

Position: Energy Efficiency Investment Consultant

Duration: 6 months with possibility of extension

Level: Local Consultant

Duty Station: Tehran - Iran

Type of Contract: Individual Contract

Interested applicants should directly send their CV, Cover letter to email address: eeeb.ceee@isti.ir. They also should send their financial proposal in closed envelopes to the Project Central Office.

Closing Date: 15 September 2017

Please make sure you will mention the applied position in the subject line of your email.

Short-listed candidates will be invited for Interview.

Terms of Reference (TOR)

“Energy Efficiency Investment Consultant for the Project:

Policy Reforms and Market Transformation of the Energy Efficient Buildings Sector of the I.R. Iran Project”

Location:	Project Office - Tehran
Type of Contract:	Individual Contract
Post Level:	Local Consultant
Languages Required:	Persian, English
Duration of Initial Contract:	6 months with possibility of extension

Background

The objective of this project is to transform the energy efficiency of heating systems in buildings in Iran, resulting in an invigorated sector in which skilled and well trained engineers fit / retrofit efficient and low carbon heating systems in residences and other buildings, as required by demanding, well enforced building codes - thereby reducing heating bills for residents and national GHG emissions. It is envisaged that this will be achieved by (i) reviewing the legislative, policy and regulatory frameworks that impact building efficiency in Iran; revisiting the building code and products standards and labels and developing a supportive cross-sectoral energy efficiency strategy; enhancing professional infrastructure of energy service business through contributing to the development of a training system and smart maintenance of energy utility in buildings (ii) developing demonstration and pilot smart energy efficiency and environment building based on energy efficient and renewable energy measures in an existing demonstration building; implementing pilot project of hybrid energy efficiency system (hybrid of fossil and renewable energy sources) in specific and selected buildings, piloting of energy service business in the framework of market transformation, and (iii) transforming the market by: introducing mechanisms of competitive energy efficiency and environment market, utilization of sectoral and temporal energy price differentials, facilitating trade of white certificates (energy efficiency and environment), developing policy framework for promoting energy service and energy efficiency business, identifying and formulating mechanisms for promoting development and diffusion of

energy efficient technologies, preparing procedures for developing infrastructures for training energy service professionals and issuing professional certificates, developing a system of quality assurance of energy efficiency and environmental quality services in the building sector, developing a stakeholder awareness-raising campaign and developing proposals for financing mechanisms for households.

The project will operate through three main components:

- Component 1: Key laws, policies, strategies, regulatory documents, frameworks and studies are approved and in place to provide overall national direction for the cost-effective CO₂ mitigation/building EE measures and facilitation of cross-sectoral coordination and coherence for improved enforcement.
- Component 2: Improved heating systems and integration of SWH systems in privately owned residential buildings and government-owned buildings.
- Component 3: MEEE promoting ESCOs to nationwide transformation of construction techniques for a thermally insulated building shell and reduced heating loads as well as improved behavior and attitude of building owners and administrators towards energy use in buildings.

The component 1 will provide conducive legal framework and set minimum technical requirements for energy performance of buildings. It will also develop and establish a compliance enforcement system for buildings energy code based on building 'energy passport' or 'energy performance certificates', and supported by reference laboratory for testing the materials and equipment efficiencies. It will also provide a legal and institutional framework for market for energy efficiency and environment market (MEEE) where 'white certificates' will be traded. The key supportive tool for compliance enforcement and EEE market operation will be developed as well as a web based IT platform refried to as 'Energy Management Information System' (EMIS).

The component 2 will develop and test operational procedures for implementing building improvements through application of appropriate technologies, production of white certificates, operationalization of EMIS, development and implementation of monitoring and verification (M&V) procedures, and along with building capacity of all involved stakeholders and created a training program for rolling out the capacity building required for MEEE operation and EE market transformation.

The component 3 will among the outer outcomes develop and run a multi –year multi-channel public media promotion and awareness campaign aiming at changing attitude towards energy use and creating motivation for improving energy efficiency by the public at large at their homes and places of work.

This consultancy will facilitate the uptake of Energy Performance Contracts (EPC) and arrange financing for a few selected ESCO EPC demonstration projects define in component 2 of the project considering MEEE concept and regulations and design and develop implementation roadmap for EEEB projects.

The consultant will report to the National Project Manager and will work closely with the EEEB project team. The consultant is expected to participate in the meeting with the building owners/developers. Meetings with any government agencies will be guided by the EEEB team as and when necessary. It is important for the consultant to submit drafts of the report prior to finalization. It is also important for the consultant to be aware of the financing products and schemes being developed by EEEB.

Scope of work

The primary job scope is to provide transaction advisory services to at least four (4) energy efficiency projects in buildings from structuring to raising finance. Those demonstration projects shall be selected together with the project team and shall be using an energy performance contracting model. Another scope is to identify and recommend suitable financing solutions and to formulate financing schemes to increase the uptake of ESCO EPC. The consultant is also expected to lead a workshop to build capacity of a nominated organizations and financial institutions by disseminating lessons learned and structuring processes in order to ensure the nominated organizations and financial institutions has the expertise to provide transaction services after the end of the EEEB project.

Detailed responsibilities:

1. Consultant shall shortlist the most promising opportunities for EE investment opportunities identified by the Project Team and then after Project Team approval undertake at least four (4) detailed due diligence in preparation for transaction support services. Detailed evaluation matrices should be developed and must include methodology to determine the likelihood of commercial success of the identified energy performance contracts. The preliminary report should identify strengths, weaknesses and list the tasks that will be required to increase chances to reach financial close (ie. Structuring, risk mitigation, improved investment memo, etc).
2. Consultant based on the gaps identified in previous step shall structure the selected EE projects to improve bankability and develop at least three (3) investment grade business plans before initiating the fund-raising process. Each business plan must at a minimum include the following:
 - Capability and Creditworthiness analysis of parties involved;
 - Description of the project, technical solutions and proposed structure;
 - Statistical significance of the energy performance targets;
 - Investment required and financing terms;
 - Detailed financial analysis;
 - Risk analysis and mitigation;
 - Exist Strategy if any.
3. Consultant based on the business plans shall develop four (4) comprehensive fund-raising strategies with a list of targeted investors / financiers and the rationale. It is expected that the Consultant will identify financiers, lead the fund-raising road show, pitch the investment opportunities and support the transactions up to financial close. It is anticipated that the Consultant will play a key role in bridging the language gap between project developers, building owners, ESCOs and financiers.
4. After the completion of capital raising, the Consultant is required to document best practices, lessons learned, ways of improvement and roles of each contracting parties to be used as a template/model by an institution (which will be identified with the Project Team) to build its capacity to provide similar transaction advisory services to other energy performance contracting projects. Such documentation must subsequently be imparted through a workshop.

Deliverables and reporting requirements

The indicative deliverables, activities, and milestones for the consultancy include:

Phases/Deliverables	Tentative timeframe
1. Transaction advisory services for 1 Educational/Research center Building Deliverables: <ul style="list-style-type: none"> 1.1 Detailed due diligence in preparation for transaction support services report 1.2 (3) Investment grade business plans report. 1.3 Comprehensive fund-raising strategies with the associated minutes of facilitation meetings report. 1.4 Training materials to build advisory services capacity for institutions. 	End of October 2017
2. Transaction advisory services for 1 Hospital as a Public Building Deliverables: <ul style="list-style-type: none"> 2.1 Detailed due diligence in preparation for transaction support services report 2.2 (3) Investment grade business plans report. 2.3 Comprehensive fund-raising strategies with the associated minutes of facilitation meetings report. 2.4 Training materials to build advisory services capacity for institutions. 	End of October 2017
3. Transaction advisory services for 1 Commercial Building Deliverables: <ul style="list-style-type: none"> 2.5 Detailed due diligence in preparation for transaction support services report 2.6 (3) Investment grade business plans report. 2.7 Comprehensive fund-raising strategies with the associated minutes of facilitation meetings report. 2.8 Training materials to build advisory services capacity for institutions. 	End of November 2017
4. Transaction advisory services for 1 Residential Building Deliverables: <ul style="list-style-type: none"> 4.1 Detailed due diligence in preparation for transaction support services report 4.2 (3) Investment grade business plans report. 4.3 Comprehensive fund-raising strategies with the associated minutes of facilitation meetings report. 4.4 Training materials to build advisory services capacity for institutions. 	End of November 2017
5. Develop and deliver 4 training workshop to local financial institutions	End of March 2018

The consultant will be responsible for the delivery, content, technical quality and accuracy of the reports and training materials. All deliverables shall be submitted to EEEB Project Management Unit at Committee for Energy Efficiency and Environment at PDST.

Duration and Timeline

The consultant is expected to work for up to 6 months in project office and other locations as needed starting from 1 October 2017 till 31 March 2018.

Terms of Payment/Remuneration

Table below illustrates expected timing to receive deliverables. The table also shows the share of each deliverable from the whole financial package of the work.

Deliverables	% of the whole contract
Phase 1 Deliverables as per the schedule above	20%
Phase 2 Deliverables as per the schedule above	20%
Phase 3 Deliverables as per the schedule above	20%
Phase 4 Deliverables as per the schedule above	20%
Phase 5 Deliverables as per the schedule above	20%

NB. Payments will only be made when deliverables are produced on time and to a high quality, as approved by the NPM. Penalties shall be applied to the final payment for late delivery of work, or for insufficient quality.

Qualifications

- Master's degree or equivalent in any Business Management, Economics, Engineering or any other field; PHD degree will be an added advantage.
- Minimum 15 years' experience successfully raising capital for energy projects in the country;
- Extensive expertise national and international network especially in the financing community is a must;
- Experience in financing energy efficiency projects under shared savings and EPC schemes an advantage;
- Knowledgeable in energy policies, regulation and energy management procedures is an advantage;
- Experience in drawing up investment documentation and implementing workshops, awareness training and seminars will be an advantage.

- Proficient in English (writing and speaking skills) is an advantage;

Competencies

- Focuses on impact and result for the client and responds positively to feedback;
- Supports teams effectively and shows conflict resolution skills;
- Consistently approaches work with energy and a positive, constructive attitude;
- Demonstrates strong oral and written communication skills;
- Builds strong relationships with clients and external actors;
- Demonstrates openness to change and ability to manage complexities.

Financial Proposal

Interested candidates should send their CVs along with the motivation letter to the project email address at: eeeb.ceee@isti.ir. They also should send their financial proposal in closed envelopes to the Project Central Office.

NB. Contents lists for all reports and guidelines to be approved by NPM before writing starts.