

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

TERMS OF REFERENCES

for the Consultant

for provision of services related to the training needs assessment, development of training program and modules, and delivery of training to female professionals working in the building energy efficiency sector

Ref. No. BEEPAF-P165405-CQ-26-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 Federal Ministry of Physical Planning (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) defines the nature and detailed scope of an assignment for development of training needs assessment (TNA) among female professionals working in the buildings energy efficiency sector, based on the TNA findings and recommendations, development of the training program and training modules, and direct delivery of the training program aimed to train these professionals. The Consultant will coordinate activities with, report to and work under the direction of the PIU Project Manager/Coordinator and PIU Technical Experts.

Scope of Work for the Consultant

The main purpose of the assignment is to identify gaps to develop targeted trainings for female employees, develop proposals and implement the trainings as well. This includes making an assessment of skills and knowledge gaps among female professionals working in the building energy efficiency sector, availability and adequacy of the in-country educational and training programs/courses, and prepare recommendations on relevant training interventions in order to address identified skills and knowledge gaps. Based on the TNA's findings and recommendations, the Consultant will develop and propose to the PIU/FMPP for approval a detailed training program for female professional working in the building energy efficiency sector. Upon approval of the training program by PIU/FMPP, the consultant will elaborate in detail the training modules and develop all the accompanying training materials. Once the PIU approve the submitted training materials, the Consultant will organize and deliver the training program directly to the female professionals working in the buildings energy efficiency sector.

The scope of the services of the Consultant will include but not be limited to the following

- a) Under this assignment the Consultant has the responsibility to design the Work Plan and submit it to the PIU Program Manager / Coordinator for approval.
- b) Review the implemented, ongoing and in the pipeline energy efficiency projects and identify professional skills needed to design, implement and monitor these projects
- c) Identify the profiles of female professionals working in the building energy efficiency sector
- d) Revisit, and if needed redesign and test the data collection instruments
- e) Identify the in-service female professionals to be surveyed/interviewed and conduct the survey/interviews with the in-service female professionals.
- f) Develop an analysis and assess the existing abilities and competencies of in-service female professionals working in the building energy efficiency sector.
- g) Identify educational and training organization and institutions providing courses about energy efficiency in building sector and interview them.
- h) Find out why existing training programs/courses, which could address identified gaps by

the training needs assessment, are not accessed with female professionals working in the energy efficiency sector

- i) Incorporate a gender analysis in the need's assessment and recommendations of learning needs.
- j) Consult with key stakeholders on recommended building energy efficiency trainings for female professionals (e.g. engineering faculties, professional associations, etc.)
- k) Prepare and submit first draft of needs assessment and recommendations to PIU FMPP. The first draft should be informed by the consultant's findings about learning gaps, type and level of training required in the building energy efficiency sector.
- l) Submit the final building energy efficiency training needs assessment and recommendations for the female professional working in the building energy efficiency sector
- m) Based on the TNA's findings and recommendations, develop and propose to the PIU/FMPP for approval a detailed training program for female professional working in the building energy efficiency sector
- n) Upon approval of the training program by PIU/FMPP, elaborate in detail the training modules, develop all the accompanying training materials and submit them to PIU/FMPP.
- o) Develop a Public Call to invite the eligible participants to participate in different type of trainings
- p) Organize and deliver the training program directly to the female professionals working in the buildings energy efficiency sector.

Deliverables

- a) The Work Plan that will contain the methodology to determine training needs for female professionals working in the building energy efficiency sector. The Work Plan that will describe in details approach and methods for data collection, data collection instruments, method/s of data analysis and expected results, and detailed time schedule for implementation. The Work Plan will also explain in detail how the consultant will prepare, organize and deliver the training program to female professionals working in the building energy efficiency sector. The Work Plan will be submitted to PIU for review and approval;
- b) The first draft of needs assessment and recommendations. The first draft should be informed by the consultant's findings about learning gaps, type and level of training required in the building energy efficiency sector.
- c) The final needs assessment and recommendations report.
- d) Detailed training program that includes information on the purpose and objectives of the training program, description of participants targeted by the training program and their profiles, number of training modules, duration of training and its schedule, and expected results of the training program in terms of improvement of knowledge and skill of participants.
- e) Each training module accompanied with all training materials, PowerPoint presentations, teaching notes, handouts, exercises, etc.
- f) Trainings delivered to female professionals working in the building energy efficiency sector

- g) Training report accompanied with sign-in sheets and evaluation sheets for each delivered training module.

Duration of Contract

Expected duration of the contract is 6 months during the period from January 2022 to July 2022.

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 providing services in area of adults' education and training. The firm must propose a team capable of successfully carrying out all aspects of the ToR with in-depth experience in organizing adult educational and training programs. The Consultant shall demonstrate their capability to mobilize enough skilled staff for carrying out the project activities within the allocated timeframe 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;
- Proof that the company is legally registered for the adults education;
- Minimum of 10 years of successful provision of services in area of the adults education and training;
- 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;
- Details of experience in organizing a minimum twenty (20) adults' educational and training programs in last five (5) years, including value the programs, number of participants, duration of education program, and type of educational program provided;
- Curricula Vitae (short version, specifying experience in organization and delivery of adults' educational program, five (5) CVs of key personnel 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); training and/or Certification in Research Methodology including Monitoring and Evaluation, and experience in using Participatory Learning Appraisal methods; demonstrated experience in conducting educational systems assessment and/or learning needs assessment, and preparation and delivery of trainings; a minimum of ten (10) years of relevant experience in leading and conducting development programs assessment and evaluations that were using mixed methods research design, and

preparation and delivery of trainings; demonstrates excellent communication skills including report writing and presentation

- At least three (3) additional team members with (5) years of work experience in preparation and delivery of trainings in the building energy efficiency sector;
- One (1) administrative assistant with experience in organizing and logistically supporting delivery of trainings.

Consultants' Reporting Obligations

The Contractor will submit monthly report to the Project Implementation Unit of the Ministry of Spatial Planning of the Federation of Bosnia and Herzegovina within 5 days after each month expires with description of the realized activities and the list/specification of the reimbursable costs.

For the purpose of payments for eligible reimbursable costs the Contractor will submit along with the monthly report related proof and appropriate supporting documents/receipts, invoices etc.