



## TERMS OF REFERENCE

### *Senior Technical Advisor (Mechanical Engineer)*

#### **1. BACKGROUND:**

By passing Law on Energy Efficiency No. 06/L-079 (LoEE), the Kosovo Energy Efficiency Fund (KEEF) has been established as an independent, autonomous and sustainable entity, in supporting the policy objectives on Energy Efficiency of the Republic of Kosovo, by promoting, supporting and implementing Energy Efficiency measures, as well as attracting and managing financial resources in order to finance and implement investment projects in the area of Energy Efficiency in a sustainable manner.

#### **2. SCOPE OF SERVICES**

The Senior Technical Advisor (Mechanical Engineer) is appointed by the MD of the KEEF for an office term not exceeding three (3) years, 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 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 mechanical engineering into EE projects in accordance with valid standards, norms and best international practices.

As appointed Project Manager of individual EE-projects, 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**

- Screens Project proposals from a technical point of view with a focus on mechanical engineering and prepares the pertaining project evaluation reports for further processing/decision-making by the KEEF management
- Participates in work of the Applications Screening Committee and Evaluation Committees for tenders that proposes EE-projects for financial support by the KEEF and the award of contracts, respectively, to the KEEF management;

- Contributes that public calls for project proposals and tenders for TA services are prepared in line with best standards and practices from the mechanical engineering point of view;
- Participate in bid evaluations for the detailed design and renovation work to ensure that bid conform to the technical specifications in the bidding document.
- Acts as contract manager for services contracts and will review and approve deliverables such as energy audit reports and project detailed design documents and others prepared by external contractors of KEEF;
- Acts as Project Manager in the preparation and the implementation of approved (EE and RES) projects, with an obligation to manage and administer the project from signing the Project Initiation Agreement, through the implementation, supervision to commissioning. Under this responsibility to monitor works implementation (i.e. site visits and checks using the supervision protocol.
- Provides technical support to the KEEF in any technical questions that require a profile of a mechanical engineer and ensures that applicable laws, regulations, standards and norms in the field of mechanical engineering are fully respected;
- 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.
- 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. QUALIFICATION**

- Has professional background in mechanical engineering with achieved level of education which corresponds to completed university studies of at least bachelor degree.
- three (3) years of overall professional work experiences, of which at least two (2) years in energy efficiency project (EEP) development and implementation focused on end-use technologies on heating systems;
- Excellent knowledge of at least one of official languages in Kosovo and Good Working knowledge of English;
- Should be proficient in key computer applications, e.g. Word, Excel, Power Point, have a strong client orientation.

## **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 from the date of signing the contracts to December 31, 2022, with possible extension depending on Project needs and subject to adequate performance.

## 8. RENUMERATION

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 works 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](mailto:prokurimi@fkee-rks.net) address by not later than the closing date/time of **November 15, 2022, 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 (under para D) Qualifications, Experience and Language skills above. Candidate applications that meet such minimum qualification requirements will be shortlisted/evaluated based on the following evaluation criteria:

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|---|------------|
| - General experience                              | 30 points; |
| - Specific experience relevant to the assignments | 70 points; |

**Total: 100 points.**