Project name: "Energy Efficient Regions: Introducing Mechanisms to Increase Energy Saving in Public Buildings and Promoting "Green Energy"

Terms of Reference

Consulting services for development of methodological and analytical materials and organization of information events on energy efficiency, including trainings at educational institutions in Armenia.

1. GENERAL INFORMATION

The Republic of Armenia received financing from the Eurasian Fund for Stabilization and Development (EFSD) toward the cost of the "Energy Efficient Regions: Introducing Mechanisms to Increase Energy Saving in Public Buildings and Promoting "Green Energy" Project"- (hereinafter - Project). The Armenia Renewable Resources and Energy Efficiency Fund (hereinafter - R2E2 Fund, Client) acting as the Project Implementation Unit (PIU) of the Project. The goal of Project is to reduce energy consumption of social and other public facilities. The global environmental objective is to decrease greenhouse gas emissions through the removal of barriers to the implementation of energy efficiency investments in the public sector.

The objective of Project is to improve energy efficiency in public buildings by increasing the level of energy saving in public buildings, promoting the development and formation of infrastructure entities providing energy services, as well as raising awareness among representatives of regional authorities about the effectiveness, principles and mechanisms for attracting energy saving loans.

This Terms of References provides for performing the consulting services for the development of methodological and analytical materials and organization of information events on energy efficiency, including trainings at educational institutions in Armenia.

2. OBJECTIVES

The objective of this Terms of References is to develop methodological and analytical materials on energy efficiency, organize awareness campaigns on energy efficiency and innovative solutions in the field of energy saving technologies and carry out the trainings on the subject of energy efficiency at educational institutions in Armenia.

As a result of the services provided, the level of awareness of representatives of regional administrative bodies regarding the principles and mechanisms of attracting the energy efficiency loans will be raised.

3. SCOPE OF SERVICES

To achieve the established objectives, the Consultant shall do the following tasks:

Task 1. - Develop methodological and analytical materials on energy efficiency (EE), including:

1.1. Develop EE awareness raising materials (200 bookletes (about 10-15 pages, format to be determined by the Consultant) about success stories of R2E2 Fund, EE advantages ettc., including the benefits of energy efficiency and renewable energy measures, actual outputs of the Project, innovations applied while implementing the energy efficiency measures under the Project;

1.2. Prepare and dissiminate a, electronic questionnaire (about 10-15 questions, 1-2 pages) to assess the level of understanding of participants and knowledge they obtained during the awareness raising campaign. The target group (about 200 persons) will be the staff of regional administrative bodies, residents of the regions;

1.3. Develop a training material, methodological plan/manual for trainings in educations institutions.;

1.4.To agree (1) the content of awareness raising materilas, methodological and analytical materials with the Client; (2) the questionnaire; (3) the schedule of trainings with Client;

Task 2. Organize awareness campaigns on energy efficiency and innovative solutions in the field of energy saving technologies

2.1.Conduct EE awareness events (about 10 events) in at least 3 communities/regions (location – Administrative buildings of the community/region);

Task 3. Conduct 10 trainings/events on the subject at educational institutions in Armenia and regional administrative bodies, including:

3.1 Conduct about 10 experimental trainings at the educational institutions . The target group (about 100 persons) will be the students, lecturers, invited experts. A certificate for participation shall be provided to all participants (with 80% participation level).

The Consultant will provide information on the results achieved based on completed tasks in each relevant report. Information on the composition of the report is presented in paragraph Derivebales and approval procedures"

4. DELIVERABLES AND APPROVAL PROCEDURES

Deliverable 1: Consultant's Progress Report 1

Report should include information about developed methodological and analytical materials on energy efficiency, including.

- 200 bookletes about success stories of the R2E2 Fund, EE adantages, benefits if EE and RE measutes, outputs of the Project etc.
- electronic questionnaire (about 10-15 questions, 1-2 pages).
- Training materials.

Submission Deadline for Deliverable 1: 1 month from the date of commencement of Services

Deliverable 2: Consultant's Progress Report 2

Report should include information about organization and conducting of awareness campaigns on energy efficiency and innovative solutions in the field of energy saving technologies in at least communities/regions, including:

- List of participants of events.
- Detailed description of the events, including dates, veniue, number of participants.
- Outputs/results of the awareness campaign.

Submission Deadline for Deliverable 2: 2 months from the date of commencement of Services .

Deliverable 3: Consultant's Progress Report 3

Report should include outputs on trainings/events at educational institutions in Armenia.

- List of participants of trainings/events.
- Number of participants that received certificates.

- Detailed description of the training, including dates, veniue, number of participants, topics of lecturers.

Submission Deadline for Deliverable 3: 4 months from the date commencement of Services .

Deliverable 4: Consultant's Final Report

Final Report should include summary and outputs of Task 1, Task 2 and Task 3. It must contain complete information about the actually implemented events on public awareness under "Development of methodological and analytical materials and organization of information events on energy efficiency, including trainings at educational institutions in Armenia", including all the activities/events/trainings specified in this Terms of Reference, the dates of their implementation, the steps undertaken and the results of these events."

Submission Deadline for Deliverable 4: 1 month since completion and submission of Deliverable 3 .

The overall duration of assignment is **5 months.** The Consultant is free to propose the implementation schedule. The reports must be submitted in Armenian and Russian in paper form (two copies, one in each language) and electronically.

All Reports shall be reviewed and commented by the R2E2 Fund within fourteen days since submission.

BASED ON THE RESULTS OF THE DELIVERABLES, THE CONSULTANT SHALL PREPARE A CERTIFICATE OF ACCEPTANCE OF SERVICES PROVIDED IN ACCORDANCE WITH THE REPORT, WHICH THE PARTIES SHALL SIGN WITHIN 2 (TWO) WORKING DAYS. THE SIGNING OF THE CERTIFICATE OF ACCEPTANCE OF SERVICES RENDERED BY THE PARTIES CONFIRM THE FACT THAT THEY HAVE BEEN COMPLETED BY THE CONSULTANT AND ACCEPTED BY THE CLIENT."

5. CLIENT'S INPUT

The Client will provide the following assistance to the Consultant in the course of his performance of this assignment:

- Provide any Project related information that may be used during the trainings (examples from the energy efficiency measures implemented under the Project);
- Provide the long list of educational institutions interested in the Project and assist in conducting the awareness campaign and trainings in the targeted institutions.

6. QUALIFICATION REQUIREMENTS FOR THE STAFF OF THE CONSULTANT

Qualification requirements for the company:

- Experience in development of methodological documents and training materials (2 similar contracts within last 5 years);
- Experience in conducting training in energy sector (2 similar contracts within last 5 years);
- Experience in development of methodological documents and training materilas in the field of energy efficiency, renewable energy projects;

The Consultant's key staff must be comprised of at least the following specialists::

- Team leader
- Energy efficiency expert (trainer)
- Renewable Energy exeprt (trainer)

The Consultant may also engage non-key/support staff (i.e. project assistance, PR specialist)

Qualification requirements of key staff :

Team leader

- Higher education in energy, engineering or similar sector.
- Experience in organization of trainings, development of training materials (2 similar contracts within last 5 years).
- 3 years experience in managing the contracts of trainings and development of training materials in energy sector (at least 2 contracts).

Energy efficiency expert (trainer)

- Higher education in energy, or engineering.
- Experience in development of trainings, development of training materils in energy efficiency (2 similar contracts within last 5 years).

Renewable Energy expert (trainer)

- Higher education in energy, or engineering.
- Experience in organization of trainings, development of training materials in renewable energy (2 similar contracts).