

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

**TERMS OF REFERENCES**

**for the Contractor**

**for provision of services related to the background documentation and content preparation of the international conference that will be organized by the Ministry of Spatial Planning of the Federation of Bosnia and Herzegovina under the title “Enhancing Local Market Capacity and Improving Energy Efficiency Enabling Environment in Public Buildings Sector in Federation of Bosnia and Herzegovina”**

**Ref. No. BEEPAF-P165405-CQ-36-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) defines the nature and detailed scope of an assignment for provision of services related to the background documentation and content preparation of the international conference that will be organized by the Ministry of Spatial Planning of the Federation of Bosnia and Herzegovina under the title “Enhancing Local Market Capacity and Improving Energy Efficiency Enabling Environment in Public Buildings Sector in Federation of Bosnia and Herzegovina”.

The Contractor will coordinate activities with, report to and work under the direction of the PIU Project Manager/Coordinator and PIU Technical Experts.

### **The purpose of the assignment**

The Law on Energy Efficiency of the Federation of Bosnia and Herzegovina (Official Gazette of FBiH no. 22/17), was adopted in 2017, Regulations<sup>1</sup> and all Rulebooks towards this Law has been adopted also except Regulation of ESCo contracting, this Rulebook is prepared in draft phase.

Energy Efficiency Action Plans of FBiH 2019-2021 has been adopted V.broj: 206/2021., from 04.02.2021. (Official Gazette of FBiH no.11/21). Government of Federation of B&H adopted Operational plan for improvement energy efficiency in institutions of Federation of Bosnia and Herzegovina. Long term Building’s renovation strategy in FBiH for period to 2050 is in process of developing. and Cantonal energy efficiency action plans are in draft phase.

Establishment of an integrated information system for energy efficiency consisted of buildings inventory, energy efficiency action plans, energy savings, energy consumption and buildings energy certificates modules, is a work-in-progress.

Another group of challenges relates to the local market capacity to finance energy efficiency investments in the public buildings sector. Currently there are several sources of financing the energy efficiency measures in public buildings sector: credit arrangements, public budgets, grants, and the forthcoming revolving fund. However, there are to and attainment of planned energy savings targets.

There are many regulatory and institutional issues that need to be addressed to increase local market capacity to scale-up financing of energy efficiency investments in public buildings sector, by creating necessary financial, fiscal, executive and institutional mechanisms. Some of the challenges relates to the framework for the conclusion of multi-year contracts, retention and

---

<sup>1</sup> Regulation of performing energy audit and issuing energy certifications (Official Gazette FBiH 87/18), Regulation on condition for granting and withdrawing authorizations for performing energy audit and energy certifications of buildings (Official Gazette FBiH 87/18),

transfer of energy cost savings, commercial financing of energy efficiency investments, absence of the Energy Efficiency Obligation Scheme mechanism in the legislative and regulatory framework, absence of the methodology for calculation of minimum requirements for energy performance of buildings based on cost-optimal criteria, absence of the energy efficiency criteria in reconstruction of existing buildings under jurisdiction of FBiH and cantons, etc. As it was stated above, many elements of the primary and secondary regulative framework covering above mentioned challenges are in drafting phase or awaiting adoption.

The main obstacle to a significant increase in funding for energy efficiency measures in public buildings using savings is that in FBiH there is no multi-year budget planning (there is one-year budget planning with a three-year projection), and based on the existing Law on Accounting, the accounting plan cannot recognize savings, those are obstacles to capturing the budget in order for repay investments in energy efficiency, by savings.

On the other hand in order to increase investments in energy efficiency measures in public buildings, using and mobilizing private investments - ESCO concept financing energy efficiency measures in public buildings, main barrier is the Law of public procurement in B&H (the lowest price is the crucial criteria) - this is barrier for bidding based of Building Performance Contracting based on the highest energy savings, not only the lowest price.

Also, as specified by the FBiH Development Strategy for the period 2021-2027, one of the focuses will be on the establishment of self-sustainable financing model for implementation of energy efficiency measures, and introduction of the energy management systems in public buildings, based on the ISO 50001 standard<sup>2</sup>.

In order to document progress achieved so far in the area of energy efficiency in public buildings sector and development of the local energy efficiency market in FBiH, identify good practices and define the optimal modalities for future development of the local energy efficiency market in FBiH, the Ministry will organize an international conference. The conference will be organized under the title Enhancing Local Market Capacity and Improving Energy Efficiency Enabling Environment in Public Buildings Sector in Federation of Bosnia and Herzegovina.

The conference will bring together public sector decision makers, financial sector representatives, interested investors, construction sector and facility management companies, representatives of the bilateral organizations, donors, and researchers. a view to exchange information, to learn from each other and to network. The aim of the conference is to reach consensus about the current state of affairs and the main impediments that need to be addressed in the energy efficiency local market and the public buildings sector, and reach agreement on the next steps and the course of action that will pave the path to the local market development and improvement of the energy efficiency in public buildings sector in FBiH. In particular the conference aims to present and discuss synergies

---

<sup>2</sup> Strategija razvoja Federacije Bosne i Hercegovine 2021-2027

and cooperation of public, private and financial sectors in removing existing barriers to the market development and improved energy efficiency in public buildings sector.

Also, the conference will provide opportunity to academia and researchers to submit and present scientific articles and working papers related to the above mentioned topics.

Potential authors will be invited to submit the scientific articles and working papers in the following topics (indicative lists, other topics related to the main theme of the conference could also be suggested):

- **The enabling legal and regulatory framework for energy efficiency in public buildings sector;**  
Implementation and evaluation of energy efficiency policies and programs in public buildings sector;
- **Public buildings energy efficiency retrofits and simulation programmes;** Energy consumption monitoring and benchmarking, Energy Modelling of Building performances: building/district monitoring campaigns, data analysis and assessment of consumption of specific equipment, assessment of building standby consumption, energy efficiency indicators for buildings, benchmarking, understanding and fixing the disconnect between predicted and measured performance, dynamic simulation methods,
- **Self-sustainable models of financing energy efficiency measures in public buildings sector;**  
New financial options, revolving financing models for financing energy efficiency measures in public buildings sector, energy service companies (ESCOs), Energy Performance Contracting, financial institutions, public-private partnerships, carbon financing, M&V;  
Costs and benefits analysis including non-energy benefits,
- **Energy management and control systems and building owners.**  
Control Systems and Building Energy Management Systems (BEMS) and effects on energy consumption. Energy and facility management, energy services: energy audits, optimization of building operation, energy management, role of the energy/facility manager, operation and maintenance, outsourcing of building energy management, education and training of facility managers.

### **Scope of Work for the Contractor**

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

- Under this assignment the Contractor has the responsibility to design the Work Plan and submit for approval by PIU Program Manager / Coordinator;
- In coordination and under direction of the PIU Program Manager / Coordinator, prepare background assessments of the main topics of the conference that will identify and clearly outline progress achieved so far, and enlist the actionable issues that will be used as

discussion points and discussion facilitation guidelines;

- In coordination and under direction of the PIU Program Manager / Coordinator, the Contractor will prepare the list of topics related to the main theme of the conference that will be used for the public call to potential authors to submit scientific articles and working papers
- In coordination and under direction of the PIU Program Manager / Coordinator, the Contractor will prepare the detailed conference agenda, identify the main speakers and the conference facilitators, and ensure their participation
- In coordination and under direction of the PIU Program Manager / Coordinator, the Contractor will closely coordinate with Via Media company that will be responsible for logistical organization and promotion of the conference;
- The Contractor will collect, compile and organize all the documents developed before and during the conference, and in cooperation with Via Media publish these documents in a form of conference proceedings

### **Duration of Contract**

Expected duration of the contract is 8 months during the period from January 2022 to September 2022. The expected date of the Conference event is September, 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 .

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;
- Details of experience in minimum two (2) similar assignments undertaken in last five (5) years, including value of consulting services and value of services, location, name of the Client, type of services provided, contract period of execution;
- Curricula Vitae (short version, specifying experience in similar assignments, five (5) 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 social science, economics, business administration, mechanical engineering, architecture, civil

engineering from an accredited university; and minimum seven (7) years of experience in relevant fields, including project management of similar assignments;

- At least two (2) additional senior experts with at least five (5) years of work experience and competencies related to the main topics of the conference;
- At least one (1) junior analyst with at least three (2) years of work experience in related fields.
- One (1) administrative assistant (support personnel, CV not needed);

### **Contractors 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.