

**TERMS OF REFERENCE – HIRING OF EXPERTS FOR PARTIAL RISK SHARING FACILITY FOR ENERGY EFFICIENCY 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). Over the years, SIDBI has evolved itself as a one-stop institution to meet the various types of credit requirements of the MSME sector by offering specialized fund based and non-fund based financial products. In keeping with the spirit of innovation and entrepreneurship, the Bank has also evolved its bouquet of offerings over the years. One such growing area is the financing energy efficient, green technologies which also offer a tremendous opportunity for the banking sector.

In order to improve productivity and competitiveness of MSME sector through energy efficiency (EE) measures, SIDBI has undertaken a number of initiatives which include lines of credits from World Bank, Japan International Cooperation Agency (JICA), KfW and AFD. Further, it has setup an Energy Efficiency Centre (EEC) at New Delhi which is implementing various developmental projects along-with BEE, EESL, GiZ, World Bank, etc. 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.

**PRSF:** SIDBI is the “Project Executing Agency (PEA)” for the PRSF project for managing the Partial Risk Sharing Facility along with implementing an associated Technical Assistance Component for promoting increased level of Energy Efficiency investments, particularly through energy service performance contracting (ESPC) delivered through Energy Service Companies (ESCOs). 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 PRSF project is aimed at demonstrating the viability of Energy Service Performance Contract (ESPC) market for scaling up implementation of energy efficiency projects through ESCOs, in Micro, Small and Medium Enterprises (MSMEs), large industries, municipalities, and buildings sector in India. With the efforts made under the PRSF project since 2015, partial credit guarantees totaling of over USD 9 million have been given to loans provided by participating financial institutions (PFIs) and SIDBI itself to eighteen ESCO-implemented projects across various sectors.

More details about PRSF project is provided at <http://prsf.sidbi.in>

SIDBI as Project Executing Agency 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 by it under the project. The necessary details with regards to assignment are given at **Annexure I**.

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

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| --- | --- | --- | --- | --- | --- |
| **Title** | **No. of vacancy** | **Desired Qualification / Minimum Experience** | **Gross Emolument (in Rs. per Month excluding taxes)** | **Indicative Roles & Responsibilities** | **Posting** |
| **Chief Technical Specialist** | 01 | * Graduate and Post-graduate degree in electrical, energy or mechanical engineering, energy economics, planning and policy or business or related engineering fields. * Additional qualifications in energy management shall be desirable. * Experience of high-level dialogue with governments, financial institutions, development agencies and other stakeholders in the energy efficiency sub-sector is desirable. * Minimum 15 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. * Proven, result-oriented track record of being responsible for developing and closing deals in demand side energy efficiency sub sector, preferably through ESCOs * Experience of working in Externally Aided Projects such as projects funded by World Bank/UNIDO/UNDP/DFID/ADB, etc. is desirable. * Proven and consistent track record of preparing high quality, professional and timely reports. * Excellent communication, client-relationship skills. | 275,000/- – 345,000/- | Business Development / Marketing of ESCO projects to be supported through PRSF Guarantees.  Design, develop & lead cluster specific interventions.  Guide the implementation of various specialized consulting assignments, and business activities (related to PRSF).  Lead the strategic dialogue and high-level coordination with SIDBI and PEA management, PFIs, EESL, Bureau of Energy Efficiency, World Bank, etc including Advisory Committee and Executive Committee meetings.  Liaise with ESCOs, new and existing PFIs and hosts/owners in promoting the PRSF products and advise in structuring and implementing PRSF supported sub-projects.  Direct the preparation of reports and presentations, capacity building, results evaluation and website updates (related to PRSF) | SIDBI, New Delhi |
| **Lead Technical Expert** | 01 | * Graduate and Post-graduate degree in electrical, energy or mechanical engineering, energy economics, planning and policy or business or related engineering fields. * BEE or equivalent certified energy auditor qualifications (BEE accredited Energy Auditor would be preferred) * Minimum 12 years hands-on and practical experience of designing and delivering energy savings/ energy efficiency projects using energy service performance contracting with ESCOs, in at least two of the following sectors: MSME, industries, municipalities and buildings sector. * Demonstrated experience of working closely with/for utility companies, ESCOs, energy engineering consulting firms, and/or financial institutions. * Experience of working in Externally Aided Projects such as projects funded by World Bank/UNIDO/UNDP/DFID/ADB, etc. is desirable. * Demonstrated technical ability to identify cost-effective methods of reducing energy consumption through efficiency, demand-side management measures and ability to quantify financial, environmental and economic benefits. * Demonstrated knowledge of energy efficient equipment and standards and technical specifications, carrying out energy audits, and conducting measurement & verification of energy savings. * Proven and consistent track record of preparing high quality, professional and timely reports. * Excellent communication, client-relationship skills. | 1,65,000/- – 200,000/- | Design, develop (acting as technical lead) operational elements for the implementation of PRSF Facility tasks and TA tasks.  Manage and supervise the implementation of various specialized consulting assignments, and business activities (related to PRSF).  Closely follow up with ESCOs and PFIs on existing projects (under implementation) and on the pipeline projects to close them through PRSF support.  Lead the day to day technical coordination with ESCOs, PFIs, EESL, Bureau of Energy Efficiency, including preparation and delivery of Executive Committee and Advisory Committee meetings, Operations Manual updates, EESL-SIDBI Working Group meetings and tasks, etc.  Prepare the reports and presentations, results evaluation and website updates (related to PRSF). | SIDBI, New Delhi |
| **Procurement & Admin Expert** | 01 | * Graduate/Post-Graduate in Management Studies/ Finance/Engineering or Procurement Management from a recognized university   Knowledge of administrative and tender procedures in public sector  Minimum 07 years hands-on experience in public sector procurement and in managing procurement administration activities  Working knowledge of basic office software packages  Experience of working in Externally Aided Projects such as projects funded by World Bank/UNIDO/UNDP/DFID/ADB, etc. is desirable.  Knowledge of CAG/CVC guidelines and with World Bank Procurement Guidelines is desirable | 110,000/- – 137,500/- | Responsible for all aspects related to procurement activities as per the project requirement such as but not limited to :  Preparing procurement plans and providing procurement support as per the Project requirements  Preparing, RFP, Bid documents and facilitating procurement process.  Ensuring project procurement norms are followed  Keeping track of all procurement issues  Handling procurement related complaints, if any, in accordance with agreed procedures  Handle issues related to contract enforcement, etc., and establish a proper system of contracts documentation | SIDBI, New Delhi |
| **Expert –Operations** | 01 | * Graduate degree 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 shall be desirable. * Minimum 06 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 such as projects funded by World Bank/UNIDO/UNDP/DFID/ADB, etc. is desirable. * Proven, result-oriented track record of being responsible for developing and closing deals in demand side energy efficiency sub sector, preferably through ESCOs * Proven and consistent track record of preparing high quality, professional and timely reports. * Excellent communication, client-relationship skills. | 99,000/- – 135,000/- | Managing financial and operational matters pertaining to PRSF projects including admin and marketing related activities, etc.  Closely follow up with ESCOs and PFIs on existing projects (under implementation) and on the pipeline projects to close them through PRSF support.  Liaise with new ESCOs, new and existing PFIs and hosts/owners in promoting the PRSF products and advise in structuring and implementing PRSF supported sub-projects.  Preparation of reports and presentations, capacity building, results evaluation. | SIDBI , New Delhi |
| **Technical Expert** | 01 | * Graduate degree 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 shall be desirable. * Minimum 05 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. * Proven, result-oriented track record of being responsible for developing and closing deals in demand side energy efficiency sub sector, preferably through ESCOs * Proven and consistent track record of preparing high quality, professional and timely reports. * Excellent communication, client-relationship skills. | 88,000/- – 1,20,000/- | All field related operations including business development. Carrying out activities pertaining to PRSF (including 4E solutions) etc.,  Liaise with ESCOs, new and existing PFIs and hosts/owners in promoting the PRSF products and advise in structuring and implementing PRSF supported sub-projects.  Preparation of reports and presentations, capacity building, results evaluation and website updates (related to PRSF)  Organising various meeting including Executive and Advisory Committee meetings of PRSF. | SIDBI, New Delhi |
| **Technical Executive** | 01 | * Diploma / Graduate degree in electrical, energy or mechanical engineering, energy economics, planning and policy or business or related engineering fields. * Additional qualifications in energy management shall be desirable. * Minimum 05 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. * Proven, result-oriented track record of being responsible for developing and closing deals in demand side energy efficiency sub sector, preferably through ESCOs * Proven and consistent track record of preparing high quality, professional and timely reports. * Excellent communication, client-relationship skills. | 60,500/- – 80,000/- | All field related operations including business development. Carrying out activities pertaining to PRSF (including 4E solutions) etc.,  Preparation of reports and presentations, capacity building, results evaluation and website updates (related to PRSF) | 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) has to register himself/herself with GST authorities and obtain GST number. 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]](#footnote-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, in support of proof of identity, residence, age, category, educational qualification, work experience, etc. 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 September 18, 2019 . 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 as to their age, educational qualification, category, experience details, etc. **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.**
* **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 / By Post / By Courier):**

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| The General Manager  Green Climate and Sustainable Development Initiatives (GC&SDI)  Small Industries Development Bank of India (SIDBI)  O/o ISTSL, E-1, First Floor, Baluja house, Jhandewalan Extension,  New Delhi – 110055  Ph. 011-43526652 |

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**Annexure I**

1. **DURATION**
   1. The expert(s) shall be engaged on full time contractual basis for PRSF project financed by the World Bank and related activities of SIDBI. The assignment will initially be for a period of 1 year and shall be extended subject to satisfactory performance and project needs and will be subject to periodic / annual review..
   2. Further, it is also mentioned that the contract period may be extended subject to performance and needs of the project.
   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.
   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.
2. **LEAVE DETAILS**

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

* 1. 10 Casual Leaves (CL) in a calendar year, subject to the limit of 3 CL in first 3 months.
  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.
  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.

1. **INDICATIVE GENERAL CONDITIONS**
   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.
   2. Selection would be by way of personal interview to be held at New Delhi at the address indicated above 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 at their own cost. Thus, merely fulfilling the requirements laid down in the advertisement 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. Selected candidate(s) will have to enter into an agreement with SIDBI governing terms of engagement and services by PRSF.
2. **Indicative General Roles and Responsibilities of the experts (to the extent applicable):**
   1. The expert(s) 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.
   2. The Chief Technical Specialist shall work towards Business Development / Marketing of ESCO projects to be supported through PRSF Guarantees, design, develop & lead cluster specific interventions, guide the implementation of various specialized consulting assignments, and business activities (related to PRSF), lead the strategic dialogue and high-level coordination with SIDBI and PEA management, PFIs, EESL, Bureau of Energy Efficiency, World Bank, etc., including Advisory Committee and Executive Committee meetings, Liaise with new ESCOs, new and existing PFIs and hosts/owners in promoting the PRSF products and advise in structuring and implementing PRSF supported sub-projects, direct the preparation of reports and presentations, capacity building, technical evaluation of DPRs, results evaluation and website updates (related to PRSF)
   3. The Lead Technical Expert shall work towards Design, develop (acting as technical lead) operational elements for the implementation of PRSF Facility tasks and TA tasks. Manage and supervise the implementation of various specialized consulting assignments, and business activities (related to PRSF). Closely follow up with ESCOs and PFIs on existing projects (under implementation) and on the pipeline projects to close them through PRSF support. Lead the day to day technical coordination with ESCOs, PFIs, EESL, Bureau of Energy Efficiency, including preparation and delivery of Executive Committee and Advisory Committee meetings, Operations Manual updates, EESL-SIDBI Working Group meetings and tasks, etc., prepare the reports and presentations, results evaluation and website updates (related to PRSF).
   4. The Procurement Expert shall be responsible for all procurement related aspects under the PSRF and shall ensure implementation of procurement related activities under the Technical Assistance Component is as per provisions of World Bank’s applicable Consultancy Guidelines.
   5. The experts are expected to participate and provide inputs during World Bank Implementation Support Missions under the overall guidance of SIDBI
   6. Experts shall attend all works related to PRSF which will include, Marketing, preparing office notes for processing guarantee issuance, Quarterly Progress report, coordination with various stakeholders to generate pipeline under PRSF, empanelling more banks as Participating Financial Institutions (PFI) under PRSF.
   7. The expert(s) shall prepare the Terms of Reference (TORs), budgeting, work plan, etc. for various contracts to be awarded under the project. The expert(s) shall be actively involved in technical / financial evaluation of the EOIs, bids received / RFPs, hiring of consultants for pipeline generation, monitoring of hired consultants under PRSF, provide handholding support to ESCOs and empaneled PFIs, whenever required, provide technical evaluation report to PFIs, etc.
   8. 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.
   9. 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.
   10. 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. 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.
   11. 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.
   12. 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.
   13. The expert(s) shall undertake the follow up and monitoring activities required for various contracts executed under the Projects. 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.
   14. 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.
   15. The Technical Expert and Technical Executive 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 IUFR 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, Co-ordinating 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.
   16. 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
   17. 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.
   18. 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.
   19. The expert(s) shall provide assistance to Implementing agencies (SIDBI/EESL.) with new energy-related programs in SMEs. The expert(s) shall collaborate with Industry, financing agencies, government officials and leverages their efforts where appropriate with the Partial Risk Sharing Facility (PRSF) Program in addressing the problems of the energy sector and the Project.
   20. 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.
   21. 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).
   22. The expert(s) shall provide advice and counsel to SIDBI for all its initiatives for energy efficiency improvements in MSMEs and stakeholders at all levels, and to various implementing partners, other decision makers and policy makers, etc.
   23. 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) study. The expert(s) shall be responsible for settlement of guarantee claims as per PRSF guidelines, if any.
   24. The expert(s) shall be responsible for managing the financial aspects and complying with audit observations of the programs / projects.
   25. The expert(s) shall be responsible for managing the Business Development / Marketing related activities under various programs / projects.

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1. <http://pubdocs.worldbank.org/en/894361459190142673/ProcurementConsultantHiringGuidelinesEngJuly2014.pdf> [↑](#footnote-ref-1)