



REQUEST FOR QUOTATION FOR SERVICES

ENERGY SAVINGS INSURANCE EUROPE 2.0 PROJECT (ESI EUROPE 2.0)

PROMOTION AND STAKEHOLDER ENGAGEMENT SERVICES FOR THE ESI EUROPE 2.0 PROJECT

A. SUMMARY

Društvo za oblikovanje održivog razvoja (DOOR) and The Basel Agency for Sustainable Energy (BASE) are seeking services for the promotion of the ESI 2.0 project in targeted networks of energy efficient technology providers and SMEs in Croatia and engaging these stakeholders in investing in energy efficiency through the ESI model. The project is funded by the H2020 program and aims to stimulate investments in Energy Efficiency (EE) through a contracting model that involves the implementation of an Energy Savings Insurance.

Quotes for these services should be submitted electronically by 23:59 pm CET, 12. January 2024. The quote submission details are outlined in section E below.

B. PROJECT BACKGROUND AND OBJECTIVES

In September 2021 BASE (Switzerland), DOOR (Croatia), CRES (Greece) and SIEA (Slovakia) launched the ESI Europe 2.0, a three-year project aimed at promoting the ESI model (GoSafe with ESI solution) in Croatia, Greece and Slovakia. The project would continue with the efforts made in Italy, Portugal, and Spain to roll out the ESI model (ESI Europe project). The ESI Europe 2.0 project has received funding from the European Union's Horizon 2020 research and innovation programme.

The ESI model aims to scale up investments in energy efficiency, facilitate the flow of financing for energy efficient technology solutions and address the large untapped market potential. The ESI model targets small and medium-sized enterprises (SMEs) as clients, and creates the conditions for them to upgrade specific old inefficient technologies to new EE technologies. The ESI model project is expected to mobilise around EUR 30 million in investments in EE projects in the three countries within the coming 2 years.

The ESI model has been successfully implemented in Colombia and Mexico, and is currently being developed or planned in six other countries in Latin America, Africa and Asia. The ESI model is currently operational in Spain, Italy and Portugal, under the brand GoSafe with ESI. The ESI model was recognised by the Global Innovation Lab for Climate Finance as one of the most promising instruments to mobilise private sector investments in energy efficiency. It is also featured in the G20 Energy Efficiency Investment Toolkit from UNEP-FI and the Compendium of Financing Instruments for the Low-Carbon Economy from the Swiss Sustainable Finance.

The ESI model comprises financial and non-financial elements designed to work together to create trust and credibility among key actors, and to reduce the risk for SMEs to invest in energy efficiency. The model consists of five main components:

Standardised contract: Standardised, simplified contracts offer a clear and transparent framework for negotiations between key actors (SMEs and technology providers) on how the project's energy savings are guaranteed. This reduces the risks involved in energy efficiency projects, distributes the remaining risk to appropriate actors, and fosters trust among them.

Energy savings insurance: The model includes a risk coverage product provided by a third party to insure against the provider failing to fulfil their contractual obligations regarding the energy savings. The insurance creates trust between the SME and the technology provider, and also reduces the credit risk of the SME.

Validation: An independent technical validation process is integrated into the project, to overcome the perceived high risk of performance of energy efficiency projects. An independent validation entity (VE):

- evaluates the capacity of the project to deliver the promised energy savings
- validates the installation of projects
- validates the first year of energy savings reporting prepared by the provider
- acts as an arbitrator if required.

The technologies covered with respective validation handbook methodologies include: HVAC, compressed air, boilers, electric motors, lighting, refrigeration, co-generation, photovoltaics, solar water heaters and whole facility (combination of technologies).

Financing: Competitive credit conditions, suitable tenors and support to access collateral can help SMEs in financing these technology solutions. The project identifies and links existing financial instruments to enable EE projects, using GoSafe with ESI. The FIs benefit from the model by reducing the credit risk of their borrower, and mobilising green finance.

Management Information System: To facilitate the exchange of information and documents between stakeholders, an online platform has been developed during the ESI Europe project, using blockchain technology. It is a web-based portal, accessible via a secure password, which records each step of the process, providing perfect transparency on every operation while guaranteeing users' privacy and control over data.

For more information on the project, please visit:

<https://www.esi-europe.org/>

<https://energy-base.org/projects/esi-europe-2-0/>

Attached to the TOR there is a presentation of the ESI model that gives an overview of the processes and the role of stakeholders.

BASE is a Swiss not for profit foundation and a specialized partner of United Nations Environment Programme. BASE is located in Basel, Switzerland.

DOOR (Society for Sustainable Development Design) is a civil society organization founded in 2003. DOOR's mission is the promotion of sustainable development principles in all segments of society, at the local, regional and national levels, primarily in the field of

energy. DOOR's aim is to contribute to achieving a just and carbon-neutral society, adapted to unavoidable climate change, in which the public takes part in delivering, monitoring, and evaluating public policies, and sustainable energy plays an important role in social, economic, and ecological development and decreasing poverty DOOR operates within the three strategic areas: energy efficiency, renewable energy and climate change. In general, DOOR aims to contribute to achieving a low-carbon society, adapted to unavoidable climate change without energy poverty. DOOR has successfully implemented more than 100 projects with goals ranging from climate change mitigation, encouraging citizens' participation in sustainable energy policy-making, improving education about renewable energy sources,, and alleviating energy poverty. Within the projects more than a hundred workshops, round tables, training, conferences, and other public events were organized, attended by several thousand participants, a dozen manuals were published, a number of study trips were organized and continuous cooperation with numerous organizations from Croatia and abroad was established. 14 employees, 60 members, and depending on current activities and requirements at times over 20 active volunteers. DOOR's office is fully equipped with an internet connection, phone, and all necessary services needed for successful operation.

C. SCOPE OF WORK

The scope of work is to engage and match the 2 main stakeholders of the model, ultimately into doing business of an energy efficiency upgrade with the use of GoSafe with ESI (ESI model). The two targeted stakeholders are:

1. Large technology providers (TP) willing to provide energy efficient technologies with GoSafe with ESI solution.
2. SMEs ready to invest in Energy Efficient technologies, and willing to use GoSafe with ESI solution for their investment.

The ESI model as described in section B, is ready to be piloted in Croatia under the brand name of GoSafe with ESI, where all the model elements and documentations are adapted to the local regulation and languages and the relevant other stakeholders (Validation Entity, Insurance company, local legal firm), are already engaged and ready to support the pilot projects.

Currently the project consortium is working through planning and execution of different activities to engage TPs and SMEs in adopting GoSafe with ESI for their energy efficient project. The activities include:

1. Organising Capacity Building activities on GoSafe with ESI for TPs, SMEs
2. Connecting with relevant stakeholder associations to promote GoSafe with ESI
3. Participating in conference, trade fairs, events with relevant thematic topic and audience
4. Creating a value pack for TPs and listing benefits for SMEs, for their engagement with the ESI model

The consortium has also created the GoSafe with ESI website, in order to communicate directly with the targeted audience of potential client SMEs and TPs (www.gosafe-esi.com available in 7 languages).

The services required through these TOR will complement the list of activities above in order to strengthen the possibility of engaging and matching these two stakeholders and creating pilot projects in Croatia. The level of engagement of these stakeholders is divided into three tasks as described below.

Task 1. Project Management

- 1.1. **Drafting a work plan:** Drafting a work plan for the contract duration where the strategy on how task 1 will be achieved is detailed, including a timeline of activities. It is expected that the consultant will have weekly calls with the consortium to inform and discuss on the ongoing activities

-> Timeline: +2 weeks of contract signature

-> Deliverable D1.1: Work Plan

- 1.2. **Stakeholder Mapping:** Identifying and categorising key stakeholders from the TP and SMEs network that fit to the description in the beginning of Section C. Creating a map (Excel sheet) with all relevant information and level/nature of contacting these stakeholders. This map is to be continuously updated throughout the service duration and delivered in its final form with the final reporting.

-> Timeline: Excel sheet to be updated at least monthly

-> Deliverable D1.2: Excel sheet of stakeholder mapping

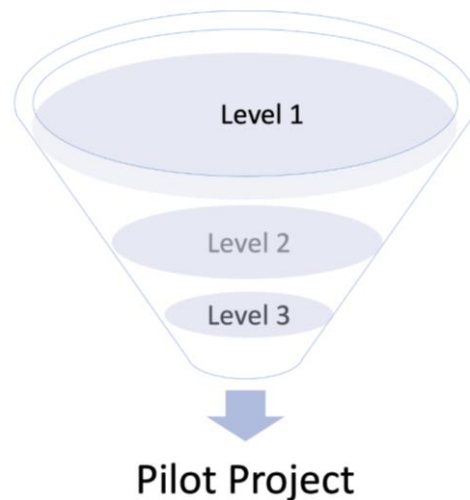
- 1.3. **Bilateral Meetings:** Ensuring at least 10 bilateral meetings and relevant follow ups with interested stakeholders where GoSafe with ESI and pertaining benefits will be presented and promoted. During the meetings, the consultant will have the support of the consortium and other engaged stakeholders. But engaging the stakeholders and bringing their attention to a bilateral meeting is a sole activity of the consultant.

-> Timeline: monthly

-> Deliverable D1.3: monthly simple reports on the meetings. This information will be fed to the final reporting, which will be used to report towards the European Commission.

Payment method: Task 1 is connected to a fixed fee, to be paid bi monthly to the consultant, upon approval of Deliverables D1.1-3 from DOOR and BASE, as described in section D

Task 2. Stakeholder Engagement



2.1. Level 1 of engagement - MOU/NDA Signature:

- a. Support and bring the level of engagement of TPs up to the signature of a Memorandum of Understanding (MOU) with DOOR and BASE, where the willingness of TPs is expressed to provide EE technologies through the GoSafe with ESI solution. The eligible TP that will sign the MOU should fulfill the requirements of the local insurance company and obtain an umbrella policy offer, as well as obtain from DQS (Validation Entity) the TP Validation Form
- b. Support and bring the level of engagement of SMEs up to the signature of an NDA where it will be stated the confidential relationship between the SME and DOOR and BASE, as well as the willingness of the SME to invest in EE technologies through the GoSafe with ESI solution.

Up to 10 signed MOUs/NDA are expected out of this task throughout contract duration. The achievement of more signed documents is to be pre-approved by DOOR and BASE. The Draft documents will be provided by DOOR and BASE.

-> Timeline: Throughout contract duration

-> Deliverable D2.1: Number of signed of MOU/NDA

Payment Method: The payment of this subtask will be executed bi-monthly/ per nr. of signed MOU/NDA, as described in section D

2.2. Level 2 of engagement - Negotiation phase between TP and SMEs:

Match relevant TPs and SMEs and bring them to a potential business opportunity that will use the GoSafe with ESI solution. Support and bring their engagement to the negotiation phase that involves two main activities:

- a. Obtaining the PPV Validation forms from DQS

- b. support the negotiation between TP and Client for the ESI Standardised Contract

Up to 5 PPV Validation form and ESI Standardised contract are expected from this task throughout contract duration. The achievement of more projects in the negotiation phase is to be pre-approved by DOOR and BASE.

-> Timeline: Throughout contract duration

-> Deliverable D2.2: Number of PPV Validation forms extracted from DQS and number of ESI Standardised Contracts under negotiation

Payment Method: The payment of this subtask will be executed bi monthly/ per nr. of PPV Validation Forms and ESI Standardised Contracts under negotiation, as described in Section D

2.3. **Level 3 of engagement: Signature of the ESI Standardised Contract for the pilot projects**

Bring the negotiation phase to a finalisation and agreement between TP and SME and get the ESI Standardised Contract signed by both parties.

Up to 3 signed ESI Standardised Contracts are expected to be reached from this task throughout contract duration. The achievement of more signed contracts is to be discussed and pre-approved by DOOR and BASE.

-> Timeline: Throughout contract duration

-> Deliverable D2.3: Number of signed ESI Standardised Contract

Payment Method: The payment of this subtask will be executed bi monthly/ per nr. of signed ESI Standardised Contract, as described in section D

The goal of the consultant is to reach the highest number of deals to the level 3 of stakeholder engagement with the possibility of unlocking additional payments for surpassing the proposed goals, after the pre-approval of DOOR and BASE.

The ESI 2.0 consortium team offers an initial set of documentation, stakeholder list and marketing material already developed to be used by the consultant. The team is also happy to share the experience of the previous stakeholder engagement activities and collaborate with the consultant and integrate into ongoing project activities, such as the participation in capacity building sessions.

The profile of consultant we are looking for is:

- at least 10 years of experience in the field of energy efficiency or energy sector in the country
- Good ability to communicate technical aspects into simple understandable terms (engineering background is a plus)

- excellent capability of identifying business opportunities for the use of GoSafe with ESI
- excellent sales and negotiation skills, with a track record of successfully closing deals.

D. DELIVERABLES, TIMELINE, FEES and PAYMENT SCHEDULE

The following table contains expected dates and timing for each activity and deliverable. It is expected that the selection of the service provider and signing of the contract will occur in January, 2024.

1. Deliverables and Timing

Table 1: Deliverables and Timing

DELIVERABLE		EXPECTED TIMING
Deliverable 1: Project Management	D1.1: Work Plan as described in Task 1	+2 weeks after contract signature
	D1.2: Stakeholder Map (excel file) as described in Task 1	at the end of each month, until end of contract duration
	D1.3: 10 Bilateral meetings generated per month and necessary follow ups and short reporting as described in Task 1	at the end of each month, until end of contract duration
Deliverable 2: Stakeholder Engagement	D2.1: Number of signed of MOU/NDA	at the end of each month, until end of contract duration
	D2.2: Number of PPV Validation forms extracted from DQS and number of ESI Standardised Contracts under negotiation	at the end of each month, until end of contract duration
	D2.3: Number of signed ESI Standardised Contract	at the end of each month, until end of contract duration

Note: reporting is monthly in written and through video-call, while payment schedule detailed below is bi-monthly.

2. Payment Fee and Schedule

Each payment will be a sum of a fixed fee and variable fee which will be paid at the end of every second month (bi-monthly) throughout the duration of the consultancy, as listed in table 3 below.

$$\text{Payment (n)} = \text{Fixed Fee} + \text{Variable Fee (n)} \quad n = \text{months } 2, 4, 6, 8$$

- The fixed fee is EUR 1200 and will be paid every second month 4 times, amounting to a total fixed fee of EUR 5 000.
- *The variable Fee will depend on the number of reached deliverables at the end of every second month. The fee for each deliverable is detailed in table 2 below.

Table 2: Variable Fee

Deliverable	Max Quantity	Fee per deliverable	Maximum Fee
D2.1. Number of signed of MOU/NDA	10	EUR 350 including VAT	EUR 3'500
D2.2. Number of PPV Validation forms extracted from DQS	5	EUR 500 including VAT	EUR 2'500
D2.3 Number of signed ESI Standardised Contract	3	EUR 3'000 including VAT	EUR 9'000
Total Max Variable Fee			EUR 15'000 including VAT

Table 3: Payment Schedule

Payments	Fixed Fee EUR	Variable Fee EUR*	Time
Payment 1	1 200	Variable Fee 1	End of month 2
Payment 2	1 200	Variable Fee 2	End of month 4
Payment 3	1 200	Variable Fee 3	End of month 6
Payment 4	1 200	Variable Fee 4	End of month 8
Total Fixed Fee	EUR 5'000 including VAT		

In case the consultant reaches the max quantity of variable deliverables as stated in table 2, before the contract termination (August 2024), than the full fee of EUR 20'000 will be

paid to the consultant upon approval of all deliverables and before the official contract termination.

E. SUBMISSION OF QUOTATION AND EVALUATION CRITERIA

Quotation submission process:

- Quotations should be submitted in English before 12. January 2024, 23:59 CET time.
- The quotation should include a technical offer:
 1. The **technical offer** should clearly indicate and contain:
 - a description of the consultant/consultant team carrying out the activities, fitting to the description at the end of section C, including the consultant experience in providing similar services.
 - the proposed approach and rationale for all activities and deliverables outlines above
 - a work plan that details all activities and delivery of items (draft of Deliverable 1.1).
 - suggestions/suggested changes where applicable.
 2. Selection of preferred bidder: January 2024

Please send quotes via email to:

Sandra Silvar
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Viola Buli
viola.buli@energy-base.org

Pablo Osés
pablo.oses@energy-base.org

Deadline for submission: 12. January 2024, 23:59 CET time.

Quotes will be evaluated and selected based on the principle of best value for money.

This includes technical and quality aspects that reflect the suitability of the proposal: Suitability and clarity of the proposed approach, demonstrated understanding of the objectives and scope. Suitability and quality of the work samples and consultancy experience.

F. CONTACT DETAILS

For questions please contact:

Sandra Silvar
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Pablo Osés

pablo.oses@energy-base.org