**Terms of Reference**

**Training Program for Industry Professionals on Energy Efficiency**

**1.0 Background**

The Energy Efficiency Engagement (3e) commenced in 2015 to promote Energy Efficiency in Bangladesh. The overall aim of the program is to reduce CO2 emissions and minimize costs related to industrial energy consumption. This will be achieved by offering companies the opportunity to get an energy assessment of their production facilities. The 3e program is funded by the Danish International Development Agency (DANIDA) and is implemented by the Nordic Chamber of Commerce and Industry in Bangladesh (NCCI).

In this context, 3e would like to conduct a day-long training program for the industry professional/personnel towards the middle of the February 2018. The energy efficiency is relatively a new concept in Bangladesh. Training and skills development of personnel working in the technical areas of the facilities will yield sustainability and profitability in businesses. The programme experience indicates that the capacity building of industry personnel is key in optimising energy systems to reduce consumption.

**2.0 Objective:**

The objective is to conduct a comprehensive training program to help Industry professionals gain hands on knowledge on energy efficiency. The training will help the participants to understand different areas of energy efficiency, identification of potential savings opportunities, troubleshooting of energy efficient technologies, finance for energy efficiency, energy management techniques and energy efficiency policy instruments.

**3.0 Scope of Work**

The duties and responsibilities of the organization / Trainer will include, but not limited to\_

* Prepare a comprehensive training implementation plan covering aspects such as training methodology, training session duration and module of courses etc. The methodology may include Lecture, PPT, Video & Flip Chart presentation, Slide Show, Group Discussion etc.
* Design and prepare a day-long training format (40 participants)
* Prepare and provide the training materials based on the training format
* Identify the resource persons for the different components of training programs
* Finalizing the study programmes and contents
* Topics to be covered:
  + What is energy efficiency and why it is important?
  + Detailed presentation on types and sources of energy, energy consuming areas in the facility, energy management practices, related energy costs, energy savings and CO2 savings that can be obtained at the Facility(s)
  + How to identify savings opportunities
  + How to measure and evaluate savings opportunities
  + Present available tools needed to measure efficiency

**4.0 Acceptance Criteria**

* Prepare and submit proposal within the instructions and training format to be agreed with the Senior Danida Adviser at the 3e secretariat
* Active participation of the trainees throughout the training session
* Understanding the need of factory personnel engaged in technical areas and lack of knowledge in energy efficiency to match with adequate technical solutions
* Continuous involvement of 3e Secretariat in the training and changes have to be accommodated as the training plan changes
* Participants become familiar with basics of energy efficiency
* Participants have good knowledge on energy management practices
* Providing real-life case examples
* Taking spot test and evaluation of trainees
* Others if required

**5.0 Deliverables**

* The services would be considered to have been delivered when all requirements and conditions are met as stated in the acceptance criteria and ToR

**6.0 Selection Criteria**

* Extensive experience in conducting energy efficiency training and the successful analysis and development of energy efficiency measures; including savings calculations, project costing, strategic planning, design specification and energy management in industry.
* Training format needs to be approved by the Senior Danida Adviser at the 3e secretariat
* The development of training format has to follow a good order with primary knowledge on energy efficiency at first and a comparatively in-depth knowledge at last
* Free from conflicts of interest arising from financial or other relationships with potential suppliers, constructors, financiers, or owners of related projects or products
* Experience working with Industries with regard to energy efficiency programs
* Ability to provide timely, effective communication and support to 3e Secretariat

**7.0 Selection Process**

The proposal should be structured as follows and provide complete details as indicated:

* The proposed methodology and format of training along with the training plan and detailed timeline with deliverables/topics
* Company Profile which should include details about Board of Directors, Office location(s); key staff to be involved in training and their relevant experience
* List of assignments completed or sample(s) of similar work-done
* The financial proposal should include a detailed cost breakup by activities (Fee, Timeline)

Once a contract has been signed, the exact date for training will be confirmed by the 3e Secretariat and this date should be maintained by the training organization if not changed otherwise.

The technical & financial proposals received will be evaluated according to the following criteria:

**Profile and experience of the company 35%**

**Capacity and experience of professionals assigned 30%**

**Accessibility and proximity of the support team 15%**

**Financial Proposal 20%**

The 3e Secretariat intends to use the responses to assist in the possible selection of one or more Trainers for conducting Training on Energy Efficiency. The 3e Secretariat will evaluate each Firm based on the information set forth in the proposal submitted. The 3e Secretariat will, at its own discretion, select a firm after receipt of responses and also reserves the right to not select any firm. The 3e Secretariat may also request that one or more Firms participate in an interview process or may implement a combination of these and/or other methods for selection. This ToR is solely a solicitation for responses. Neither this ToR, nor any response to this ToR shall be deemed or construed to:

1. Create any contractual relationship between 3e and any firm
2. Create any obligation for 3e to enter into a contract with any Firm or other party
3. Serve as the basis for a claim for reimbursement for costs associated with submittal of any Response.

The 3e Secretariat shall have the right to negotiate any and all of the final terms and conditions of any agreement with the Firm and nothing in this ToR or any response shall be deemed or construed as a limitation of such rights.

**How to apply:**

Interested applicants are requested to submit documents electronically to **israt@nccib.com**. Please mention **“Proposal for Training Program – Energy Efficiency”** in the subject line. All quotations and support information must be submitted no later than **18th January 2018.**

In case of any clarifications - please contact 3e Admin and Finance Officer, Ms. Israt Jahan at **israt@nccib.com** with subject-line **‘Query on Training Program – Energy Efficiency’.**

N.B. - Only shortlisted organizations will be contacted for a primary discussion