

TERMS OF REFERENCE

Senior Technical Advisor (Environmental and social specialist)

Ref. no: KEEF/2.14/IC/2022

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 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 architecture 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

- Support KEEF in initiating the implementation of project Environmental and Social (E&S) instruments in line with World Bank requirements
- Coordinate disclosure and informed public consultation of the prepared E&S instruments, as well as, potentially, other stakeholder engagement activities relevant to Project preparation.
- Lead and supervise the KEEF environmental management obligations in all aspects of environmental risk management, including providing guidance to project and site personnel on technical issues, implementation of environmental risk management practice, documentation and quality assurance.

- Ensure environmental and social assessment and management instruments and processes are incorporated into, and reflected in bidding documents and/or contracts.
- Detect and define Vulnerable groups and ensure (by designing adequate mitigation measures and engagement techniques) that project impacts do not fall disproportionately on such groups and that they have equal benefits from all project activities.
- Supervise the design and implementation of Safeguard Related Technical Assistance and studies including environmental baselines, application of simple and practical implementation tools such as checklists, standard operating procedures, codes of practice; and others;
- Lead and supervise the KEEF Teams in the environmental management of civil construction works conducted on the Project and identify gaps, if any, from the requirements of the E&S management instruments and prepare measures to address them.
- Support the preparation and implementation of the Environmental Safeguard Training Programs for the Project, and annual environmental training plans, in coordination with World Bank Task Team, and coordinate with other safeguards capacity building initiatives taking place in Kosovo;
- Provide on-the-job training of environmental and social risk assessment and management skills personnel from the KEEF team, the contractors, supervising engineers and other relevant parties with roles in project design / planning and / or access to / influence on the project sites;
- Provide technical inputs and ensure quality of Environmental and Social Monitoring reports, including timely information on the implementation of relevant E&S management instruments, and status of analytical work;
- Prepare the reporting procedures, implement the process and be responsible for the environmental and social safeguards aspects of the reports;
- Organize and participate in Project-related missions and workshops, and ensure that World Bank recommendations are integrated in the implementation of environmental safeguards and adequately reported;
- Develop a monitoring system of the activities, carry out and update continuously the data base related to the implemented activities to dispose at any time of relevant monitoring information comparable and compatible concerning the problems of social protection on sites.
- Provides response to environmental and social monitoring concerns and findings. Tracks corrective and preventive actions taken in response to internal and external audit/inspection findings.
- Act as project environmental and social representative and social liaison officer to the relevant authorities, World Bank and the public, including communities affected by project
- 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;
- Participate in bid evaluations for the detailed design and renovation work to ensure that bid conform to the technical specifications in the bidding document.
- Screens Project proposals from a technical point of view 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 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.
- 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;
- Contributes that public calls for project proposals and tenders for TA services are prepared in line with best standards and practices from the architecture or civil engineering point of view;
- Represents KEEF in negotiations for the conclusion of the Energy Services Agreement (ESA) with the beneficiaries;
- Provides technical support to the KEEF in any technical questions that require a profile architecture and ensures that applicable laws, regulations, standards and norms in the field of civil engineering & architecture are fully respected;
- 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

- At least bachelor degree in Architecture, environmental/social sciences, engineering, or other relevant disciplines.
- Five (5) years of overall professional work experiences, of which at least three (3) years' Experience with environmental and social policies of the World Bank or other international financial institutions. As addition experience in energy efficiency project (EEP) development and/or implementation focused on energy efficiency retrofits in buildings is advantage;
- 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.
- Full familiarity with legislation and regulations of Kosovo in the field of Energy Performance of Buildings, Construction and Construction Products is considered an advantage;

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, 2023, with possible extension depending on Project needs and 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 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 address by not later than the closing date/time of **December 14, 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:

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

Total: 100 points.