Terms of Reference

for

A short-term expert providing detailed advice on energy-efficiency measures and environmentally sound reconstruction of the Sustainable Mountains Education Centre in Peja – Kosovo, in line with the cultural heritage status

Requesting party: Environmentally Responsible Action Group (ERA) – Peja, Kosovo
Requested service: Short Term Expert advising on energy-efficient heating and environmentally sound reconstruction of the municipal space with cultural heritage status provided for the operation of the Sustainable Mountains Education Centre and ERA office space within the maximum available budget.
Project donor: Sida through SNV Dutch Development Agency

Deadline to offer: April 4, 2011
Implementation: Before April 29, 2011

Introduction and background

Environmentally Responsible Action group (ERA) is an active environmental NGO based in Peja, Kosovo. ERA is currently implementing the project 'Sustainable Alpine Development in Kosovo through civil society development, Sustainable Mountains Education Centre and rural initiatives', funded as component of the overarching Sida-SNV project 'Sustainable Private and Decentralised Forestry'. In the framework of this project the municipality of Peja has made available the historic construction Haxhi Zeka's mill (http://kk.rks-gov.net/peje/City-guide/History.aspx) for the educational centre. This space needs to get an environmentally friendly heating system, be isolated and made ready for its use as environmental education centre, also from the technical point of view. Any reconstruction must be in line with the cultural heritage status of the building and fit with its style.

Requested services

In light of the above ERA is looking for a short-term expert who provides the following services by end of April 2011:

- Assessment of the space for the Centre aiming at:
    - Ensuring the optimum cost and efficiency, and most environmentally friendly heating system possible;
    - Defining the heating system (thermo project), which should include:
        - Type of renewable resources, preferably woody biomass;
        - Local availability of resources;
        - Sufficient capacity to heat the complete construction, including the exhibition and office areas;
        - Design of thermo project to include all technical requirements of construction in a cultural monument:
            - No need to drill or construct in the ancient walls of the building;
            - Matching the early-industrial outlook of the space.
    - The advice concerning the heating system must be defined in terms of location, size, power and a detailed bill of quantities:
        - Type, nr, size, efficiency and kind of heater as well as its price range(s);
        - Kind of fuel the heater requires and an assessment of the local availability and price of the fuel;
        - Suitability of the heater in the particular space;

        - System of connection to the floor as well as system for exhaust gases, suitable for this historical space;
        - Safety of operations of the proposed system;
        - Location, size, measurements, amount of material and price for storage of fuel, preferably covered in a closed shed behind the main building.
    - Checking and advising upon the isolation of the building, with special attention for:
        - Floor isolation;
        - Roof isolation;
        - Isolation of the windows on the ground and first floor (24 pieces);
        - Fitting of doors and prevention of draft along the doors.
- Assessment of the Centre's garden aiming at a detailed proposal and bill of quantity for the construction of the following item:
    - Storage space for fuel (i.e. woody biomass) – should a heating system needing large quantities of fuel be advisable.

Expected deliverables

This assessment needs to be done in communication and coordination with the other short-term expert providing detailed advice on the planning, lay-out, design and furnishing of the Sustainable Mountains Education Centre in Peja. This assessment should be completed within the same time period as the other assessment.

The expert provides the following deliverables by end of April 2011:

- Technical drawings and/or bills of quantities concerning:
    - Proposed heating system and its installation;
    - Proposed isolation activities and material;
    - Technical design and budget for the proposed heating system;
    - Technical adjustments design and proposal to be able to incorporate the heating system acknowledging the monumental criteria;
    - Proposed construction in the garden for storage space of fuel.

All drawings and/or bills of quantities must be discussed and agreed with ERA before they can be considered final deliverables of the expert.

Required skills and experience

The skills and experience required for the short-term expert are:

- Higher education in construction, and renewable energy technology, or related fields;
- Experience with environmental and energy efficiency assessments of buildings;
- Preferable experience with architecture, cultural heritage (re)construction;
- >10 years of experience in technical construction assessments with renewable energy and energy efficiency in the SEE region;
- Proven experience with technical advice for multi-functional buildings, public buildings, preferably also historical buildings;
- English and/or Albanian speaking and writing.

Guidelines for the offer

Your offer has to consist of the following:

- Cover page indicating the (organizations' / companies' /your)motivation to do this job and why this is the best offer for ERA;
- CV of the proposed expert;
- Financial proposal indicating the price for the work of the expert and travel expenses.

Interested experts should send their complete offer (see above) to Ellen Frank at ellen.frank@gmail.com with subject line "Attn: Sustainable Energy Expert". Feel free to contact ERA with questions regarding the position by email.