



TERMS OF REFERENCE

Senior Technical Advisor (Engineer)

1. BACKGROUND

Under the European Union's Energy Efficiency Directive (Directive 2012/27/EU), Kosovo approved an Energy Efficiency Law on November 7, 2018. The EE Law includes provisions for the establishment of the Kosovo Energy Efficiency Fund (KEEF) which would serve as the primary financing institution for the EE market in sectors currently not served by local banks (e.g., municipal and central government buildings, multifamily apartment buildings etc.). As envisaged in the Law, KEEF has been established as an independent, autonomous and sustainable non-profit legal entity, and serves the interest of the public. KEEF will be an important mechanism to help finance energy efficiency investments in a significant share of the public-sector market. The government is also obliged to renovate a share of government buildings each year under the EE Law¹ and has imposed mandates for municipalities to prepare, submit and implement Municipal EE Action Plans (MEEAPs).

The KEEF serves as the primary financier for municipal EE building renovations in Kosovo. Donor and state grant funds to be used for energy efficiency investments will be channeled through KEEF, with the Fund becoming a mechanism for pooling funds, coordinating programs, and ensuring implementation experience is housed in one institution. As such, the KEEF will start with the municipal building sector and then expand to the other municipal sectors (e.g. water pumping) and eventually to the residential sector, focusing on multifamily apartment buildings.

KEEF is currently implementing an energy efficiency project co-funded by a grant from the EU-Instrument for Pre-Accession (IPA), World Bank IDA financing and Government of Kosovo. Among other components, this project will invest in energy efficiency measures in the municipal buildings and street lighting projects. For this purpose, KEEF seeks to recruit a Senior Technical Advisor (Engineer) to supervise energy audits, technical designs and implementation of energy efficiency investments under the Project.

2. SCOPE OF SERVICES

The Senior Technical Advisor is appointed by the MD of the KEEF for an office term not exceeding December 31, 2022), with a possibility of being reappointed. He/she reports to the Head of Sector for Operations (Director of Operations) of the KEEF.

3. MAIN ROLE

Under the supervision of the Head of Sector for Operations, the Senior Technical Advisor is responsible for high-quality and coordinated execution of tasks/activities entrusted to him/her by the Head and the delivery of outputs pertaining to these tasks/activities on time. The Advisor is responsible for translating the knowledge and experience in the field of RES into EE projects in accordance with valid standards, norms and best international practices.

As appointed Project Manager of EE subprojects, he/she is responsible for the preparation, management and administration of the implementation of such projects, through a complete project cycle from energy audit to final commissioning. In undertaking his/her tasks the Advisor shall always act in a manner that protects the interest of the KEEF and of the Beneficiary.

4. KEY RESPONSIBILITY

- Review financial and technical documents submitted by consultants about feasibility for installation/implementations of solar PV, street lighting, heating systems etc;
- Contributes that public calls for project proposals and tenders for TA services are prepared in line with best standards and practices from the solar PV, street lighting, heating systems point of view;
- Review technical specifications prepared by consultants for procurement and installation / implementations of Solar PV equipment and solar thermal systems, including bill of quantities with costs estimates,
- Screens Project proposals from a technical point of view with a focus on solar PV, street lighting, heating systems and prepares the pertaining project evaluation reports for further processing/decision-making by the KEEF management
- Acts as Project Manager in the preparation and the implementation of approved (EE/PV) projects, with an obligation to manage and administer the project from signing the Project Initiation Agreement, through the implementation, supervision to commissioning;
- Support the user committees to consult with and provide feedback during the renovation process, seek feedback and assess project responsiveness.
- Support the administration and compilation of results from the customer satisfaction survey before and after implementation of renovations.
- Participates in work of the Applications Screening Committee and Evaluation Committees for tenders that proposes PV/EE-projects for financial support by the KEEF and the award of contracts, respectively, to the KEEF management;
- Represents KEEF in negotiations for the conclusion of the Energy Services Agreement (ESA) with the beneficiaries;
- Participates in the development of annual and medium-term work plans of KEEF and progress reports.
- Carry out other technical studies, duties and assignments as requested by KEEF Managing Director and Head of Operations (Director of Operations).

5. QUALIFICATIONS

- At least university bachelor's degree in electrical or mechanical engineering. Master's degree shall be considered a plus.
- At least 5 years working experience with a focus on solar PV. Experience with street lighting energy efficiency, heat pumps and solar thermal projects will be considered as an advantage.
- Excellent interpersonal skills, demonstrated ability to communicate effectively and strong writing skills. The Consultant must have experience working as part of a team, preferably in a leadership position, and have demonstrated ability to deliver complex tasks and resolve challenges that may arise.
- Should be proficient in key computer applications, e.g., Word, Excel, PowerPoint, have a strong client orientation,
- Excellent written and verbal communication skills in English and Albanian.

6. REPORTING

The consultant will report to Head of Operations (Director of Operations) for the duration of this assignment.

7. TIME FRAME FOR ASSIGNMENT

The assignment will be full-time period of time until December 31, 2022), from the date of signing of the contract, subject to adequate performance.

8. REMUNERATION

The Remuneration shall be negotiated and based on a competitive package in accordance with internal standards.

9. CONTENT OF APPLICATION DOCUMENTS

The application documents must include at least:

- 1) Cover Letter
- 2) Detailed CV of the applicant with relevant references for work experiences
- 3) Copy of diploma(s) for completed university studies

The application documents must be prepared in English.

Copies of any other evidences demonstrating the Qualifications, Experience and Language Skills of applicants are welcome.

10. SUBMISSION OF APPLICATIONS

Applications, including all required documents shall be submitted to the prokurimi@fkee-rks.net address by not later than the closing date/time of **September 30, 2021, at 16.00h (local time)**.

11. SELECTION PROCES AND EVALUATION CRITERIA

The selection process will be conducted in accordance with selection of Individual Consultants procedures in the World Bank Procurement Regulations for IPF Borrowers' (the Procurement regulations) for the supply of goods, works and non-consulting services, issued July 1, 2016 revised Nov 2017 and Aug 2018.

Applications submitted by candidate will be first screened against minimum qualification requirements, Experience and Language skills. Candidate applications that meet such minimum qualification requirements will be shortlisted/evaluated based on the following evaluation criteria:

- Education and general experience 40 points;
- Specific experience relevant to the assignments 50 points;
- Languages 10 points;

Total: 100 points.