

Based on the Separate agreement, dated August 4, 2020, for implementation of the Project: “Promotion of Energy Efficiency in Public Buildings – Greening Public Infrastructure in Montenegro”, signed between the German Development Bank KfW and Government of Montenegro,

The Ministry of Capital Investments
is announcing a vacancy for the temporary engagement of three local experts for the support to the Project Management Unit in implementation of the Project
(Service contract for a limited time)

1. Background of the assignment

The Government of Montenegro (GoM) has received a financing from KfW Development Bank (KfW) in the form of a loan and co-financing from the REEP-PLUS, toward the costs for the Project: “Promotion of Energy Efficiency in Public Buildings - Greening Public Infrastructure in Montenegro” (Project).

The project predominantly concerns: (1) the promotion of energy efficient rehabilitation and modernization of selected public buildings in the administrative, social care and educational sector (up to 29 buildings); (2) the new construction of highly efficient new ministerial complex (Nearly-Zero (NZEB) or Plus-Energy House) and (3) establishment of the Energy Management (energy monitoring, optimization of operations) as well as related services in Montenegro.

The objective of the Project is to improve energy efficiency in selected public buildings. This is intended to contribute to reducing greenhouse gas emissions and achieving the Intended Nationally Determined Contribution (INDC).

The Project represents continuation of already implemented “Energy Efficiency Programme in Public Buildings” - Phases I and II, which considered energy efficient improvements of selected administrative, educational and social care facilities.

The Ministry of Capital Investments (MKI), as the line ministry for energy efficiency, acts as the Project Executing Agency (PEA) and has the overall responsibility for the implementation and proper operation of the Project.

The coordination and decision making body will be the Program Coordination Board (PCB), which will consist of the representatives of the Ministry of Capital Investments (MKI), Ministry of Education, Science, Culture and Sports (MoEd), Ministry of Finance and Social Welfare (MoFSW) and Property Administration Authority (PAA).

For support during the implementation of the Project, the MKI shall engage a Consulting company (Implementation Consultant here the Project Management Office-PMO), which will be responsible for project management, preparation of the designs, preparation of tender documents and support in a tender process, supervisory services and verification of the results.

For support in establishment of the Energy Monitoring System (EMS), the MKI has already engaged the Energy Advisory Consultant (EAC).

In addition to the Implementation Consultant and Energy Advisory Consultant, the MKI shall engage a Design Revision Consultant (DRC), for revision of the designs based on the MNE legislation, and other short-term experts when needed. For implementation of the project, the MKI established, in the Phase I and II, the Programme Management Unit (PMU), which shall be continued and extended.

The Project Management Unit shall be, in general, responsible for:

- 1) Implementation and operation of the Project;
- 2) Day-to-day activities of the Program;

- 3) Supervision and monitoring of the PMO and all other consultants contracted under the Project;
- 4) Coordination and communication with other institutions, KfW, ministries, consultants, contractors etc.
- 5) Organization, preparation and recording of PCBs and Evaluation Committees;
- 6) Approval of Structure and Energy Audits (SEA) after discussion in PCB;
- 7) Approval of tender documents in agreement with PMO (before KfW no objections);
- 8) Approval of clarifications during tender phase in agreement with PMO and – in case of major deviations from the tender documents – also with KfW;
- 9) Approval of draft Final Contract in agreement with the PMO (before KfW no objection);
- 10) Documentation of procurements and disbursements, keeping Project files and statistics;
- 11) Accompanying and supporting missions (EU, KfW, others);
- 12) Ad hoc works upon request by MKI/EU/KfW;
- 13) Management and handling of the Energy Monitoring System;
- 14) Elaboration of a sound concept for long-term financing mechanism(s) of energy efficiency in public buildings in Montenegro;
- 15) Actively promoting the Project on national and international workshops, events, conferences etc.
- 16) Regular reporting (2x/year, see under reporting) to KfW.

The PMU shall consist of four members (three PMU Consultants and a Project assistant). It will be coordinated by a Director of the Directorate for Energy and Energy Efficiency, of the Ministry of Capital Investments.

PMU Consultant 1 shall be the PMU manager. PMU Consultants 1 and 2 shall be responsible for part of the project, which is related to energy efficient rehabilitation and modernisation of selected public buildings in the administrative, social care and educational sector (up to 29 buildings) and the construction of highly efficient new ministerial complex (Nearly-Zero (NZEB)). PMU Consultant 3 shall be responsible mostly for establishment of the Energy management system, Energy monitoring system and optimisation of operations. Project assistant shall be responsible mostly for administrative and logistic tasks within the PMU.

NOTE: The vacancy for PMU Consultant 1 has already been filled. This post is mentioned in the text just for information.

2. Scope of the experts services and necessary qualifications

The PMU Consultants and a Project Assistant shall be engaged by the Ministry of Capital Investments (MKI) on a full time basis. The contracts for PMU staff shall initially cover a period of 2,5 years and be concluded with the option for prolongation for another 2,5 years or a maximum period which lasts until three months after the elapse of the PMO contract upon prior No-Objection by MKI and KfW.

2.1. PMU Consultant 2 – job description

Scope of the services:

The assignment of the PMU Consultant 2 will include following tasks:

TASK 1: Support in preparation of a Project management plan

The PMU Consultant 2 shall provide support to PMU Consultant 1 in preparation of the project management plan. This task shall also include a knowledge transfer and on-the-job training of MKI staff in order to enable sustainability after finalising of the project.

TASK 2: Supervision and monitoring of the services provided by PMO

The PMU Consultant 2 will be responsible for supervision and monitoring of the services of the Implementation Consultant and other consultants contracted by the Implementation Consultant (PMO). This task shall include the following:

- Support in establishing of a working relations with the Implementation Consultant, including definition of procedures and arrangements that will allow collecting information about the PMO's work activities;
- Providing inputs and support to the PMO in preparation of Project documents. The inputs shall include requirements of the MKI/beneficiary institutions, planning conditions, documents from the utility companies, providing communication with beneficiaries and similar;
- Inspection of the buildings before definition of the final scope of measures to be implemented;
- Support in revision of all documents prepared by the Consultant, before approval of the MKI, PCB or KfW;
- Providing communication between Design Revision Consultant and Implementation Consultant, and other consultants contracted directly by the MKI;
- Inspection of the construction sites during construction works, support to the PMO in resolving the conflicts relating to performance deficits or operational problems;
- Follow up training of the users on O&M procedures and providing support in organising workshops and trainings related to improvement of O&M;
- Communication with beneficiaries during defects notification period;
- Providing inputs to PMO in development of an Environmental and Social Management Framework (ESMF), and Environmental and Social Management Plans (ESMP) for the construction and for the operation phases of the selected buildings.

TASK 3: Supervision and monitoring of the services, provided by other Consultants engaged within the project

PMU Consultant 2 shall provide support to the PMU Consultant 1, in preparation of the Requests for proposals/ Tender document and monitoring of the services. This task shall also include supervision and monitoring of the services, revision and approval of documents to be prepared by other Consultants (SEA reports, DRC reports etc), before approval of the PCB/KfW.

TASK 4: Engagement during tendering process

The PMU Consultant 2 shall be engaged in the tender processes for works contracts and consulting services. The engagement shall include:

- support in revision of the tender documents, prepared by PMO,
- support in preparation of tender documents, in a case of national competitive bidding or direct award,
- participation in a tender process as a member of a tender evaluation committee,
- support in preparation or review of clarifications during tender phase prepared by PMO;
- participating in pre-award discussion.

TASK 5: PCB meetings

The PMU Consultant 2 will provide support to the PMU Consultant 1 in organisation of the PCB meetings, preparation of all relevant documents and preparation of the minutes.

TASK 6: Promotional activities

PMU Consultant 2 shall participate in promotion of the Project on national and international workshops, events, conferences etc. This assignment shall include direct participation or preparation of the information for promotional activities.

TASK 7: Reporting

The PMU Consultant 2 shall, provide inputs and support to the PMU Consultant 1 for preparation of the project reports, as well as other documents, from the field of his/her activities, requested by MKI.

Necessary qualifications:

Professional education	- University degree (dipl-ing or Master) in mechanical, electric or civil engineering or architecture;
Professional experience, from first job after professional education	- min 10 years
Specific project-related experience	- min 7 years of experience in project management and/or supervision/managing the construction works; - min 5 years of experience in project management of similar projects (refurbishment/construction of public buildings);
Preferred experience	- work experience in the similar environment (PMU/PMO); - working with government bodies and/or on the project financed by international financing institutions; - experience in conduction domestic/international tenders or participation in a tender evaluation; - experience in working with FIDIC contracting modules.
Other skills:	- fluent knowledge of English and Montenegrin language; - ability to work in team; - high responsibilities in work, excellent administrative, organizational and communication skills; - computer literacy (MS Office, reading and understanding blueprints); - driving licence.

2.2. PMU Consultant 3 – job description

Scope of the services:

The assignment of the PMU Consultant 3 will include following tasks:

TASK 1: Support in preparation of a Project management plan

The PMU Consultant 3 shall provide support to PMU Consultant 1 in preparation of the project management plan. This task shall also include a knowledge transfer and on-the-job training of MKI staff in order to enable sustainability after finalising of the project.

TASK 2: Supervision and monitoring of the Energy Advisory Consultant

Supervision and monitoring of the services provided by the EAC, shall include the following:

- Establishing of a working relations with the Energy Advisory Consultant, including definition of procedures and arrangements that will allow collecting information about the EAC's work activities;
- Providing inputs and support to the EAC in preparation of Project documents, which shall include necessary information from the MKI/beneficiary institutions (ministries, municipalities and similar) and utility companies;
- Support in communication with utility companies and beneficiaries, including providing necessary inputs for the utility companies and beneficiaries related to establishment of the Energy Monitoring System;;
- Revision of all documents prepared by the EAC, before approval of the MKI, PCB or KfW;
- Inspection of the sites during works on establishment of Energy Monitoring System, support to the EAC in conflict resolution relating to performance deficits or operational problems;
- Act as a contact person during Defects Notification Period.

TASK 3: Supervision and monitoring of other Consultants engaged within the project

PMU Consultant 3 will supervise and monitor services provided by other Consultants, engaged by the PMO or MKI, which are related to:

- preparation of the ToR-s/Requests for proposals, managing obtaining of the proposals, preparation of the contract documents for the consultants which will be engaged for the services related to energy management, legislation and optimization of operations;
- support in establishment of the energy management and energy monitoring system, optimisation of operations, which shall include: facilitation of the data collection for public buildings in communication with MKI and other relevant stakeholders, support in communication with energy managers at the administration level, support in organisation of trainings for energy managers at the administrative level and building level, support in development of the manuals for and energy management energy monitoring system and its adaptation for energy managers;
- implementation of building energy performance certification into practice which shall include: support development registry of issued energy performance certification, support in organisation of trainings for energy auditors, providing inputs for definition of NZEB concept in Montenegro;
- supervision of the services of all consultants engaged for support in preparation of legislation: which shall include: coordination of the activities related to development of the legal setup for energy managers, than development of legal acts for implementation of energy performance certification in buildings and similar.

TASK 4: Engagement during tendering process

The PMU Consultant 3 shall be engaged in the tender processes for works contracts and consulting services. The engagement shall include:

- participation in a tender process as a member of a tender evaluation committee,
- participating in pre-award discussion.

TASK 5: PCB meetings

The PMU Consultant 3 shall prepare documents from the scope of his/her assignment to be approved by the PCB.

TASK 6: Promotional activities

PMU Consultant 3 shall participate in promotion of the Project on national and international workshops, events, conferences etc. This assignment shall include direct participation or preparation of the information for promotional activities.

TASK 7: Reporting

The PMU Consultant 3 shall, provide inputs and support to the PMU Consultant 1 for preparation of the project reports, as well as other documents, from the field of his/her activities, requested by MKI.

Necessary qualifications:

Professional education	- University degree (dipl-ing or Master) in mechanical or electric engineering or related field
Professional experience, from first job after professional education	- min 10 years
Specific project-related experience	- min 5 years of experience in energy efficiency projects, including experience related to energy management;
Preferred experience	- work experience in similar environment (PMU/PMO); - working with government bodies and/or on the project financed by international financing institutions; - specific experience related to the energy efficiency legislation; - experience in establishment/ maintenance of the energy monitoring systems; - experience in conduction domestic/international tenders or participation in a tender evaluation.
Other skills:	- fluent knowledge of English and Montenegrin language; - ability to work in team; - high responsibilities in work, excellent administrative, organizational and communication skills: - computer literacy (MS Office); - driving licence.

2.3. Project Assistant

Scope of the services:

The assignment of the Project assistant shall include following tasks:

- Assisting in coordination during preparation of project documentation, reports, meeting notes, proposals, work plans, budgets and payments,
- Assisting in obtaining necessary documentations from governmental institutions such as, permits, tax exemption letter etc,
- Managing administrative and similar day to day issues,
- Managing, filing, storage and security of technical, administration and financial documents for the project,
- Preparing supporting documents, taking records and filling documents related to the disbursements from the PMU account of the MKI,
- Ensuring timely procurement of the equipment and other necessary materials and supplies,
- Managing travel and other logistical arrangements associated with conferences, workshops, seminars, and travel to the field,
- Participation in the project related activities (trainings, seminars, workshops) and project evaluations when needed,
- Preparation and support of working visits.

Necessary qualifications:

Professional education	- Secondary school
Professional experience, from first job after professional education	- min 7 years of professional experience
Specific project-related experience	- min 5 years of experience in project administration and finance;
Preferred experience	- work experience in similar environment (PMU/PMO); - working with government bodies and/or on the project financed by international financing institutions.
Other skills:	- fluent knowledge of English and Montenegrin language; - ability to work in team; - high responsibilities in work, excellent administrative, organizational and communication skills; - computer literacy (MS Office); - driving licence.

3. Documents comprising the application and submission deadlines

Application letter (in English language, up to one page), CV (in English language, up to 3 pages); a certified copy of the document certifying the professional qualification, followed by translation in English; copy(ies) of act(s) showing and proving the relevant experience; training certificates and other relevant documents proving professional experience.

The documents mentioned above shall be submitted in a sealed envelope that shall bear the following words clearly visible „MKI Ref. N^o 005-320-4386/1, Application for the position of the _____ (*insert – name of the position*). **DO NOT OPEN!**”

The application shall be submitted to the following address: Ministry of Capital Investments, Directorate for Energy and Energy Efficiency, Rimski trg 46, 81000 Podgorica, Montenegro.

The MKI shall short-list up to 3 candidates per each position. Only shortlisted candidates will be contacted for interview.

The announcement is open 20 calendar days from the publication date. Applications for the job vacancy received by any other means, applications with inadequate documentation and incomplete or untimely application will not be considered. Interviews with shortlisted candidates will be conducted within 10 days after the expiration of the application deadline. The interviews shall be conducted by a committee of the MKI. The local KfW staff shall attend the job interviews as observer. The final selection of PMU members is subject to KfW's prior non objection.

For additional information on the competition, the inquiries should be sent to the following e-mail:
sandra.sipcic@ee-me.org

Vacancy published:

- Announcement in daily newspapers Vijesti
- Web-sites: <http://energetska-efikasnost.me/en/tenders> (English) and <http://energetska-efikasnost.me/tenderi> (Montenegrin). and www.zaposli.me