TERMS OF REFERENCE:
PRE-SELECTION OF POTENTIAL UKRAINIAN EEA CONSULTANTS

1 .Background and overview of the Project	**The European Energy Award (eea)** supports municipalities willing to contribute to sustainable energy policy and urban development through the rational use of energy and increased use of renewables. It is a quality management and certification system for municipalities and regions. It supports local authorities in establishing interdisciplinary planning approaches and implementing effective energy and climate policy measures. The success of the eea is based on 4 pillars: ● Accelerator of national and supranational energy strategies The eea translates national goals effectively into local policy recommendations. These provide guidance for municipalities in allocating their resources to achieve optimum efficiency in their measures. ● For municipalities by municipalities The eea has been continually developed by municipalities and experts on the local level since 1988. Careful consideration of the regional context forms an integral part of the programme. ● Specific activity programmes eea municipalities implement customised activity programmes with a long-term view. Action plans are evaluated and adjusted every 4 years with the assistance of accredited experts. ● International benchmark Municipalities‘ efforts are assessed with regard to their individual scope of action. This allows a comparison of different municipalities and the establishment of an international benchmark. The European Commission for Energy and Transport has recognised the eea as “efficient implementation tool for Sustainable Energy (and Climate) Action Plans (SE(C)APs) in the context of the Covenant of Mayors”. Due to its experience with the eea in other countries, the International Office of the European Energy Award (IOeea) was mandated by Minregion and the State Secretariat of Economic Affairs (SECO, Switzerland) to support the introduction of the eea in Ukraine. In a first step, the three eea pilot cities Lviv, Cherkasy and Sumy were selected. Also, the Association Energy Efficient Cities of Ukraine (EECU) was selected to become the National Office for eea in Ukraine. The two advanced cities Zhytomyr and Vinnitsa, that joined the eea already a few years earlier, will play a mentoring role in the project. Vinnytsia has been awarded with the eea in 2015. This **pre-selection** is launched within *WP1 Management of the EEA and administrative support to members* in order to contribute for implementation of the *Subtask 1.2. Support to existing pre-selected EEA municipalities.* All support to pilot cities shall be provided in accordance with requirements of Quality Manual that will be developed soon. The Quality Manual will describe the guidelines for eea consultants to ensure the best quality of their services. Only accredited eea consultants will be eligible to provide eea-related services to municipalities. The accreditation of consultants shall be performed by the Independent Certification System (ICS) body. EECU will provide trainings on specific topics relevant to eea to the pre-selected consultants. The three eea pilot cities will receive financial support from SECO to cover the costs for eea consultancy services by an international eea consultant and a local consultant in their municipalities. Each pilot city will have the possibility to select their international eea consultant, who will closely work with a local consultant, in a competitive way. The local eea consultants might be selected by international eea-consultants from a pool of pre-selected candidates.

2. Objective of this Pre-Selection	The objective of this pre-selection process is to establish a pool of 10 potential Ukrainian eea consultants. Up to three of them are expected to be invited by international eea consultants to join their team in the tender process for the mandate to provide the eea-related services to the three eea pilot cities. Furthermore, all ten pre-selected consultants will be invited to receive training on the eea from EECU which will form the basis for an accreditation as an eea consultant in Ukraine.

3. Activities, Responsibilities & Scope of Work	In general, the following tasks have to be accomplished by eea consultants: 1. Support in establishing the Working and Core groups (if it no exist); 2. Initial and interim energy assessments of the municipality; 3. Development of the municipality-specific eea activity plans for the next four years; 4. Regular participation in meetings of Core and Working groups within eea (bimonthly, or upon the request); 5. Consultancy on the development and implementation of EE measures specified in the eea activity plans (e.g. based on its experiences from other cities). All activities should be coordinated closely with project Technical Experts under the direct supervision of the EECU and pilot city.
4. Outputs/ Deliverables by eea Consultants	1. Working and core groups are established 2. Report on the initial energy review 3. eea activity plan is developed and ready to be approved by municipality 4. Completed certification documents, once a municipality will have achieved sufficient points in the eea process to become awarded with the eea.
5. Required Profile of the eea Consultants	<u>1. Education</u> • The higher education in Master degree in Management, Public Administration, Engineering, Energy, Climate or relevant fields **is required** • International diploma/certificate in relevant fields would be an asset • National diploma/certificate in relevant fields would be an asset <u>2. Experience</u> • The previous work with or in municipality would be an asset • The previous work in international projects would be an asset • The knowledge of the Covenant of Mayors methodology would be an asset • Recent relevant work experience is required, i.e. candidates who have not worked in relevant fields in last 5 years **will not be considered for evaluation**…; <u>3. Qualifications and skills</u>: • Pre-intermediate level of English **is required** • Excellent command of written and spoken Ukrainian; • Good communication, drafting and presentation skills; • Good facilitation and moderation skills; • Fully computer literate and skilled in the use of the MS Office applications.
6. Required documents and submission procedures	The application of candidates shall consist of: - Motivation letter (why interested in becoming an eea consultant) - CV in English, with full description of - Education - Work experience (with references if possible) - Certification

	- Languages - Copy of certificate / diploma - One reference person (with full contact details). Can be specified in motivation letter. The application shall be submitted **in English only.** Interested candidates must submit their applications by e-mail to Vitaliy Volkov (…) **by 15 November 2018** The evaluation will be done based on requirements to profile of eea consultants stipulated in point 5 during the last week of November. Further information on the eea can be found here: website eea Ukraine, or if not yet available, http://www.european-energy-award.org/home/.

Evaluation criteria

Evaluation criteria for pre-selection of eea Consultants (to be hidden for participants)	<u>1. Education</u> • The higher education in Master degree in Management, Public Administration, Engineering, Energy, Climate or relevant fields **is required**. • International diploma/certificate in relevant fields would be an asset • National diploma/certificate in relevant fields would be an asset (0,5 per cert.) <u>2. Experience</u> • Recent relevant work experience **is required**; candidates who have not worked in relevant fields during the last 5 years will not be considered for evaluation • The previous work **with/in** municipality 1-3 years 1/2 3+ years 2/3 • The previous work in international projects would be an asset (0,5 per project) • The knowledge of the Covenant of Mayors methodology would be an asset (0,5 if involved, 1 if actively worked) <u>3. Qualifications and skills:</u> • Pre-intermediate level of English **is required** • Good facilitation and moderation skills (Providing public speeches/moderating and training experience, 0,5 per training as a trainer) Before the final accreditation as eea consultant will be proposed to the ICS body, an interview will be conducted with each candidate by EECU.	**Max. points** **Essential condition** **2** **1,5** **Essential condition** **2/3** **2,5** **1** **Essential condition** **2**