

TERMS OF REFERENCE

Title	Technical Advisor (TA) – Create the Manual of Energy Management System (EnMS) based on ISO 50001
Position Type	International Contractor, IC
Agency	Nordic Council of Ministers
Project	RENSOL
Location	Kaliningrad, Russia (two missions to Russia) Home-Based
Duration	from the 15 st November 2012 till 15th November 2013.
Requirement for Travel	2 missions to Russia between 15 st November 2012 to 15th November 2013. Total duration of two missions is approximately 10 working days.
Date of Expiry	15th November 2013.
Conditions of Employment	The total lump sum fee for the assignment will be paid in three installments in accordance with the following breakdown to be submitted by each applicant.

Financial Proposal* - specifying a total lump sum amount for the tasks specified in this announcement inclusive of all expenses including travel expenses.

The first payment (20%) will be made within 20 business days of receiving the work plan and detailed assignment breakdown from the international consultant.

The second payment (40%) will be made following the first mission and once report 1 is received and accepted.

The third payment (40%) will be made following the second mission and once reports 2 and 3 are received and accepted.

Description

The Technical Advisor will be responsible to provide on-site training for the staff of municipalities and district heating companies to demonstrate in practice the value of applying international energy management standards and assist for the Training Consultant in a working seminar focusing on theories and standards for energy management according to the international energy management standard, ISO 50001 within WP 3 of the project “Energy efficiency and renewable energy solutions in Kaliningrad oblast” RENSOL

Project objective: to enable partners in Kaliningrad – in collaboration with Nordic partners – to more effectively tackle climate change challenges through energy efficiency and renewable energy solutions. This will also contribute to realizing the overall objectives of the EU Strategy for the Baltic Sea Region and also the objectives of the EU – Russia energy dialogue.

Project tasks:

- building awareness and knowledge through identification of energy efficient and renewable energy solutions in Finland, Sweden and Denmark and adapting them to Kaliningrad context;
 - applying and demonstrating knowledge and solutions by producing an analysis of existing energy saving street lightning projects in municipalities of Kaliningrad Oblast and presenting an analysis of Best Available Technologies (BAT) on energy efficiency housing and accommodating financial mechanism to stimulate deployment of energy efficient technologies in buildings;
 - introducing energy management standards via on-site training of Russian representatives by European energy experts and organizing a seminar focusing on theories and standards for energy management according to the international energy management standard ISO 50001;
 - elaborating financial modalities for widespread deployment of solutions identified by the project and development of plan proposals for action – informing about available funds and financial mechanisms to deploy solutions at speed and scale;
 - ensuring result multiplication in other regions of Northwest Russia.
- Terms of Reference. The Technical Advisor will support and advise the Project Manager and the Project Team across various activities to develop 3 key reports grouped under respective outcomes as follows:

Terms of Reference

The Technical Advisor will take part in the work of the Advisory Group, will support the Training Consultant in an organization of training workshop and will manage and supervise the Project Team (PT) across various activities to develop 3 key reports grouped under respective outcomes as follows:

Outcome 1:

Diagnostic audit for compliance with the requirements of ISO 50001

- Documentation review and planning of diagnostic audit on territory of Svetly District Heating Company (Kaliningrad Region)

- Audits of energy, energy system and managements of energy system, observation, interviews with staff.
- Verification of practical activities and documentation for compliance with ISO.

Additional result: Interregional expertise and best practices exchange

Including:

- At the scheduled time intervals using the TA organization should to audit the management system to make sure that the energy management system (EnMS) company:
 - Corresponds to the energy policy targets, action plans, as well as all other requirements of the standard
 - Effectively functioning.
- An energy management system (EnMS) include: systems and processes of power supply, measurements, documentation and reporting of energy use, selection and purchase of equipment for the production of energy.
- Method (s) for the identification and the criteria used to determine the significance of energy-intensive areas to be registered.
- Audit plan and schedule should be developed with view of the importance of processes and areas to be audited.
- TA helps in selecting internal auditors and shall ensure the objectivity of the audit process.
- The Svetly District Heating Company management responsible for the areas in which the audit is carried out, should lead to the auditors and the TA of their actions.
- TA cooperates with company management to create a Project Team (PT) working on the energy management system, which should be:
 - To determine the facilities, equipment, processes and personnel in the organization, that can significantly affect the energy consumption and demand, and the cost of [energy intensive areas];
 - Identify other relevant factors that affect energy consumption;
 - Set energy efficiency characteristics;
 - Register (write) the method (s) to identify energy-intensive areas;
 - To define and identify priority areas for improving energy efficiency;

Outcome 2:

- Technical Advisor will support the Training Consultant in the organization of training workshop for Project Team and company management.
- In cooperation with Project Team creating the schedule of design documents and implementation plan.

Including:

Project Team will formulate and fixes in documents energy objectives and targets at relevant functional levels, processes and objects of the

organization. Energy objectives and targets must be definable and controllable. Terms of achievement of goals, and tasks must be clearly defined.

Project Team with the support of TA, develops, implements and executes plans to achieve the goals and objectives of the energy management system. Plans EnMS should include:

- a) Determination of liability;
- b) The means and time frame in which the specific objectives to be achieved;
- a) The description of the method (procedure), with which to measure the actual improvement of energy efficiency;
- d) Determination of the method of verification of the results of the action plan.

Action plans should be documented.

Outcome 3:

Assistance to Project Team:

- The realization in practice the requirements of EnMS companies
- Testing of the process approach, monitoring and measurement systems.

Including:

Organization with the Project Team should ensure that its employees and all the persons working for it or on its behalf, are aware of:

- a) the importance the respective energy policy with the relevant procedures and requirements for energy management systems (EnMS),
- b) energy-intensive areas related to their work, and the potential effects of non-compliance of certain procedures
- c) Their roles and responsibilities in providing the requirements of the energy management system (EnMS).
- d) The benefits associated with increased energy efficiency.

The organization must be clearly defined quantitative targets to their employees in the application of EnMS and energy efficiency.

Key Deliverables

Report 1: Report about the problem areas, risks, and recommendations for improving energy management system (EnMS).

Report 2: Energy Management Standard Manual for enterprise management in accordance with the requirements of ISO 50001: the development of individual elements. Policy development and baseline parameters (criteria) for verification.

Report 3: Technical experts' reports on activities to improve the EnMS in the company and the actions that can be done to support the control and reduction of energy consumption, an indication of the frequency of measurement and reporting.

Background

- University advanced degree in Construction, Engineering, Energetic (to at least Engineering or Masters Level) and university advanced degree Economics, Managements, Environmental Business, Public Administration or related discipline.
- Minimum 10 years of progressive work experience in the management of a company in field of energetic and energy efficiency, which owns or maintain the Engineering infrastructure. Experience in the European Union is an advantage.
- Not less than 5 years of experience managing enterprise in the management of a company with implemented an integrated quality system in accordance with ISO standard, that owning or servicing engineering and technical infrastructure. Experience in the European Union is an advantage.
- Confirmed positive experience of implementing and integration quality system in accordance with ISO standard at the company that functioning in field of energy, maintenance engineering and technical infrastructure. Experience in the European Union is an advantage.
- Work experience of cooperation with academic institutions, municipalities and other organizations in the field of energy, energy efficiency and infrastructure management. Presence of participation in scientific research management processes in the energy and engineering management infrastructure is an advantage.
- Fluency in English; Russian language skills is a plus.
- Knowledge of Russian version of ISO 50001 and local situation.

Responsibility for Expenses And their Reimbursement

The Consultant will be responsible for all personal administrative and travel expenses associated with undertaking this assignment including accommodation, printing, stationary, telephone and electronic office communications, and report copies incurred in this assignment. All of these costs are covered by the lump sum fee payable by the project to the consultant.

Contacts

Interested candidates are required to send Cover letter explaining why you are the most suitable candidate for the advertised position, financial proposal and detailed Curriculum Vitae including date of birth, citizenship, educational qualifications, a summary of professional skills and expertise, a summary of relevant work experience, publications written, and languages spoken.

All applications should be sent to Olga Kovaleva by e-mail: ok@norden39.ru **not later than Octoberer 26, 2012** quoting the code

“RENSOL”. Applicants will be contacted only if they are under serious consideration.