



Montenegro  
Municipality of Bar

***Title of the project:***  
***Improvement of Energy Efficiency through an Inter-Municipal Management Network –***  
**Engagement of Energy Efficiency Expert**

**TENDER REF: 2013/335-263/06**

**Location: Bar, Montenegro**

**TERMS OF REFERENCE FOR SERVICE CONTRACT  
UNDER LOCAL OPEN TENDER PROCEDURE**

**1. BACKGROUND**

Municipalities of Bar, Ulcinj, Budva, Kotor, Tivat and Old Royal Capital Cetinje are the beneficiaries of the EU-funded project “Improvement of Energy Efficiency through an Inter-Municipal Management Network” with the main objective - socio-economic development and environmental protection of the southern region and continual contribution to achieving of "National Indicative Energy Saving Target" as well as "EU 20-20-20 Targets", through establishing of regional energy efficiency structure and energy savings.

This project aims to improve energy efficiency in public sector in southern Montenegrin region, to find and propose best solutions for future investment through inter-municipal cooperation, taking into consideration that capacity building of energy managers in one region which can cause huge positive influences at all other municipalities in Montenegro.

The consortium consists of 6 southern Montenegrin partner municipalities, one non-partner municipality and 3 other associate partners (Ministry of Economy from Montenegro, Energy Cities from France and Goriška Local Energy Agency from Slovenia) offers optimal regional and governance coverage for setting up all necessary preconditions for achieving national and EU targets in energy sectors.

This consortium is going to make strong management structure consisting of energy managers and technical experts, which will act strongly during and after establishing of first Regional Energy Efficiency Agency in Montenegro, with the aim to play main role in regional energy management development.

The Action should encompass six partner municipalities with approximately 165.000 inhabitants, which will directly benefit from the Action as well as other 15 Montenegrin municipalities which will be positively influenced by the Action through establishment of information systems available for all of them.

The whole Action is divided in seven sub-actions which, if properly implemented will provide infrastructure and cause concrete energy savings in the region, providing preconditions for similar savings and energy and costs monitoring and maintenance in whole Montenegro. The sub-actions are as follows:

1. Developing of joint regional energy management structures.
2. Energy audits of public facilities
3. Development of regional database for public lighting system.
4. Defining local energy and energy efficiency policies.
5. Energy refurbishment through realization of 6 pilot projects.
6. Public awareness rising.
7. Capacity building of energy efficiency and implementation of EU funded projects.

With this project action six partner municipalities will fulfil the obligations from the Law on energy efficiency. Namely the Law foresaw that all public bodies must: organize and carry out energy audits of public buildings; establish energy management information system; and adopt programs and plans which allow efficient and sound planning of measures and targets in the field of energy efficiency.

Beside legally binding obligations by implementation of this action all 6 partner municipalities (even other 15 municipalities in Montenegro to some extent) will provide preconditions for implementation of energy saving measures ensuring on that way improvement of public services in various fields. Implementation of the Action will support energy efficiency improvement at all levels, decreasing of costs for energy, boost employment in the region and improve living standard to whole society covered by the Action.

Implementation of the Action will support Montenegrin Government to achieve National Energy Saving Target, fulfilling on that way obligations arising from the Energy Community Treaty and providing basis for negotiations for EU accession process.

## 2. DESCRIPTION OF THE ASSIGNMENT

2.1. Beneficiaries: Municipality of Bar (in partnership with Municipalities of Ulcinj, Budva, Kotor, Tivat and Old Royal Capital Cetinje).

### 2.2. Objectives

Overall Objective: The overall objective of this Action is socio-economic development and environmental protection of the southern region and continual contribution to achieving of National Indicative Energy Saving Target through establishing of regional energy efficiency structure and energy savings.

### 2.2.1. Specific Objectives

The main objectives of this project assignment are:

1. Development of regional information system for energy management and regional information system of public lighting for municipalities.
2. Data collecting and filling in of both information systems with actual data on energy consumption for the period of previous three years.
3. Preparation of the Energy Efficiency Improvement Programs (for three years) as well as annual Energy Efficiency Improvement Plans for all partner municipalities.
4. Preparation of the regional public buildings inventory and catalogue of building stock for southern region.

2.3. The expected results are as follows:

#### **Deliverable 1:**

- Regional information system for energy management in municipalities filled in with data for previous three years.

#### **Deliverable 2:**

- Regional information system for municipal public lighting systems filled in with data for partner municipalities.

#### **Deliverable 3:**

- Energy Efficiency Improvement Programs (for three years) for partner municipalities, according to the Law on Energy Efficiency, and in compliance with 1<sup>st</sup> and 2<sup>nd</sup> National Energy Efficiency Action Plans.

#### **Deliverable 4:**

- Annual Energy Efficiency Improvement Plans for partner municipalities, according to the Law on Energy Efficiency, with recommendation of energy efficiency measures and budget proposals.

#### **Deliverable 5:**

- Regional public buildings inventory and catalogue of buildings for southern region of Montenegro consisted of partner municipalities.

2.4. The requested services are as follows (divided into Tasks):

**Task 1:** Development of regional information system for energy management and regional information system of public lighting for municipalities

- Consultant should develop Regional Information System for Energy Management, which will be available to all Montenegrin municipalities.
- Consultant should develop a brand new Information System for public lighting in municipalities. The Information system should allow monitoring of energy consumption and facilitate maintenance of the system.

**Task 2:** Data collecting and entering in both regional information systems of actual data on energy consumption for the period of previous three years.

- Consultant should perform comprehensive data collection in collaboration with energy managers in all six municipalities. Afterwards consultant is responsible to fill in the Energy Management Information System with actual data on energy consumption for the period of previous three years and for every single consumption point (water and energy) in each public facility in all six municipalities.
- In collaboration with Energy Managers and persons in charge of public lighting systems in municipalities, Consultant is responsible to identify all elements of Public Lighting Systems (PLS) and enter them into the information system developed under Task 1.

**Task 3:** Preparation of the Energy Efficiency Improvement Programs (for three years) and annual Energy Efficiency Improvement Plans for partner municipalities, as it is foreseen by the Energy Efficiency Law.

- According to the Law on Energy Efficiency, consultant is responsible to prepare four Energy Efficiency Improvement Programs (covering three years period) for the partner municipalities which still do not have it. The Programs must be in compliance with the first and second National Energy Efficiency Action Plans (NEEAPs), and all existing legislation and related decisions.
- Furthermore, consultant is responsible to prepare four Energy Efficiency Improvement Plans for the first implementing year of the Programs mentioned in previous paragraph.

**Task 4:** Preparation of the regional public buildings inventory and catalogue of building stock for southern region.

- Based on previous findings, outputs from other actions within the project as well as field visits, consultant should prepare inventory of public buildings in southern Montenegrin Region. Besides the inventory, it is expected from the consultant to prepare catalogue of the building stock, as well, following LEE and rulebooks developed by the Ministry of Economy.

#### **WORK PLAN AND TIMETABLE**

<i><b>Task</b></i>	<i><b>Beginning of Task</b></i>	<i><b>End of Task</b></i>	<i><b>Duration</b></i>
<i><b>Deliverable 1</b></i>	<i>1<sup>st</sup> day after contract signing</i>	<i>60<sup>th</sup> day after contract signing</i>	<i>60 days</i>
<i><b>Deliverable 2</b></i>	<i>1<sup>st</sup> day after contract signing</i>	<i>110<sup>th</sup> day after contract signing</i>	<i>110 days</i>

<i>Deliverable 3</i>	<i>110<sup>th</sup> day after contract signing</i>	<i>170<sup>th</sup> day after contract signing</i>	<i>60 days</i>
<i>Deliverable 4</i>	<i>170<sup>th</sup> day after contract signing</i>	<i>210<sup>th</sup> day after contract signing</i>	<i>40 days</i>
<i>Deliverable 5</i>	<i>210<sup>th</sup> day after contract signing</i>	<i>250<sup>th</sup> day after contract signing</i>	<i>40 days</i>

*The Service provider is requested to perform any activity that is necessary in order to deliver the above mentioned results and to achieve the specific objective of the service contract.*

### 3. EXPERTS PROFILE

#### Energy Efficiency Expert

He/she shall possess

#### **General qualification and experience:**

- To have at least graduate degree in engineering, economy or related field with at least 10 years of postgraduate experience working in energy sector;
- To have at least 5 years of experience working with national energy efficiency and EU legal framework in the field of energy efficiency;
- To have experience in organizing and conducting trainings (at least 3) in the field of energy efficiency-energy management;
- To have excellent understanding of concepts of energy efficiency and energy management
- To be fluent in Montenegrin and English language;
- To have advanced computer literacy: MS Office including Excel and PowerPoint and database applications;

#### **Specific professional experience:**

- To have experience with data processing and development of information systems or similar software applications and tools for municipalities;
- To have experience and good overview of energy efficiency at municipal level in Montenegro and proven experience working with municipalities in the field of energy efficiency;
- To have knowledge and experience in preparation of energy efficiency planning documents and guidelines for municipalities in Montenegro;
- Proven experience working in international or regional organizations in the field of energy efficiency;
- To have very good knowledge about recent legislative developments at EU level, including recently adopted Energy Efficiency Directive (2012/27/EU)
- To have excellent knowledge about Energy Management standard (ISO 50001);
- To be very familiar with 1<sup>st</sup> and 2<sup>nd</sup> National Energy Efficiency Action Plans for Montenegro;

- To have excellent coordination and communication skills, as well as sound time management, good analytical skills;
- To have proven experience working with energy efficiency indicators and statistic data processing;

The contractor is allowed to select additional professionals (if necessary) to properly implement this service contract.

#### 4. DURATION AND LOCATION

##### 4.1. Duration: 8 months

Expected period from signing the contract is defined in the timetable under section 2.4 of this ToR.

The Contracting Authority, can extend if necessary the implementation period.

##### 4.2. Location of assignment: The experts shall work from home, with visits to the municipality of Bar, Ulcinj, Budva, Kotor, Tivat and Cetinje, as well as Ministry of Economy in Podgorica, and as agreed with the Contracting Authority. The Contracting Authority will provide the working space for expert during his/her stay in the municipality.

#### 5. REPORTING

The following reports will have to be prepared:

Reports will be prepared every 4 months and will be submitted to the Project Manager. Reporting has to be in line with the structure provided by the Project Manager and at the beginning of the assignment Contract will receive schedule for monthly based reporting. Also, Contractor is obliged to submit Reports together with submitting deliverables defined in the Section 2.

#### 6. BUDGET

This is global price contract. The available budget is equal to 49.000 euro without VAT. No price revision is allowed.