Request for Proposals

Technical Expertise in Energy Efficiency in the Construction and Renovation Sector in the Western Balkan region

1. About RECONOMY Program

RECONOMY is a program funded by the Swedish International Development Cooperation Agency (Sida) and implemented by Helvetas Swiss Intercooperation in collaboration with partners, in two regions - Eastern Partnership (Armenia, Azerbaijan, Georgia, Ukraine, Moldova), and Western Balkans (Kosovo, North Macedonia, Albania, Montenegro, Serbia, and Bosnia and Herzegovina).

The program was launched in 2020 with the inception phase that ended for the Eastern Partnership countries in December 2022 and in March 2023 for the Western Balkans. The main phase is foreseen for four years, which started in January 2023 and will last till the end of December 2026.

The main goal of RECONOMY is to enable women and youth, including the most disadvantaged and excluded, to benefit from economic opportunities by increasing their income and taking up decent and green jobs, inclusively and sustainably. To achieve the main goal, RECONOMY works along three workstreams: services, competencies, and influences.

- When businesses embrace the new or better **services** facilitated by RECONOMY, it is expected that their investment and growth would increase as a result, making the private sector more competitive. These changes on the demand side, however, are insufficient.
- **Competencies** of the labour force are required, as is the ability to join companies or launch one's own economic endeavours. These come from inclusive, affordable, and demand-driven skills and intermediation services and support systems, leading to the employability and mobility of women and youth.
- Further, businesses benefit from an enabling environment that is tailored to their industry or company, as it **influences** their productivity and spurs them to do business in a better way.

2. Requirements

2.1 Technical Requirements

Technical Requirements should consider **Terms of Reference for "Technical Expertise in Energy Efficiency in the Construction and Renovation Sector in the Western Balkan region",** and other provisions to this Request.

2.2 General Terms and Conditions

By submitting the proposals, the applicants confirm acceptance of **HELVETAS General Terms and Conditions of Business**. Please refer to Annex 3.

2.3. Language/s: ENGLISH

3. Eligibility for participation

3.1 Eligible Applicants

Participation is open to all individuals who are qualified and experienced **in providing technical expertise and mentoring in Energy Efficiency in the Construction and Renovation Sector.**

Helvetas is committed to diversity and inclusion within its workforce and encourages qualified candidates of all genders, backgrounds, and abilities to apply. All engagement is decided on the basis of qualifications, competence, integrity, and organizational need.

3.2 Exclusion Criteria from participation

Applicants shall be excluded from taking part in the procurement procedure if they meet at least one of the Exclusion Criteria described in Annex 1.

Applicants must certify on honour in their Proposals that they are not in any of the situations described in Annex 1 - Exclusion Criteria. Please use the template provided in Annex 2.

4. Selection Criteria

The eligible applicants meeting the following qualifications are invited to submit a proposal:

- Minimum of 7 years of technical expertise and professional experience in Energy Efficiency in the Construction and Renovation Sector, including certifications, standards, and emerging green technologies.
- Demonstrated professional experience in Western Balkan countries in the sector, with a strong knowledge of regional dynamics.
- Comprehensive knowledge of EU acquis on energy efficiency and renewable energy.
- Proven track record of providing technical backstopping and mentoring to program teams or organizations in a similar capacity. (*Please provide at least two examples from the past five years).*
- Strong written and verbal communication skills, including effectively reviewing and refining technical documents.

The following additional qualifications are preferred:

- Familiarity with the socio-economic challenges of youth, women, and disadvantaged groups in the Western Balkan countries. Sensitivity to the cultural and political context in the region, ensuring that advice is relevant and tailored to the local context.
- Proven experience with Market System Development projects and programs.
- Established network of contacts with key stakeholders, including government bodies, industry actors, and academic institutions in the WB region.
- Experience in working with Green Building Councils (GBCs) and/or knowledge of GBC activities or similar entities, with the ability to apply this expertise to strengthen the capacity and functionality of newly established GBCs in the Western Balkan region.
- Working experience with SIDA-funded development projects.

5. Application Procedure

5.1 Documents to be submitted:

Proposals should include the following documents:

- Curriculum vitae of the applicant highlighting relevant skills, experiences, and qualifications.
- Cover letter maximum 1 page explaining the key approach, key assumptions, and expected challenges for the assignment.
- At least 3 references from previous clients or programs.
- Financial offer – daily fee rate requested in CHF, tax included.
- Certification on Honour, (Annex 2)

Note: All the above-listed documents are mandatory for submission. If any of these documents are not presented, the proposal will not be qualified for the evaluation process.

5.2 Submission of Proposals

Proposals should be delivered to ***reconomyprocurement@helvetas.org***, with the subject line " Technical expertise in EE in the Construction and Renovation Sector in WB", by **12 February 2025.**

6. Evaluation

Proposals shall be evaluated on the basis of their completeness, compliance, and responsiveness to the Terms of Reference and other provisions of this Request for Proposals.

6.1 Awarding Criteria

Proposals shall be evaluated based on the ***Best price – Quality ratio*** criteria as follows:

A. Quality of Qualification - 70%
B: Financial offer – 30%

6.2 Evaluation Grid

	A. Qualification Evaluation Criteria	**Max Points (70)**
A1	Proven experience and expertise in Energy Efficiency in the Construction and Renovation Sector, including certifications, standards, and emerging green technologies.	20
A2	Comprehensive knowledge of EU acquis on energy efficiency and renewable energy.	10
A3	Demonstrated professional experience in Western Balkan countries in the sector, with a strong knowledge of regional dynamics.	15
A4	Strong written and verbal communication skills, including effectively reviewing and refining technical documents.	5
A5	Familiarity with the socio-economic challenges of youth, women, and disadvantaged groups in the Western Balkan countries. Sensitivity to the cultural and political context in the region, ensuring that advice is relevant and tailored to the local context. Proven experience with Market System Development projects and programs.	20

	Established network of contacts with key stakeholders, including government bodies, industry actors, and academic institutions in the WB region. Experience in working with Green Building Councils (GBCs) and/or knowledge of GBC activities or similar entities, with the ability to apply this expertise to strengthen the capacity and functionality of newly established GBCs in WB region. Working experience with SIDA-funded development projects.	
B. Financial Proposal Evaluation Criteria		**Max Points (30)**
B1	The financial proposal is well-aligned with the international rates	10
B2	To what extent the quality of qualifications corresponds to the financial proposal	20

7. Confidentiality

RECONOMY acknowledges that the information received from Applicants under this Request of Proposals may be of a confidential nature. RECONOMY shall use the same degree of care with Applicant's confidential information as it uses to protect its own confidential information.

8. Further Information

Any clarifications with respect to this Request for Proposals shall be sent to the email address presented here in above no later than 5 working days before the closing date for submissions.
The applicants can expect to receive information about the decision on their proposals by 15 March 2025 at the latest.