



“Catalyzing market transformation for industrial energy efficiency and accelerate investments in best available practices and technologies in the Former Yugoslav Republic of Macedonia”

# Terms of Reference

Junior energy efficiency Expert  
for content management of the Industrial Energy Efficiency Best Practices  
Information and Dissemination (IEE BPID) Platform



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## 1. Background

### 1.1. UNIDO Industrial Energy Efficiency (IEE) Programme

The UNIDO Industrial Energy Efficiency (IEE) Programme aims to effect sustained energy management and efficiency practices in industry in order to reduce the environmental pressure of industrial development while increasing productivity. The UNIDO IEE Programme focuses on improving energy efficiency in industry as one of the most cost-effective measures to help supply-constrained countries to meet their increasing energy demand and loosen the link between economic growth and environmental degradation. Improved energy efficiency in industry helps sustaining economic growth, creating jobs and alleviating poverty.

UNIDO IEE Programme and projects have a focus on the optimization of industry energy systems (steam, compressed air, pumps, motors, process heat, refrigeration, etc.). UNIDO's aim is to go beyond the simple energy efficient equipment approach to energy efficiency that is currently prevailing among policymakers and in the market, because in industry the positive impact of energy efficient equipment very much depends on system operations.

### 1.2. GEF-UNIDO Project on Industrial Energy Efficiency

Regional Environmental Center, Country Office Macedonia (REC COM) is implementing the GEF - UNIDO project: *"Catalyzing market transformation for industrial energy efficiency and accelerate investments in best available practices and technologies in the Former Yugoslav Republic of Macedonia"*.

The project aims to reduce greenhouse gas emissions in the Republic of Macedonia by accelerating the transformation of the Macedonian market for industrial energy efficiency towards increased use and demand for IEE best-available practices and technologies such as energy management systems and energy system optimization and greater offer of related consultancy and investment services.

The project pursues the objectives of reducing industrial GHG emissions and transforming the local market for IEE through barrier-mitigation interventions at three levels:

#### *Policy, regulatory and institutional level – Project Component 1*

Project interventions under Project Component 1 (PC1) aim to accelerate development and establishment of policies, legislation and programs specifically targeted to promote and support energy efficiency in industry; and to ensure that decision-makers and officials of policy-making and policy-implementing institutions enhance their knowledge, attention to and ability for promote and support industrial energy efficiency in a sustainable and progressively more effective way.

#### *Industrial Energy Efficiency Market level – Project Component 2*

The project will intervene both on the demand for and the supply of services and technologies for IEE through a tailored mix of capacity building, direct implementation support and piloting of new solutions. Focusing on boosting the adoption of and service offer for energy management systems (in line with ISO 50001) as the best approach and methodology to integrate EE in industry daily business practices,





including investment decisions, and achieve sustainable and continual improvement of energy performance and efficiency; and boosting the adoption of and service offer for industrial energy system optimization given its substantial energy savings and market potential in the light of its industry cross-cutting nature and low-medium capital intensity.

The industrial EE best-available practices and technologies to be promoted, supported and demonstrated under Project Component 2 (PC2) are:

- ✓ Energy Management Systems (EnMS) in line with ISO 50001;
- ✓ Steam System Optimization (SSO);
- ✓ Compressed-air System Optimization (CASO).

### *Investments in industrial energy efficiency – Project Component 3*

The project will intervene to enhance the use of existing financing facilities for investments in industrial EE as well as to help mobilize additional financing from the Macedonian banking sector. Focusing on increasing the quality and number of IEE projects and investment proposals submitted to Macedonian banks; and increasing the incentives for enterprises and banks to invest and engage in industrial energy efficiency projects.

Project interventions under PC3 are meant to be beneficial and open to any industrial enterprise, large ones as well as SMEs, no matter what the manufacturing sector or sub-sector is.

## 2. The Assignment

### 2.1. Purpose

An Industrial Energy Efficiency (IEE) Best Practice Information and Dissemination (BPID) Platform will be established to address the substantial awareness and knowledge gaps between industry decision makers and institutions about IEE opportunities, benefits and costs. The IEE BPID platform will offer a reference point for energy management and IEE practitioners, and for enterprises personnel, where to find information and resources for promoting, developing and implementing energy management systems and other IEE best-available-techniques (BAT) and measures. It will be a platform to raise awareness of an increasingly broader industrial and general public audience about Macedonian best practices and success stories in the implementation of energy management system and energy efficiency in industry.

The Platform will be established by the Regional Environmental Center, Country office Macedonia. The Energy Agency of the Republic of Macedonia (hereinafter simply referred as Energy Agency) will be the owner of the IEE BPID Platform (website).

The Energy Agency and the REC will have the overall responsibility for the website's functionality. The Energy Agency and REC will communicate, liaise and coordinate with relevant project partners, counterparts and stakeholders, including Ministry of Economy, Ministry of Environment and Physical





Planning, the Cabinet of the Vice Prime Minister of Economic Affairs, Macedonian Bank for Development Promotion, Macedonian Chambers of Commerce, industrial enterprises and others.

The Regional Environmental Center will recruit the junior energy efficiency expert, who will be trained to provide support to administrate and maintain the IEE BPID, working on a full-time basis (40 hours per week) sited at the energy Agency . The planned initial engagement is until 31 December 2019. First two (2) months will be a paid trial period, with the possibility of an extension for the remaining period.

The Regional Environmental Centre Country, Office Macedonia (hereinafter simply referred as REC) will act as a Contracting Authority for this Assignment.

## 2.2. Required Qualifications and experience

These Terms of Reference include the required qualifications and experience of the junior energy efficiency expert.

### *Qualifications and skills*

The junior energy efficiency expert shall:

- Have a degree in one of the following fields: Electrical Engineering, Power Engineering, Mechanical Engineering, IT/Computer Sciences or any other related field;
- Have good communication skills and be able to engage with a variety of different stakeholders;
- Have good writing skills;
- Have good planning and time management skills;
- Have willingness to dedicate time for self-studying and to be trained in website content maintenance and/or other technical/knowledge areas that might be required by the assignment;
- Be able to work alone and independently as well as part of a small team;
- Possess a good level of English, both written and spoken;
- Have good knowledge of operating an interactive, user-friendly, mobile friendly, responsive graphic layout;

### *General professional experience*

- At least 1 year of professional proven experience in the field of web content management and energy efficiency practices, or closely related fields;

## 2.3. Tasks and responsibilities of the junior energy efficiency expert

Tasks and responsibilities of the junior energy efficiency expert will include:

- a. collecting and gathering content for the IEE BPID on regular basis;



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- b. developing content for the IEE BPID, including a quarterly 2-4 pages Industrial Energy Efficiency newsletter
- c. updating the website content on regular basis in cooperation and after content approval by the Energy Agency;
- d. operating the Content Management System (CMS) of the BPID, which will be dynamic and allow for information to be easily updated by administrative staff without specialized web development skills;
- e. updating the incorporated social media platforms (Facebook, Twitter, YouTube, etc.) in parallel with the website content updates;
- f. monitor the operating of the website regularly and consult with the IT Help Desk, on issues that prevent functionality of the BPID website during the maintenance and warranty period;
- g. cooperate with the Energy Agency staff and representatives, as well as the REC representatives in order to successfully implement regular updates of the website content;
- h. clearly document the provided services;
- i. provide appropriate notification to all affected parties in case of any malfunctioning of the website;
- j. other tasks and responsibilities additional to the IEE BPID that might be requested by the Energy Agency and/or needed by the GEF-UNIDO project;

## 2.4. How to Apply

Applicants interested in getting engaged in this Assignment will need to deliver the following information in their Application:

1. Cover Letter with a reference to the Call for Applications;
2. CV;
3. Motivation letter

## 2.5. Deadline for submission of the Application and Contact Details

The deadline for submission of the Applications is 18.01.2019. Applications will be sent in electronic form via email to: [CO.Macedonia@rec.org](mailto:CO.Macedonia@rec.org)

Contact person for this Call is Sanda Mitkovska. Deadline for submitting questions for clarifications is 16.01.2019.

