

TERMS OF REFERENCES FOR THE ENERGY EFFICIENCY ASSOCIATE

Background

The Public Sector Energy Efficiency Project in the amount of EUR 25 million is part of the new four-year Strategy of the International Bank for Reconstruction and Development - World Bank Partnership with the country for the period 2019-2023.

The main objectives of the Project are: (i) reduction of energy consumption in the public sector; and (ii) support for the establishment and operationalization of a sustainable energy efficiency financing mechanism in the public sector.

The project consists of three components:

Component 1. Energy efficiency investments in the public sector (EUR 18 million). Within this component, realization of energy efficient projects and some investments in renewable energy in public buildings (municipal buildings, central government buildings and public lighting) are envisaged. These projects are expected to generate sustainable energy savings and social benefits. This component is divided into three sub-components as follows:

Sub-component 1 (a) - Energy efficiency investments in the municipal sector (EUR 10.5 million). Municipalities will continuously apply with proposals for financing projects for renovation of public buildings and public lighting. The financing of the project will be provided 80% in the form of long-term domestic borrowing and 20% in the form of non-repayable grant funds. The borrowing of the municipality will be realized by concluding a sub-loan agreement between the municipalities participating in the Project and the Ministry of Finance. The energy efficient project should provide minimum technical performance of the renovated buildings (i.e. energy performance certificate of class C or higher) and include a minimum energy saving of 20%. The investment value of the project should be at least € 50,000, but not more than € 750,000, and a maximum return on investment of 12-15 years.

Sub-component 1 (b) Energy efficient investments in central government buildings (EUR 5 million). Some of the public buildings that provide public services at the local level are managed by the central government, including health centers and regional hospitals. Within this component, financing of investments in energy efficiency and renewable energy sources in public buildings of the health sector, which are managed by the central government, is envisaged. This sub-component will support the preparation of energy audits, technical design, renovation of buildings, supervision of the performance of construction works and all services related to these facilities. Within this sub-component, the 36 primary health centers as well as the Institute of Physical Medicine and Rehabilitation in Skopje will be renovated.

Sub-component 1 (c) Provision of technical assistance for investment support (EUR 2.5 million). This sub-component provides technical support for project screening, preparation of detailed energy audits, preparation of technical designs and technical specifications as well as supervision over the execution of construction works for the investments provided in sub-components 1a and 1b.

Component 2. Technical Assistance and Support for the Implementation of the Project (EUR 2 million). Within this component is provided:

1. Providing technical support for the establishment of the Energy Efficiency Fund (EE Fund) which includes: (i) drafting amendments to the legal framework required for the establishment of the EE Fund, including defining its management structure; (ii) developing the Fund's funding modalities, services, target markets, financial projections and fee structure to ensure its sustainability; (iii) development of a detailed organizational structure, management and staffing plans; (iv) development of draft financing

agreements and other legal documents to support the operation of the Fund; (v) development of administrative and operational procedures; (vi) development of a multi-annual business plan; and (vi) preparation of a staffing plan, including tasks for key positions.

2. Preparation of draft bylaws on energy efficiency and providing support for further development of the energy efficiency market.

3. Conduct information campaigns and provide training for energy efficiency market stakeholders to ensure adequate demand for municipal applications, technical competencies and sharing experiences and knowledge from previous similar projects.

4. Strengthen the capacity of the Project Implementation Unit for project management, monitoring and evaluation, including project audits.

Component 3. Start-up capital for the Energy Efficiency Fund (EUR 5 million). In order to ensure the initial functioning of the Energy Efficiency Fund, after its establishment within the Development Bank of North Macedonia (DBNM), this component provides funds for (a) operating costs and marketing activities of the Fund, (b) preparation of energy audits, major projects and technical specifications, technical audit of major projects and technical specifications, performance monitoring, certificates for energy classes and other technical studies, for future energy efficient investments as well as financing of investments in energy efficiency and renewable energy in public buildings.

Objective

The project implementing agency is seeking the recruitment of an *Energy Efficiency Associate* that will support the operationalization of the Energy Efficiency Fund. In particular, the objective of this assignment is to provide hands on support to the Ministry of Economy to support the establishment and operationalization of the EE Fund within the framework of the Public Sector Energy Efficiency Project.

Scope of Services

The following specific tasks will be carried out by *Economy and Procurement Associate*:

1. Assisting the consulting firm that will support the establishment of the EE fund under component 3 in obtaining the necessary documents during its Inception mission and in identifying the barriers to EE financing based on the lessons from completed EE projects.
2. Assisting the Ministry of Economy to establish a working group with various stakeholders for the development and adoption of the DBNM's regulatory framework for establishment and operationalization of the EE Fund.
3. Maintain regular communication and exchange of information with the working group and all stakeholders involved in the process of development and adoption of the DBNM's regulatory framework for the EE Fund.
4. Assisting the Ministry of Economy during organization of consultative meetings and workshops with various stakeholders (such as DBNM, key government agencies (e.g., Ministries of Finance, Economy, Local Self Government), municipalities, private sector, civil society and donors, amongst others) during drafting of the regulatory framework and necessary amendments to the legislation to enable DBNM to manage the EE Fund.
5. Assisting the Ministry of Economy in the process of submission to the Government of draft DBNM's regulatory and legal changes including alignment of draft amendments with the Secretariat for Legislation.

6. Assisting the Ministry of Economy during preparation of any information to the Government in relation with the Report summarizing the recommended governance structure of the Fund, management, and staffing needs and arrangements
7. Assisting the Ministry of Economy in the process of development and adoption of secondary legislation arising from the Law on Energy Efficiency.
8. Assisting the Ministry of Economy and the main consultant in the process of organization of trainings and other events for the core team of the EE Fund in order to ensure recruitment of high quality and proactive staff that are able to successfully start-up and operate the EE Fund.
9. Execute any other tasks reasonably required by the Head of the Energy Department within the Ministry of Economy.

Required qualifications

- University Degree in relevant field including Energy, Mechanical or Electrical Engineering.
- Minimum three years of working experience in the energy sector.
- Experience in the public sector is an advantage.
- Good understanding of collaboration with government institutions including local self-government (municipalities) and international financial institutions.
- Good communication and social skills.
- Computer skills (Word, Excel, PowerPoint).
- Knowledge of Macedonian and English languages.

Working conditions

The Associate will be stationed in the Ministry of Economy premises in Skopje.

Outputs

The major output of the work will be satisfactory, professionally conducted support to the Energy Department of the Ministry of economy.

The consultant will be offered opportunities to attend relevant trainings available during the term of the contract.

Duration

The initial Contract shall be concluded for one (1) year and will be subject for possible extension, based on the annual performance evaluation and the needs of EE Fund establishment and operationalization, but not to exceed the duration of the Public Sector Energy Efficiency Project (September 2025).

Reporting

The Associate will work full-time for the Ministry of Economy supporting the Energy Department. The Associate will report to the Head of Energy Department on the day-to-day activities. He/she will submit monthly reports to the PIU describing the performed activities during the reporting period. The PIU will make payments against the reports on monthly basis.