



TERMS OF REFERENCE – HIRING OF EXPERTS FOR PARTIAL RISK SHARING FACILITY FOR ENERGY EFFICIENCY (PRSF) PROJECT (CONSULTING SERVICES – INDIVIDUAL SELECTION)

Background

Small Industries Development Bank of India (SIDBI) was established on April 2, 1990 under an Act of Indian Parliament. It is the principal financial institution for the promotion, financing and development of Micro, Small & Medium Enterprises (MSMEs). In order to improve productivity and competitiveness of MSME sector through energy efficiency (EE) measures, SIDBI has undertaken a number of initiatives which include development assistance and line of credits from The World Bank, Japan International Cooperation Agency (JICA), Kreditanstalt für Wiederaufbau (KfW) and Agence Française de Développement (AFD). Further, SIDBI has setup an Energy Efficiency Centre (EEC) at New Delhi which is implementing various developmental projects in close cooperation with the World Bank, Bureau of Energy Efficiency (BEE), Energy Efficiency Services Limited (EESL), Deutsche Gesellschaft für Internationale Zusammenarbeit (GIZ) and few others.

PRSF

SIDBI as Project Execution Agency (PEA) is implementing a project titled “**Partial Risk Sharing Facility for Energy Efficiency (PRSF) Project**” with the support of The World Bank, and financed by the Global Environment Facility (GEF) and Clean Technology Fund (CTF). Green Climate and Sustainable Development Initiatives (GC&SDI) also serves as a Project Management Unit (PMU) for executing World Bank –Partial Risk Sharing Facility for Energy Efficiency (PRSF) Project.

The PRSF project comprises of the following:

- A guarantee fund (risk sharing facility) corpus of USD 37 million managed by SIDBI (PEA) for providing partial credit guarantees to commercial loans for ESCO-implemented energy efficiency projects across various demand side sectors, and
- Technical Assistance of a Total USD 6 million (USD 4 million to be implemented by SIDBI and USD 2 million to be implemented by Energy Efficiency Services Limited).

The objective of the project is to transform the energy efficiency (EE) market in India by promoting increased level of EE investments, through energy service performance contracting (ESPC) modality and implementation delivered through Energy Service Companies (ESCOs). The successful demonstration of ESCO-managed EE subprojects, through PRSF support, is expected to reduce the risk commercial banks perceive in providing credit to EE projects and to help in development of market for the private ESCOs. Energy Efficiency Services Limited (EESL) is the TA partner in PRSF project and Bureau of Energy Efficiency (BEE) provides overall directions as the Co-Chair of the PRSF Advisory Committee.

The PRSF Project is aimed at demonstrating the viability of Energy Service Performance Contract (ESPC) market for scaling up implementation of energy efficiency projects in Micro, Small and Medium Enterprises (MSMEs), large industries, municipalities, and buildings sector in India.

With the efforts made under the PRSF project, significant strides have been made in convincing many Banks / NBFCs / FIs (collectively, Participating Financial Institutions or PFIs under PRSF) to finance ESCO projects. Out of the all empanelled PFIs under PRSF (see Annex), most have already financed

ESCO projects, in addition to SIDBI's own financing, with support from PRSF. A total of 35 ESCO sub-projects worth USD 22 million guarantee value have been supported through PRSF partial credit (loan) guarantees as of March 31, 2021. More information about PRSF is available at <http://prsf.sidbi.in>.

Hiring of Experts

SIDBI as Project Executing Agency (PEA) for PRSF project financed by the World Bank invites applications for the following positions on contractual basis to assist in various activities/ initiatives being undertaken under the project. The necessary details about assignment are given at **Annexure I**.

The details of the positions along-with desirable qualifications / experience are given below:

Title	No. of post	Desired Qualification & Work Experience	Gross Emolument (in Rs. per Month excluding taxes)	Indicative Roles & Responsibilities	Place of Posting
Environment and Social Safeguard Expert	01	<ul style="list-style-type: none"> Post graduate or equivalent level of education (Environmental management/ Environmental Engineering/ Energy Management/ Social Science/ Sociology/ Development Studies) from a recognized university or Institute. Minimum 8 years of professional experience with at least 3-5 years in the assessment and management of environmental and/or social impacts in a consultancy, industrial, commercial role. Experience of environment and social safeguard related aspects to energy efficiency/ MSME sector is an added advantage. Knowledge of World Bank's safeguards policies on Environment and Social is highly desired. Ability to synthesize and analyze diverse E&S related data and information and preparing high quality, professional and timely reports. Experience of working in Externally Aided Projects is desirable. Self-driven with a high degree of responsiveness and proactivity. Excellent communication, client-relationship, and interpersonal skills. 	1,60,000/- to 1,90,000/-	As given in Annexure I, Sr. No 4, (4.1 to 4.21)	SIDBI, New Delhi
Senior Technical Expert	01	<ul style="list-style-type: none"> Graduation in electrical, energy, mechanical engineering, energy economics, planning and policy or 	1,30,000/- to 1,60,000/-	As given in Annexure I, Sr. No 4,	SIDBI, New Delhi

		<p>business or related engineering fields.</p> <ul style="list-style-type: none"> • Post-graduation or additional qualifications in energy management related field is desirable. • Minimum 8 years hands-on and practical experience of designing, financing and/or delivering energy savings performance contracting-based energy efficiency projects in various demand side sub sectors, working closely with/for utility companies, ESCOs, energy engineering consulting firms, and/or financial institutions. • Experience of working in Externally Aided Projects is desirable. • Self-driven with a high degree of responsiveness and proactivity. • Excellent communication, client-relationship, and interpersonal skills. 		(4.22 to 4.42)	
Expert Operations	01	<ul style="list-style-type: none"> • Graduation in electrical, energy or mechanical engineering, energy economics, planning and policy or business or related engineering fields. • Post-graduate degree or additional qualifications in energy management related filed is desirable. • Minimum 5 years hands-on and practical experience of designing, financing and/or delivering energy savings performance contracting-based energy efficiency projects in various demand side sub sectors, working closely with/for utility companies, ESCOs, energy engineering consulting firms, and/or financial institutions. • Experience of working in Externally Aided Projects is desirable. • Self-driven with a high degree of responsiveness and proactivity. • Excellent communication, client-relationship, and interpersonal skills. 	100,000/- to 130,000/-	As given in Annexure I, Sr. No 4, (4.22 to 4.42)	SIDBI, New Delhi

No additional payment shall be made except Travelling/ Halting allowance, in case of outstation tours, as per norms of SIDBI.

Note:

(i) Gross emoluments indicated above shall be total CTC per month and may be lower / higher based on suitability of the candidate in terms of qualifications and experience.

(ii) SIDBI retains the right to enhance the minimum qualification level experience depending on the need.

(iii) Final emoluments would be bifurcated into two parts (i) fixed monthly payment of 75% of the agreed fees and (ii) performance linked variable payment of 25% of the agreed fees and would be paid quarterly upon achieving milestones/targets.

(iv) The selected experts would be treated as consultant(s) and consultancy fee would be paid every month with applicable GST amount. Consultant (s) may register himself/herself with GST authorities and obtain GST number, if applicable. All other tax liabilities except applicable GST shall be borne by the consultant (s).

The Experts, as indicated above, will be selected in accordance with 'Individual Consultant' [IC] method of selection set out in the World Bank's Guidelines: Selection and Employment of Consultants under IBRD loans and IDA Credits and Grants by World Bank Borrowers, Edition of January 2011 (Revised July 2014) ["Consultant Guidelines"]¹.

The attention of interested Consultants is drawn to paragraph 1.9 of the World Bank's "Consultant Guidelines", setting forth the World Bank's policy on conflict of interest.

Important Instructions

- The candidates can apply for only one position in the prescribed application format attached at Annexure-II.
- The application must be signed by the applicant and should be accompanied by self-attested photocopies of relevant certificate(s)/ documents in support of proof of age, category, educational qualification, work experience, etc. Interested candidates may kindly note that an application not accompanied by photocopies of relevant certificate(s) / documents mentioned in the application form or not in prescribed format or not signed by the candidate or incomplete in any respect or received after due date will not be entertained under any circumstances.
- The deadline for submission of the Application would be **April 28, 2021, till 16:00 Hrs.** The applications (along-with supporting documents) received after the deadline shall not be considered.
- Candidates short listed for interview shall have to mandatorily produce all certificates in original for verification at the time of interview.
- Shortlisted candidates will have to attend the interview at their own cost and no expenses shall be reimbursed in this regard.
- Due to Covid-19 pandemic, there is a possibility that interviews could be conducted through Web meetings (MS Teams / WebEx, etc). In such case, Original Certificates shall be verified of the candidates who are selected for the positions at a mutually agreed date and time.
- It may be noted that if, at any stage, it is discovered that an attempt has been made by the applicant to willfully conceal or misrepresent the facts, his candidature will be summarily rejected or his employment terminated.

Further information can be obtained from the address given below.

ADDRESS FOR SUBMISSION OF APPLICATION (By Hand / Post / Courier/ Email):

To

The Chief Technical Specialist, PRSF Project
Green Climate and Sustainable Development Initiatives (GC&SDI)
Small Industries Development Bank of India (SIDBI)
O/o ISTSL, E-1, First Floor, Baluja House, Above Axis Bank
Jhandewalan Extension; New Delhi – 110 055
Ph. 011-43526652; Email: sidbi_prsf@sidbi.in

¹ <http://pubdocs.worldbank.org/en/894361459190142673/ProcurementConsultantHiringGuidelinesEngJuly2014.pdf>

Annexure – I

1. DURATION

- 1.1. The expert(s) shall be engaged on full time contractual basis for PRSF project financed by the World Bank. The assignment will initially be for a period of 2 year and shall be extended subject to satisfactory performance and project needs and will be subject to periodic/ annual review.
- 1.2. Further, it is also mentioned that the contract period may be extended subject to performance and needs of the project.
- 1.3. Selected expert(s) will be deployed for the PRSF project for the duration of contract period and will not be for any purpose whatsoever eligible for absorption in services of SIDBI / World Bank.
- 1.4. Expert (s) will be selected as a consultant (s) and not as a contract employee of SIDBI. They will not be on roll of SIDBI, accordingly the selected candidate will have to register with GST and obtain necessary GST number, if required.

2. LEAVE DETAILS

The expert(s) shall be eligible for leave as under:

- 2.1. 10 Casual Leaves (CL) in a calendar year, subject to the limit of 3 CL in first 3 months.
- 2.2. Ordinary Leave (OL) of 20 days p.a. to be credited at the rate of 05 days at the end of every 3 months. Accordingly, no OL can be availed / encashed before completion of 3 months of service.
- 2.3. If the expert(s) leaves the job during the contract period, SIDBI has the discretion to adjust the unavailed OL not exceeding 10 days per year against the notice period.

3. INDICATIVE GENERAL CONDITIONS

- 3.1. During the contract period, the service conditions of the candidate including place of posting within SIDBI/ associate institutions would be as decided by SIDBI from time to time.
- 3.2. Selection would be by way of personal interview to be held at New Delhi before a Selection Committee. SIDBI will undertake a preliminary screening of the applications for preparing, if necessary, a shortlist of eligible candidates to be called for interview. Thus, merely fulfilling the requirements would not automatically entitle any candidate to be called for interview. The date of interview will be advised to the shortlisted candidates in due course.
- 3.3. Selected candidate(s) will have to enter into an agreement with SIDBI governing terms of engagement and services by PRSF.

4. Indicative General Roles and Responsibilities of the experts (to the extent applicable)

Environment & Social Safeguard Expert will be responsible for:

- 4.1. The E&S Safeguard expert shall be attached on a full-time basis to PRSF PEA Team in New Delhi and will be directly responsible for overseeing the compliance related to Environmental and Social Management as per the Environment and Risk Management Framework (ERMF), and ESDD formats.
- 4.2. Environment Risk Management Framework (ERMF): ERMF shall mean the framework, which defines the roles and responsibilities of all stakeholders relating to environmental regulatory compliance, environmental legacy issues, negative environmental impacts from technology upgrades, environmental safeguards and due diligence requirements for projects, third-party appraisal checks, and including any amendments made to the framework with the World Bank available at SIDBI / PRSF Project website. The ERMF also defines the environmental

safeguards requirements to be followed while preparing the EE projects, to enable due diligence during appraisal process and identify environmental risk profile of each transaction to ensure safeguard risks are mitigated as part of disbursement mechanisms. Third party checks on appraisal procedures to ensure the fiduciary and environmental safeguard management framework are also included under ERMF.

- 4.3. Undertake an environmental and social risk categorization of sub-proposals, follow due diligence process and ensure appropriate mitigation measures.
- 4.4. Assist clients (ESCOs, PFIs, host) in identifying potential risks and adverse impacts on social & environmental sustainability and safeguards and advise them for social & environmental aspects, particularly involuntary resettlement, indigenous Peoples, labor issues, mitigation plans, and institutional development strategies.
- 4.5. The expert shall guide ESCOs in preparing and implementing mitigation measures, prepared per the screening reports and the EMRF requirements. The expert shall devise and ensure prudent means to address the environmental and social safeguard issues which would be used as a risk based environmental and social approach, considering the country environmental standards and Bank's safeguard policies and formulation of an environmental and social management framework, including (i) Establishing effective institutional management mechanisms inter alia, integration of basic environmental and social management protocols for ESCOs and PFIs/SIDBI (as lender), and ensuring mandatory site-specific environmental and social due diligence as part of proposals for energy efficiency improvement (the Detailed Project Reports), integration of environmental and social considerations in PFIs/SIDBI (as lender) credit and risk appraisals, etc. (ii) Focused Monitoring and Evaluation mechanism, to ensure compliance with environmental and social safeguards.
- 4.6. The expert shall ensure each project supported under PRSF is compliant with "Environmental and Social Laws".
- 4.7. "Environmental and Social Laws" means any laws and regulations in effect in India or in the state where an EE Project is being undertaken, relating to the environment, occupational and community health or safety, ERMF guidelines or laws and regulations relating to usage of land/premises, including, as they relate to the foregoing: (i) the Constitution of India; (ii) the laws of India (and all of their implementation regulations, where applicable); and (iii) all other international conventions and treaties to which India is a party and which have been ratified by India and are in full force and effect, to the extent such laws and regulations are applicable to the PFI or any EE Project financed by the PFI;
- 4.8. The expert shall ensure that EE project reports submitted by ESCOs confirm status of regulatory compliance of respective Host Entities;
- 4.9. Prepare reports (monthly, quarterly, and annual, field monitoring) on the safeguard risks with appropriate actions (including environmental co-benefits) for all sub-projects and ensure that timely measures are taken.
- 4.10. The expert shall prepare project-specific social and environmental screening reports and ensure that all the mitigation measures are approved before issuance of the Guarantee
- 4.11. Developing a gender strategy to inform and promote gender equality and management of Gender-Based Violence Risks (especially Sexual Exploitation and Abuse) in PRSF operations. Screening subprojects to identify projects at risk for sexual exploitation and abuse and develop and implement recommendations and interventions to address these risks; support subprojects/clients with GBV prevention response or mitigation elements.
- 4.12. Closely provide assistance and deliver capacity building training to ESCOs, PFIs/NBFCs, MSMEs, Banks Hosts, to close knowledge/skill gaps and minimize the likelihood of adverse impacts.

- 4.13. Undertake regular field visits for environmental and social investigation for project financing (supply side) before disbursements to assess E&S compliance to protect from reputational risk arising out of environmental and social issues.
- 4.14. Strengthen the grievances redressal mechanism at SIDBI by ensuring multiple channels for uptake, upkeep, and tracking of all the grievances. Undertake regular training of the clients on GRM.
- 4.15. Develop a strategy to build capacity within SIDBI to understand all aspects of the E&S and effective integration of Environmental and Social due diligence as part of credit and reputational risk management of SIDBI lending operations.
- 4.16. The expert shall review the E&S audits reports submitted by third party external agencies and provide inputs/suggestions as per ERMF guidelines.
- 4.17. The expert shall examine the implementation methodology related to E&S aspects adopted by various Consultants hired under the Project for smooth and effective implementation of the Project in line with its objectives.
- 4.18. The expert shall develop a suitable monitoring mechanism to ensure flow of proper information / data at regular intervals, design and develop formats of various progress and other reports, log frame, etc. for continuous and effective monitoring of the various activities related to E&S safeguards.
- 4.19. The expert shall analyze various progress reports as against the envisaged deliverables as also the overall project objectives and shall submit his/her comments along-with suggestions for improvements / corrective actions required, if any
- 4.20. The expert shall also support in Business Development / Marketing related activities under PRSF.
- 4.21. The expert shall facilitate and support in commission of independent third-party agencies to independently monitor and document the environmental co-benefits as an outcome of implementation of EE project proposals.

Senior Technical Expert & Expert Operations

- 4.22. The Sr. Technical Expert and Expert Operations shall be attached on full time basis to PRSF PEA Team in New Delhi and will be directly responsible for providing technical insights, marketing of PRSF project, liaison/coordination with ESCOs, PFIs, HOST entities (viz. Industries, Hotels, Hospitals, Local bodies, municipalities etc.), business development knowledge, process related to guarantee issuance, Monitoring and Verification activities of PRSF, preparing reports for onward submission to World Bank by SIDBI/ EESL, direction and supervision for various activities / projects in the area of Energy Efficiency, Renewable Energy, Green Energy, etc., particularly for PRSF project.
- 4.23. The Sr. Technical Expert and Expert Operation shall prepare Annual Business Implementation Plan (BIP), Initiate approval note for guarantee issuance for EE Loan given by SIDBI (as lender) / Participating Financial Institution (PFIs) to Host Entity / ESCO, Annual Guarantee fee collection from PFI's, Processing of all payments, Preparation of IUFRR for onward submission to the World Bank, Provide all kind of supports for organizing meetings/conferences and workshops, Organizing executive & advisory committee meetings and other meeting and preparation of minutes, Coordinating for M&V Audit pertaining to guarantee claim, Conducting TA activities, follow-up with hired sectoral consultants for pipeline generation, visit to industries, clusters, associations for generating pipeline of projects, complete management of guarantee portfolio under PRSF.
- 4.24. The experts are expected to participate and provide inputs during World Bank Implementation Support Missions under the overall guidance of SIDBI

- 4.25. The expert(s) shall be actively involved in promoting ESCO market in India, generate new pipeline of ESCO projects, provide handholding support to ESCOs, empaneled PFIs and other stakeholders.
- 4.26. The expert(s) shall examine the implementation methodology adopted by various Consultants hired under the Projects for smooth and effective implementation of the Project in line with its objectives.
- 4.27. The expert(s) shall prepare formats & guidelines for various reports including Energy Saving Performance Contract (ESPC), Annual Business Implementation Plan, Monthly reports of PRSF, Technical Evaluation of DPRs of the projects implemented under ESCO route to be covered under PRSF, Monitoring & Verification Report, etc.
- 4.28. The expert(s) shall provide written inputs into the various Reports submitted by the various Consultants hired under the Project particularly the sections on scoping/methodology, baseline assessment, scenario development, appropriateness of the technology / EE measures recommended, reasonableness of estimated benefits / savings, estimated cost of recommended EE measures, impact assessment, best market practices, etc.
- 4.29. The expert(s) shall also provide technical inputs / suggestions to the various Consultants hired under the Project and ESCOs particularly with regard to development of proper training modules / workshop material for capacity building / awareness workshops, etc.
- 4.30. The expert(s) shall be actively involved in awareness creation, training and capacity building on energy efficient technologies and financing of energy efficient projects to the MSMEs / Banks / FIs / NBFCs officials including SIDBI employees, other partners and stakeholders and shall also develop suitable training modules / workshop material for the purpose.
- 4.31. The expert(s) shall follow up and monitor activities required for various contracts executed under the Projects.
- 4.32. The expert(s) shall develop a suitable monitoring mechanism to ensure flow of proper information / data at regular intervals, design and develop formats of various progress and other reports, log frame, etc. for continuous and effective monitoring of the various activities undertaken by the Consultants hired / to be hired under the Projects.
- 4.33. The expert(s) shall analyse and vet Energy audit Reports of ESCO Projects, PRSF guarantee application, ESPC and other mandatory documents as per PRSF guidelines that would be received from empanelled PFIs for issuance of guarantee under PRSF. Guarantee issuance as per PRSF project eligibility guidelines would be at the sole responsibility of these experts.
- 4.34. The experts shall analyse various progress reports as against the envisaged deliverables as also the overall Project Objectives and shall submit their comments along-with suggestions for improvements / corrective actions required, if any.
- 4.35. The expert(s) shall be responsible for developing and putting in place an effective Management Information System (MIS) mechanism for reporting the progress to the senior management of SIDBI, World Bank, etc. at regular intervals.
- 4.36. The expert(s) shall coordinate with ESCOs, MSMEs, PFIs, Industry Associations (IAs), Local Service Providers (LSPs), key stakeholders, Consultants, etc. to ensure timely execution and successful completion of the projects and generation of new pipeline of projects.
- 4.37. The expert(s) shall provide assistance to implementing agencies (SIDBI/ EESL) with new energy-related programs in MSMEs.
- 4.38. The expert(s) shall collaborate with Industry, financing agencies, government officials and leverages their efforts where appropriate in addressing problems of energy sector and Project.
- 4.39. The expert(s) shall identify and analyze linkages and externalities (Environmental and Social Impacts) of projects supported under PRSF and as per requirement of the World Bank.
- 4.40. The expert(s) shall provide recommendations for energy efficiency projects in MSMEs, specifically on optimization of energy investments in line with national socio-economic and environmental priorities (e.g. energy security and climate change and poverty).

- 4.41. The expert(s) shall analyse, guarantee claims of PFIs and recommend the same for settlement as per PRSF guidelines after conducting relevant Measurement & Verification (M&V) report.
- 4.42. The expert(s) shall be responsible for managing the financial aspects and complying with audit observations of the programs / projects.
