

Call for Service: Institutional Expert

FSM-2024-07-09

Solidarity Fund PL in Georgia is looking for a qualified institutional expert to support Chokhatauri Municipality and the project team in developing at least 2 (two) mechanisms for calculating and reinvesting savings from energy-efficient solutions.

Service Requested:

Institutional expert advice and expertise.

1. Background Information

"Chokhatauri Municipality Towards a Sustainable Energy Future" is an EU-funded project that SFPL in Georgia is implementing with Chokhatauri LSG and a local partner.

The project is based on two priorities identified among local stakeholders: (1) improvement of the local infrastructure and services of the LSG in order to enhance the residential comfort level and investment attractiveness of Chokhatauri; (2) promotion of the public participation, inclusive decision-making and consultative processes to achieve higher quality and accountability of the municipal services.

Under the overall objective to improve the local ecosystem for an increased share of renewable energy sources (RES) and energy-efficient (EE) packages cross-sectorally, Chokatauri LSG aims to strengthen the local infrastructure, housing, and investment environment, which would lead (in a long-term) to development of an incentive policy for RES/EE with an active role of the local self-government and the involvement of business and civic sectors. In the project lifecycle, Chokhatauri LSG intends to modernize seven (7) kindergartens by applying "optimal" EE packages that would entail (i) Thermal insulation of the ceiling/walls/floors; (ii) Replacement of the existing inefficient woodstoves with EE stoves; (iii) Installation of the on-grid solar mini-PV system; (iv) Replacement of inefficient indoor lighting system with LEDs or (v) other EE measures, depending on the building envelope. Furthermore, the LSG wants to disseminate the possible benefits of the EE/RES to the broader public via grant schemes and awareness-raising campaigns that portray EE/RES as a practical measure for both energy & money saving and comfort level upgrade. The last component strives to develop a systemic solution for other low-income LSGs that create a saving generation mechanism for LSGs heavily dependent on the money transfers from the central budget.



Solidarity Fund PL
in Georgia

result-oriented cooperation and decision-making are all shared principles among all applicants. It is worth mentioning that the expected results will have a positive, long-term impact on the Chokhatauri LSG by improving the quality of services provided for residents and thus reflected in increased accountability of the LSG.

2. The tasks under planned assignment are as follows:

2.1. Development of tools for calculating and reinvesting savings from energy efficient (EE) solutions. (2 different mechanisms to be developed)

- Ensure data collection from Georgian LSGs who have commissioned energy audits and/or have experience in implementing EE solutions, thereby generating savings in the municipal budgets. Specifically what type of EE solutions are implemented in different municipalities and how much energy and monetary savings are generated;
- Together with the project team plan and participate in multilateral format discussions with line ministries (Ministry of Finance, Ministry of Infrastructure and Regional Development, Ministry of Economy and Sustainable Development), Georgian Finance Institutions and institutions specializing in public buildings energy auditing;

2.2. Develop a Standard Operating Procedure (SOP) to use available financial instruments for energy savings re-investments across Georgia

- Participate in multilateral format discussions to develop a portfolio of available financial instruments modalities for savings re-investment;
- Present SOP for 15 low-income LSGs, and best saving and reinvesting mechanisms during a regional conference dedicated to EE/RES savings and reinvesting potential;

3. Duration of the assignment:

From August 20th, 2024 until June 30th, 2025.

4. Place(s) of assignment:

Chokhatauri municipality, Georgia;
Tbilisi, Georgia.

5. Minimum Requirements

Professional requirements:



Solidarity Fund PL
in Georgia

- Previous experience in conducting or analyzing energy audits.
- Previous experience in developing tools for financial calculations, particularly in the context of energy savings and reinvestment.
- Experience in engaging with governmental ministries and public sector stakeholders.

The following types of experience will be considered as an asset:

- Previous experience in working with CSOs, NGOs and international organizations;
- Familiarity with public finance, particularly at the municipal level;
- Knowledge of existing tools for financial calculations and reinvesting savings on the international level

Education/academic background:

- Master's or PhD in Energy Engineering, Environmental Engineering, Finance, Economics, Public Administration, or a related field.
- Good working knowledge of the English language.
- Additional certificates in energy auditing and financial analysis would be an asset.

If an applicant does not meet the minimum requirement, he or she will not be evaluated based on the p.6 (below) – “Criteria for selection of the Applicant”

6. Criteria for selection of the Applicant (max. 100 points) for a shortlisted applicant

a) Experience (50 points)

- Experience participating in at least 5 projects funded by international donors in the field of energy efficiency.



Solidarity Fund PL
in Georgia

- Every implemented energy efficiency project is worth 4 points. (20 points max.)
 - o Proven track record in developing financial tools and models for calculating and reinvesting energy savings.
- Every developed tool/mechanism/model is worth 4 points. (20 points max.)
 - o Experience working with local governments, ministries and finance institutions. (10 points max.)

Whereas:

- o Working with only one structure – 2 points
- o Working with two different structures - 5 points
- o Working with three and more different structures - 10 points

b) **Price** (30) points

Economically advantageous offer.

The formula for the calculation of price points:

$$P = P_{min} / P_{of} \times 30 \text{ points}$$

P_{min} – the lowest proposed price

P_{of} – the price presented in the offer under consideration

P – the number of points assigned to the considered proposal based on the value criterion. It is rounded up to a whole number

c) **Availability** (20 points)

Availability to hold 20 in-person or online consultations until the end of the service contract (10 points)

Timely responsiveness to email communications and adherence to project deadlines throughout the contract (10 points)

7. **Maximum payment rate and information about price**

There are 20 consultations planned in total. 15 consultations are planned during the year 2024 and 5 consultations are planned in 2025. The maximum price for the remuneration for each consultation can be 250 EUR (Gross) - EUR 5,000 (Gross) in total.

8. **SUBMISSION**

The application must be submitted by the 6th of August 2024 at 18:00 Georgia time to the address: georgiarep@solidarityfund.pl



**Solidarity Fund PL
in Georgia**

9. Information on the outcome of the procedure will be sent to the e-mail address indicated by the applicant and will be published on Solidarity Fund PL_GEO Facebook:

<https://www.facebook.com/solidarityfund.ge>

10. Please be advised that by submitting an application you agree to share the content of the application with other applicants who could submit an appropriate request to the SFPL (except for personal data, which will be anonymized).

11. Solidarity Fund PL, provides equal opportunity and fair and equitable treatment in employment to all people without regard to race, color, religion, sex, national origin, age, disability, political affiliation, marital status, protected genetic information, or sexual orientation.

12. Please be advised that the administrator of personal data contained in the submitted applications is the Solidarity Fund PL with headquarters in Warsaw, ul. Mysłowicka 4, 01-612 Warsaw. The data will be processed on the basis of art. 6 clause 1 point. c of the Polish law on personal data protection for the purpose related to public procurement procedure. You have the right to access the personal data provided, the right to rectify personal data and the right to request the administrator to limit the processing of personal data, subject to the cases referred to in art. 18 clause 2 of the law. You have the right to lodge a complaint with the President of the Office for Personal Data Protection. Please be advised that Solidarity Fund PL has appointed a personal data protection inspector who can be contacted at: iod@solidarityfund.pl



**Solidarity Fund PL
in Georgia**



**Solidarity Fund PL
in Georgia**