



Terms of Reference (ToRs)

Expert for development of SECAP (Sustainable Energy and Climate Action Plan)

Project: “Promoting innovative practices and tools to reduce carbon emission and to improve energy efficiency in Kavaja Municipality”

Reference number: 1/2023

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1. BACKGROUND INFORMATION

1.1. Partner country

Republic of Albania

1.2. Contracting authority

Environmental and Territorial Management Institute on behalf of the “Promoting innovative practices and tools to reduce carbon emission and to improve energy efficiency in Kavaja Municipality” Project.



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1.3. Country background

The path towards climate change (CC) mitigation and adaptation is still a huge challenge for local and central governments to achieve. The 2021 EC Progress Report underlines the limited alignment with EU acquis, and points to the importance for Albania to raise its 2030 targets in line with the EU target plans (the need for a “national climate change strategy consistent with the EU 2030 climate and energy targets” and a “National Energy and Climate Plan in line with Energy Community recommendation”). The local authorities are lacking human and financial capacities to address CC adaptation and mitigation. In addition to the mitigation challenges, Albania also faces severe climate events such as floods, droughts, and landslides.

The need for CC adaptation policy and actions has been specified by the 2021 EC Progress Report recognizing that a ‘more strategic approach’ to addressing CC is required given that ‘progress has been limited’ in this regard stressing that ‘preparations in climate change remain at a very early stage’. The consequences of climate related events at local level have had a tremendous impact on the national economy and local communities. The Green Agenda for WB address the need for building climate resilience, climate proofing investments to reduce the impact to CC.

Environmental and Territorial Management Institute (ETMI) have an ongoing project in the Kavaja Municipality with the purpose to decarbonize the city through establishing a data base about the energy consumption from each sector. ETMI has already collected information about the energy consumption in the public and residential sector, commercial, agriculture. From the data, it shows that the energy consumption mainly in public buildings managed by the municipality is increasing. Through the project, is already identified some buildings that have a **higher energy consumption** comparing with other buildings. Based on the data collected and figures, ETMI in collaboration with the Kavaja Municipality have selected to choose for investment the secondary school "Charles Telford Erickson". Furthermore, the projects, aims to engage several target groups in the project starting from young generation, young people/farmers living in rural areas, and accommodation industry (hotels).

The projects address the **global objectives of the call for proposals** to support the development potential of municipalities and improve environmental and socio-economic conditions in the local communities in Albania. **The project aims to localize Green Agenda through application of “quick-in investments”** and engagement of local communities in this process. The project main objectives are to: Reduce the carbon emission at local level through “quick-in investments”, Empowerment and Engagement of local communities in green energy and climate resilience activities.

1.4. Current situation in the sector

The primary purpose of the project is to develop and install a grid connected 26 kWp PV solar power system and 28 LED lamps in the Agro business school "Charles Telford Erickson" - Kavaja Municipality, to enhance energy efficiency of the school, increase savings and at the same time boost alternative renewable energy resources application. ETMI has already conducted high quality data collection about the energy consumption in the public and residential sector, commercial and agriculture by compiling quantitative data in clearly labelled database. According to the data collected for the year 2019 the electricity consumption of all public buildings (schools, kindergartens, theatre, etc) was **1,769,568 kwh**, during 2020 it was **1,374,701 kwh** and 2021, it was **1,954,215 kwh**.

The selection of the secondary school “Charles Telford Erickson” was made based on high energy consumption of the school. According to the collected data, the electricity consumption **for the year 2019 was 32437 kwh, for the year 2020 it was 20799 kwh and for year 2021, it was 23762 kwh**. With the push towards sustainability and the need to reduce greenhouse gases, solar energy installations on the chosen school are worth the investment.





1.5. Related programmes and other donor activities

ETMI have already working closely with municipality of Kavaja in establishing a unified database about energy consumption in public buildings. These data are collected in the frame of the previous project “Monitoring environmental performance in three municipalities in Albania through data digitalization” funded from **Sweden Embassy in Albania**.

2. PROJECT OBJECTIVES, PURPOSE & EXPECTED RESULTS

2.1. Overall objective

The overall objective of the project is to localize Green Agenda through application of “**quick-in investments**” and engagement of local communities in this process.

2.2. Purpose

Throughout its lifetime, the project will aim at achieving the following specific objectives:

- **Reducing the carbon emission at local level through “quick-in investments”**
- **Empowerment and Engagement of local communities in green energy and climate resilience activities.**

2.3. Results to be achieved by the project

In a more measurable terms, results to be achieved by the project are:

- **1 Sustainable Energy and Climate Action Plan (SECAP)** for Kavaja Municipality for 2022-2030 is prepared and presented at the Municipal Council Council.
- **5 representatives of Kavaja municipality** trained on SECAP and its implementation.
- **26 kwp solar panel** systems and **28 LED lamps** installed at the Charles Telford Erickson School of Agribusiness.
- **90% of electricity** consumption reduced.
- **140 students** and **30 teachers** benefit from the investment in the school.
- **20 students from school, 5 representatives from hotels and 10 young farmers** are informed about energy efficiency, renewable energy and sustainable agriculture.

3. ASSUMPTIONS & RISKS

3.1. Assumptions underlying the project

Key assumptions of the project are:

- Initial consultations with stakeholders such as Municipality representatives and School in Golem show willingness to support the proposed action by participating in the envisaged activities where their input and collaboration is required.
- Farmers/ business in Kavaja municipality expressed high willingness to participate in the proposed action.





3.2. Risks

Key risks facing the project implementation include:

Risk	Likelihood	Mitigation Measures
Inability to identify the desired number of participants for the project	Low	ETMI will monitor the interest of the target group to participate from the beginning and will adjust the promotion and outreach efforts accordingly to ensure the participation of the key target group
Inability to carry out capacity building trainings	Low	ETMI has highly experienced expert trainers within their staff, who will design and conduct the capacity building trainings. However, if unforeseen circumstances prevent us from engaging our own trainers, we will call upon our vast network of partners to immediately seek and engage qualified expert trainers.
Lack of willingness of local and central government authorities to adopt the best practices that result from the proposed action	low	As the proposed action builds upon and complements the efforts of respective government institutions and grassroots, as well as the fact that such institutions and their respective officials have been already consulted and committed to support the implementation of the proposed, we believe this risk can be mitigated significantly. Furthermore there is a partnership agreement between municipality and ETMI
COVID-19	Medium	The ETMI will regularly monitor the COVID-19 progress in the country. In case the COVID-19 might appear again the seminars will be organized in smaller groups and the distance between students will be kept.

4. SCOPE OF THE ASSIGNMENT

4.1. General

4.1.1. Project description

ETMI have already working closely with municipality of Kavaja in establishing a unified database about energy consumption in public buildings. These data are collected in the frame of the previous project “Monitoring environmental performance in three municipalities in Albania through data digitalization” funded from Sweden Embassy in Albania. The project was a real success for the municipalities to understand the real consumption of the electricity in their territories. According to the data collected for the year 2019 the electricity consumption of all public buildings (schools, kindergartens, theatre, etc) was **1,769,568 kwh**, during 2020 it was **1,374,701 kwh** and 2021, it was **1,954,215 kwh**.

As it is seen from the data there is an increase of electricity consumption in the municipality. The increase electricity directly impacts the increase of taxes for the local communities and high releasing of carbon emissions. More in particular for the target school we are considering for investment, the electricity consumption for last three years was **32437 kwh**, **20799 kwh** and **23762 kwh**. If translate such consumptions in tariffs, there are **454 321 ALL/year**. There is a high consumption and money for the electricity for the school. In addition, through are project we have identified that the capacities of specialist dealing with energy in the municipality is low, which needs further support to increase their capacities to manage the energy at local level.

Currently, the municipality **does not have any climate and energy plan** which supports the green development during next 5-10 years. During our project we intent to create the SECAP (Sustainable Energy and Climate Plan) which will propose actions for sustainable development of the municipality





in next 10 years. From our previous project, we have collected the electricity consumption in the municipality and identify pilot projects for interventions as is the PV solar project. Through this project we aim **to develop a SECAP plan** which shows the real impact of the intervention at local level and through it the municipality can monitor the electricity consumption and Greenhouse gas emissions.

4.1.2. Geographical area to be covered

Project targeted area will be **Kavaja Municipality**.

4.1.3. Target groups

The project aims to target several target groups, but mainly preference will be given to youth people/students in the elementary school and youth farmers living in rural areas.

The main target groups of the project are:

- **5 Experts working in the municipality.** People working in the municipality currently, have weak capacities in terms of climate and energy management. After the project they will be able to implement the SECAP.
- **20 Youth people in the school.** Youth people have medium-low awareness on the application of renewable energy in agriculture, etc. After they will be able to initiate projects related with RES.
- **10 Rural farmers (mainly women working in agriculture).** Youth people have medium-low awareness on the application of renewable energy in agriculture, etc. After they will be able to initiate projects related with RES.
- **5 Businesses/hotels** (here will be targeting women as well) to be engaged throughout the project. Lack of information about the benefits of using RES and EE in their business. After they will be able to initiate projects related with RES.

4.2. Specific work for this assignment

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.

4.3. Assignment management

4.3.1. Responsible body

Environmental and Territorial Management Institute.

4.3.2. Management structure

Decision-making process is regulated by Contracting Authority.

4.3.3. Facilities to be provided by the contracting authority and/or other parties

N/A



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5. LOGISTICS AND TIMING OF THE ASIGNMENT

5.1. Location

The Expert will be located in Tirana and serve in the project targeted area (Kavaja Municipality).

5.2. Start date & period of implementation

The assignment will start in 01/03/2023 until 10/06/2023.

In total there are foreseen 80 working days.

6. REQUIREMENTS FOR THE ASIGNMENT

6.1. Staff

6.1.1. Key expert

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.

6.1.2. Non-key experts

N/A

7. REPORTS

7.1. Reporting requirements

Main deliverables of the assignment include the following:

	Deliverables	Schedule
1	Collect the activity data about energy, waste, agriculture, and transport for 2020, 2021, 2022.	1 month after signing the contract





2	Quality control of the data by revising and updating them according to the SECAP format.	Second month
3	Preparing the Sustainable Energy and Climate Plan (SECAP) in accordance with Covenant of Mayors.	Third month
4	Capacity building of the staff of the municipality responsible for energy management about monitoring and implementation of SECAP.	Fourth month

7.2. Submission & approval of reports

A **SECAP (Sustainable Energy and Climate Action Plan)** prepared and presented at the Municipal Council.

8. MONITORING AND EVALUATION

8.1. Definition of indicators

Main deliverables of the assignment with indicators include the following:

Preparation of the **SECAP (Sustainable Energy and Climate Action Plan)** and realization of **3 (three) days training** of local municipal representative authorities about SECAP and its implementation.

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