposal by including in the technical proposal the Curriculum Vitae of the proposed key staff, including educational background, relevant working experience in similar projects, and by confirming their availability during the period of the contract.

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

- Company information: name, registration, address, telephone number, facsimile number, year of establishment, contact person for the project, fields of expertise;
- Confirmation on no obligations relating to the payment of direct and indirect taxes in accordance with the relevant laws of Bosnia and Herzegovina (may not be older than three (3) months) or with the relevant law of the country from the EOI submitter;
- Hold a license from Ministry of Spatial Planning of the Federation of Bosnia and Herzegovina for Design or if not available will be obtained within 30 days as condition to sign the contract. Such consultant shall provide a confirmation along with the EOI that he will secure the license in case he is selected to submit technical/ financial proposals;

- Details of experience in minimum three (3) similar assignments undertaken in last five (5) years, including value of consulting services and value of works, location, name of the Client, type of services provided, contract period of execution;
- Curricula Vitae (short version, specifying experience in similar assignments, six (6) CVs of key personnel from various professions requested under such services) of key staff who will be working on the assignment(s) with minimum:
  - Team Leader, responsible for managing/overseeing the entire consultancy contract implementation; University degree (Master's equivalent) in architecture, or civil construction engineering or related field; minimum ten (10) years of experience in relevant field, including project management of similar assignments;
  - At least two (2) graduate architect and/or civil engineers with competency exam passed and at least five (5) years of work experience in relevant field;
  - At least two (2) graduate mechanical engineers with competency exam passed and at least seven (7) years of work experience in relevant field;
  - At least one (1) graduate electrical engineer with competency exam passed and at five (5) years of work experience in relevant field.
  - One (1) administrative assistant (support personnel, not needed CV);

## **ANNEXES**

Annex 1 – Draft List of selected public buildings

Annex 2 – Detailed Energy audits for selected public buildings

## Annex 1 – Draft List of selected public buildings

*This annex includes the draft list of selected public buildings and might be a subject to change.*

No.	Building Name	Canton	Location	Works to be implemented (ENG)	Heated area (m <sup>2</sup> )	Total Investment estimation (BAM with VAT)
1.	Zgrada Vlade Federacije F BiH Mostar	HNŽ/K	Mostar	M1: External walls insulation; M2: Thermal insulation of the flat roof; M3: Replacement of external windows and doors. M4: Boliers replacement <sup>1</sup>	4.351	527.929,00
2.	Zgrada Županijskog/Kantonalnog suda HNŽ/K, Mostar	HNŽ/K	Mostar	M1: External walls, ceilings and roof insulation; M2: External windows and doors replacement; M3: Improvement of central heating systems; M4: Partial lighting replacement.	2005	546.977,22
3.	Audit Office of the institutions of the Federation of Bosnia and Herzegovina	Federation of Bosnia and Herzegovina Canton Sarajevo Novo Sarajevo	Ložionička 3, Sarajevo	(S1) – Scenario 1: M1: External walls insulation; M2: External windows and doors replacement; M3. Lighting replacement.	2.788,0	521.354,0
4.	Federal Institute of Agriculture Sarajevo - administrative building and laboratory	Federation of Bosnia and Herzegovina Canton Sarajevo Ilidža	Butmirska cesta 40	(S3) – Scenario 3: M1: External walls insulation; M2: External windows and doors replacement; M3: Installation of thermostatic valves in old part of the building; M4: Boilers replacement; M5. Partial lighting replacement.	3.729,0	758.772,0
5.	JU Zavod za zbrinjavanje mentalno invalidne djece i omladine Pazarić	Canton Sarajevo	Resnik bb 71243 Pazarić	(S1) - Scenario 1: M1: External walls insulation; M2: Thermal insulation of ceiling; M3: Installation of thermostatic valves; M4. Partial lighting replacement.	745,9	94.171,15

<sup>1</sup> The project design for boiler replacement is already available. It need to be integrated in the Final project design.

No.	Building Name	Canton	Location	Works to be implemented (ENG)	Heated area (m2)	Total Investment estimation (BAM with VAT)
6.	Zgrada institucija FBiH / Ministarstvo pravde FBiH, Sarajevo	Canton Sarajevo	Valtera Perića 15, Sarajevo	(S1) - Scenario 1: M1: External walls insulation; M2: Partial external windows and doors replacement; M3: Thermal insulation of the roof; M4: Boiler replacement; M5: Installation of thermostatic valves; M6. Partial lighting replacement.	5.725	597.455,0
7.	JU OŠ 1.mart Jelah – Small building	Zenica- Doboj Canton	Husein Kapetana Gradaševi ća, 74264 Jelah	SCENARIJ II (S2): M1: External walls insulation; M2: External doors and windows replacement; M3: Thermal insulation of celling; M4: Boiler replacement; M5: Installation of thermostatic valves.	283,3	99.442,0

## **Annex 2 – Detailed Energy audits for selected public buildings**