



Simplified tender dossiers for service tender

A. INFORMATION ON SUBMISSION OF THE TENDERS

1. Publication reference:	1/2023
2. Project Title:	“Promoting innovative practices and tools to reduce carbon emission and to improve energy efficiency in Kavaja municipality”
3. Subject of the contract:	Expert for development of SECAP (Sustainable Energy and Climate Action Plan)
4. Contracting Authority:	Environmental and Territorial Management Institute
5. Maximum Budget:	Maximum budget available 8000 Euro
6. Deadline for application:	27.02.2023

7. Contract description/technical specification

The scope of the assignment is preparation of the SECAP (Sustainable Energy and Climate Action Plan). The SECAP will be used from the Municipality of Kavaja to be part of Covenant of Mayors, which is mandatory for local authorities to set up carbon free agendas.

The expert will contribute to the preparation of **the Sustainable Energy and Climate Plan (SECAP). The Expert will be responsible for:**

- **Baseline data:** Collect the activity data about energy, waste, agriculture, and transport for 2020, 2021, 2022. In case the data are prepared and collected from previous projects, the consultant must make the quality control of the data by revising and updating them according to the SECAP format.
- Participate in regular meetings and communicate regularly with local staff in the municipality for baseline data collection.
- Establish the database according to the “Covenant of Mayors’ protocol and communicate the baseline data to the municipality staff.
- **Preparing the Sustainable Energy and Climate Plan (SECAP)** in accordance with Covenant of Mayors.
- **Capacity building of the staff of the municipality** responsible for energy management about monitoring and implementation of SECAP.



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8. Selection Criteria

The following selection criteria will be applied to candidates:

Qualifications and skills

- University degree in in engineering, economics, physics, or other relevant fields (diploma on the academic achievements).
- Good managing and coordination skills and high sense of responsibility.
- Good computer skills, knowledge of Excel and Word.
- English language skills (any kind of language certification).

General Work Experience indicating the required qualification as the following:

- At least 8 years of general work experience.

Specific Work Experience indicating the required qualification as the following:

- At least 5 years working in Climate Change mitigation with a strong focus on GHG development tools, monitoring particularly at city level;
- Experience of assisting or development of GHG tool and be familiarize with Global Protocol for Community Scale GHG emissions inventories V1.1 and/or Global Covenant of Mayors for Climate and Energy Common Reporting Framework;
- The consultant must be licensed as Energy Manager from the relevant institutions in Albania.

One expert will be contracted. This application is open only to physical person/natural persons. Legal persons (companies or NGO) are not allowed to apply for this contract.

9. Award criteria

The best price-quality ratio is established by weighing technical quality against price on an 80/20 basis.

10. Application procedure

Offers, all correspondence and documents related to the tender exchanged by the tenderer and the contracting authority must be written in English.

The tender must comprise a **technical offer** and a **financial offer**, which must be submitted through specific electronic post mail messages.

a) Technical offer

The applicant must send the technical offer that is composed by the following documents:

- Legal Entity File (LEF) – Template given by the Contracting Authority.
- CV of the Applicant.
- Copy of Diplomas, Certificates, Letter of References supporting the experience and qualifications declared on the CV.
- Copy of ID documents.
- Organization and methodology according o the format given by the Contracting Authority.



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b) Financial offer

The financial offer must be presented as an amount in Euro and must be submitted using the template Financial Offer as given by the Contracting Authority in which the invited Applicants will specify the Daily Fee they offer.

11. Submission of tenders

Tenders must be sent to the contracting authority within the deadline specified at point 6 of this document. They must include the requested documents in clause 10 above and be sent:

- in separate **PDF files** (duly identified as technical offer and financial offer), to the email address: info@etmi-al.org , with the subject **Technical offer name of the company** and the second email named **Financial offer name of the company**.

Applications submitted by any other means will not be considered. Submission of the tender should be made within the deadline specified in point 6 of this document.

12. Evaluation of tenders

The tenders will be evaluated on the basis of conformity with the requirements of this tender dossier and procedure. A technical and financial evaluation will be performed by the evaluation committee on the technical and financial admissibility of tenders.

Evaluation Grid for the technical score is specified as follows:

	Maximum
Qualifications and skills	30
General professional experience	30
Specific professional experience	40
Overall total score	100

13. Notification of award

The contracting authority will inform all tenderers simultaneously and individually of the award decision.

14. Other

For more information the applicants may consult the Terms of Reference attached to this tender procedure.



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