

INVITATION FOR EXPRESSION OF INTEREST

Country:	Ukraine
Sector:	Energy efficiency in public buildings
Project title:	Ukraine Higher Education Project - Support to Project Implementation Unit at Dragomanov National Pedagogical University, Kiev, Ukraine
Contract type:	Consulting services
Issue date:	16 November 2018
Closing Date:	14 December 2018; 12:00 hrs Finnish time

Project Description: The overall objective of the Ukraine Higher Education project is to reduce the running costs of participating state higher education institutions, and to improve the quality of teaching, learning and academic research facilities. The Energy Efficiency Component includes energy efficiency investments aiming at the refurbishment of existing teaching, research and supporting facilities in the participating universities to improve their energy efficiency. The energy efficiency investments will include improvements to building envelope, heating and ventilation, hot water systems as well as lighting and electric installations. Moreover, the refurbishment of heat supply systems, including installation of modern boilers, individual heat substations and metering devices is foreseen. As part of the renovation of local district heating networks, the project will explore opportunities to introduce renewable energy sources. In addition to energy efficiency measures, the project foresees the implementation of certain non-energy efficiency measures as well. Dragomanov National Pedagogical University in Kiev is one of the sub-projects selected for implementation under the Phase I of the Ukraine Higher Education Project (the Project).

Assignment Description: NEFCO wishes to engage a suitably qualified consulting company (the "Consultant") in May 2019 (expected) to support the Project Implementation Unit (PIU) at Dragomanov National Pedagogical University in Kiev, Ukraine.

The overall objective of the assignment is to facilitate the timely and effective implementation of the Project by:

- Supporting the PIU in capacity building for project development, implementation and documenting all PIU operating procedures and systems;
- Assisting the PIU with project preparation, including the drafting and updating of the Project Implementation Plan (PIP) inclusive of project budget, procurement plan (Design and Build) and project risk matrix;
- Assisting the PIU with design review and finalisation, drafting the technical specifications and Employer's Requirements for the tender documents, as appropriate. Advising the PIU on best industry practices and innovations for use in the design solutions;
- Supporting the PIU in the preparation and carrying out the procurement of goods, works and services;
- Supporting the PIU with contract administration and performing the supervision of works;
- Assisting the PIU and the University in communication with NEFCO and NEFCO's Project Management Consultant (PMC), and in submitting for PMC's review and verification for NEFCO's "no-objection" the tender documents and amendments thereto, contract award recommendations, final contracts and amendments thereto, and preparing disbursement requests (if/as appropriate); and
- Regular reporting to the project stakeholders on project progress, including on particular risks of project delays and/or cost overruns, and providing recommendations on possible remedial measures to be undertaken.

The scope of work of the Consultant will include, but will not be limited to, the below main tasks:

- Support with Loan Fund Transfer Agreement
- Support in establishing the PIU, if not already established
- Support in project implementation
- Support in formulation of requirements for the design, preparation of Employer's Requirements and technical specifications
- Procurement support
- Support in ensuring compliance with Finance Documents and other agreements including environmental, social and energy efficiency standards
- Support in contract administration and works supervision
- Support in preparing financial/accounting report, cash flow forecasts and disbursement schedules and documentation including Arrangement of timely disbursements under the contracts.

Assignment Start Date and Duration: The Assignment is expected to start approximately in May 2019 and has an estimated overall duration of 36 months.

Cost Estimate for the Assignment: Maximum of 400,000 Euro (exclusive of VAT).

Funding: The Consultant's selection and contracting will be subject to availability of funding.

Eligibility: There are no eligibility restrictions.

Consultant Profile: The Consultant will be a firm or consortium of firms with extensive experience in energy efficiency projects and of working on project implementation support assignments in the region and in working with International Financial Institutions (IFIs). It is envisaged that the following expertise will be needed for the purposes of this assignment:

- Prior experience in project implementation support, procurement and works supervision within energy efficiency sector, similar assignments in Ukraine financed by IFIs.
- Technical specialists and engineers in energy efficiency in public buildings, including in designing the respective works.
- Financial analysts with experience in cash flow and disbursement management at respective clients in Ukraine.
- Procurement and contract management specialists.

The firm's ability to engage competent local experts will be considered an advantage.

Based on the fields of expertise and the tasks mentioned above, it is envisioned that the team of the Consultant should consist at least of the following experts:

- Team Leader
- Local Project Manager
- Specialists in Procurement and Contracting
- Specialists and engineers in Energy Efficiency in Public Buildings
- Financial and Disbursement Specialists.

All experts should have at least 10 years of experience in relevant fields, as well as prior experience with implementation support of infrastructure projects funded by IFIs. It is further expected that all proposed international experts have excellent written and communication skills in English, fluency in Ukrainian or Russian will be considered advantageous. For local experts English communication skills is highly desirable and in its absence the overall communication skills of the team will be evaluated.

Submission Requirements: Interested consultants are invited to submit an expression of interest. In order to determine the capability and experience of consultants seeking to be selected for this Assignment, the information submitted should include the following:

1. Company/group of firms' profile, organisation and staffing, including the presentation of the proposed expert team for the assignment.
2. Details of previous project experience or similar assignments in particular undertaken in the previous five years, including information on contract value, contracting entity/client, project location/country, duration (months and years), expert months provided (if different from duration), main activities, objectives.
3. CVs of key experts who could carry out the Assignment detailing education, language skills, qualifications, experience in similar assignments, in particular assignments undertaken in the previous five years, including information on contracting entity/client, project location/country, duration (months and years, from - to), expert months provided, assignment budget, main activities, accomplishments.

The above information should not exceed 10 pages excluding CVs and any supplementary information.

The complete expression of interest (including CVs) should be submitted in English electronically through email (procurement@nefco.fi with copy to heli.sinkko@nefco.fi), to reach NEFCO not later than the closing date/time. The expression of interest shall be one file (pdf) not exceeding 5MB in size. NEFCO reserves the right to reject applications of firms submitting more than one file.

NEFCO Contact Person:

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Notes:

1. A short list of three to six qualified and experienced consulting firms will be made from responses to this notification. The short-listed consultants will be invited to submit technical and financial proposals, from which the highest-ranked consultant will be selected.