



Jardins de les Dones de Negre, 1, 2a pl.
08930 Sant Adrià de Besòs, Barcelona (Spain)
T. +34 933 562 615



SEACAP4SDG Project. External entities Services Request. Terms of Reference

Project Description

The SEACAP 4 SDG Project aims to reduce the energy consumption of public buildings, and to increase the capacity of the territories and actors, participating in the Project or targeted by its actions, to adopt measures to reduce their energy impact in the medium term. The reduction of CO2 emissions and energy consumption will be achieved, in the short term, through the realization of demonstrators implementing existing and tested capitalized results on selected public buildings (hospitals and schools), and more significantly in the medium term, by the definition and adoption of the 9 energy-mix efficiency plans, for further dissemination and capitalization.

SEACAP 4 SDG addresses this common challenge by integrating Sustainable Energy Access and Climate Action Plans (SE(A)CAP) via a uniform adapted assessment Toolkit and an innovative financing methodology, variant of European City Facility (EUCF), which will support selected cities in implementing tools and methods from the 16 selected reference projects (SRP). In this framework nine cities and four education and health buildings within them will receive sub grants to build capacity and implement energy improvements using the solutions capitalized on by the Project. More info at <https://enicbcmmed.eu/projects/seacap-4-sdg>

Project is formed by the following Consortium:

City of Nice. Project leader. Permanent Secretariat, the City of Nice is legally representing the Euromed Cities Network, acting on its behalf. Founded in 2000 the network, comprising 100 cities from 22 countries of the two sides of the Mediterranean, is dedicated to strengthening Euro-Med cooperation, more particularly in the fields of sustainable development, protection of the environment, waste management, energy efficiency and fight against climate change. (France).

University of Patras, Department of Civil Engineering in a higher education centre based in Achaía (Greece).

Naples Agency for Energy and Environment (ANEA) – Italy

Royal Scientific Society (National Energy Research Center (NERC)) – Jordan

Lebanese Center for Energy Conservation (LCEC) – Lebanon

Institut de Recerca en Energia de Catalunya, Institute for energy research based in Barcelona (IREC) - (Spain).

Institut Valencia de l'Edificació (IVE) – Spain

Mediterranean Renewable Energy Centre (MEDREC) – Tunisia



SEACAP 4 SDG

Description of Services Requested

In the framework of the SEACAP4SDG project a mechanism is opened in order for one municipality per country can receive expert support to improve its energy plan (SEAP) within a period of 4 months and on the basis of the reference outcomes and methodologies.

IREC expects that the subcontracted external entity will be in charge of supporting the municipalities in the improvement of its SEACAP. Therefore, the external entity must be able to use the selected reference project (SRP) outcomes (TOOLKIT) and support the Municipality in their use. It is expected that the external entity attend to a training on these outcomes.

The summary of the services requested is as follows:

1. The external entity will be invited to attend to some on-line training sessions on the TOOLKIT. The mandatory training sessions will be hold before the support tasks to the Municipality.
2. The external entity will help the Municipality to use the TOOLKIT in their day-to-day work to a specific purpose: improve their SEACAP. Thus, the external entity will analyse, jointly with the selected Municipality representative, which TOOLKIT outcome to apply for that purpose.
3. Thus, the external entity must elaborate an improved SEACAP, based in one or more of the available resources introduced in the TOOLKIT. The final document could be elaborated in local languages, but then a summary in English must be provided highlighting the main relevant aspects considering the following points:
 - Assessment of existing conditions
In this segment, entities are required to introduce the evaluation and assessment of the current situation developed after the implementation of the SPR and the toolkit, including energy consumption and characteristics of the typologies analysed, prioritization of actions in buildings and other relevant aspects to be highlighted such us no cost- low cost actions involving stakeholders.
 - Planned energy improvements
In this section, the beneficiary presents an overview of the proposed actions and the necessary investments. The section shall include the objectives of the planned actions; the general administrative framework, including the actors involved and their responsibilities; the technical measures planned; barriers and obstacles and ways how to bridge these gaps; and the expected impacts, such as energy savings, renewable energy production, avoided CO2 emissions and social and climate impacts. Finally, the section must include the project's potential for up-scaling and/or replication and the alignment with the existing SECAP or plan with similar ambition.
 - Behavioural change. Stakeholders involvement



SEACAP 4 SDG

An overview of the activities proposed for the different stakeholders based on the previous analysis and the potential impacts expected, including the objectives, the general framework conditions, the barriers and obstacles identified and ways how to bridge these gaps. In case these aspects were previously addressed in the existing plans, the section must describe the alignment of the actions proposed with the main objectives established before.

The expected final result of the process will be the above-mentioned document. Municipalities, then, will be free to publish and/or implement the plan by themselves.

It is expected that the outsourced service will assist to a previous training phase in September (for 20 hours as the maximum), that will be required to start the support mechanism to the Municipality. The support service will last from October 2022 to January 2023.

Additional information can be found in the ToR of the call for Municipalities attached jointly with this offer in the same email. Specific information on the SRP TOOLKIT to be used for the service could be found at <https://www.enicbcmed.eu/seacap-4-sdg-identifies-main-tools-and-instruments-be-proposed-mediterranean-cities-updating-their>

Documentation requested

IREC asks for the following documents:

- Description of work, technical offer
- Information of the company:

<p>A1. Experience in the field of energy efficiency and sustainability. Participation in the development of plans, international projects or trainings</p>	<p><i>The following aspects are taken into account:</i></p> <ul style="list-style-type: none"> • Number of approved SEAPS/SECAPS or plans of equivalent ambition in which the company was involved. Roles and responsibilities within the establishment of the plan • Number of international projects in which they have participated including the roles and expertise provided. • Trainings and other capacity building sessions, considering the amount of hours dedicated and the target audience addressed • Number of years of experience in the related fields • Proven documentation to support the information given • Overall coherence and plausibility of the elements.
<p>A2. Structure of the company. Economical state and technical expertise of the team of experts</p>	<p><i>The following aspects are taken into account:</i></p> <ul style="list-style-type: none"> • Appropriate and robust internal organisational structure for the development of the project; including: <ul style="list-style-type: none"> ○ Areas of expertise of the people who will be involved; ○ Roles and responsibilities of all actors involved; ○ Good understanding whether internal capacities are sufficient for the successful development of the project or how external experts will be involved in the process ○ Economical statement ○ Language skills • Overall coherence and plausibility of the elements.

- Plan timeline



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- Economic offer

Technical and economic aspects

The budget cannot exceed the total amount of 16.000 € (VAT INCLUDED). The evaluation of the offers will consider the financial offer and payment conditions, the description of the works and proposed plan timeline, company trajectory and previous experience in similar activities and the experience of the proposed experts.

Contact

Documentation should be delivered to Jordi Pascual jpascual@irec.cat and Anabella Sánchez asanchez@irec.cat before 06/07/2022.