



TERMS OF REFERENCE – HIRING OF EXPERTS (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. EEC also serves as a Project Management Unit (PMU) for executing World Bank – GEF Project: Financing Energy Efficiency at MSMEs and also for the Partial Risk Sharing Facility for Energy Efficiency (PRSF) Project.

World Bank GEF Project: SIDBI along with Bureau of Energy Efficiency (BEE) is executing the World Bank-GEF project, viz. “Financing Energy Efficiency at MSMEs” in selected MSME clusters in India viz., Kolhapur- foundry, Tirunelveli- Limekilns, Ankleshwar- chemicals, Pune- forging and Faridabad- mixed cluster, Ludhiana cluster, Mumbai-Thane cluster, Varanasi Cluster, Dehradun Cluster and Delhi-NCR cluster. The objective of the project is “to Increase Demand for Energy Efficiency Investments in Micro, Small and Medium Enterprise Clusters and to build their capacity to access Commercial Finance.” The main deliverable of the project is to provide technical support to MSMEs resulting in catalyzing investments for implementing Energy Conservation Measures by around 600 MSME units in these MSME clusters.

PRSF: SIDBI is the “Project Executing Agency (PEA)” for the PRSF project for Risk Sharing Facility along-with part of the 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), 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).

India SME Technology Services Limited (ISTSL), an associate of SIDBI is implementing the 4E (End to end energy efficiency) solutions program of SIDBI.

Now, for the purpose of implementing various developmental projects / initiatives in the area of Energy Efficiency, Renewable Energy & Clean Technology, SIDBI as Project Executing Agency for PRSF project of 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 placed at **Annexure-I**.

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

Title	No. of vacancy	Desirable Qualification / Experience	Gross Emolument (in Rs. per Month)*	Roles & Responsibilities	Posting
Lead Technical Expert	01	<ul style="list-style-type: none"> Graduate / Post-Graduate (in Engineering / Technology) Additional qualifications in energy / management shall be desirable. BEE certified energy auditor (Accredited Energy Auditor would be preferred) <p>Minimum 8 years of experience in implementing Energy Efficiency / Renewable Energy / Clean Technology projects / programmes (preferably in the MSME sector)</p>	110,000/- – 150,000/-	<p>Business Development / Marketing of various products to MSMEs.</p> <p>Develop & lead cluster specific interventions.</p> <p>Managing & implementing various business activities (including 4E, Renewable Energy, etc.).</p>	SIDBI / ISTSL, New Delhi
Sr. Technical Expert	01	<ul style="list-style-type: none"> Graduate / Post-Graduate (in Engineering / Technology) Additional qualifications in energy / environment shall be desirable. BEE certified energy auditor <p>Minimum 6 years of experience in the area of Energy Efficiency / Renewable Energy / Clean Technology (preferably in the MSME sector)</p>	80,000/- – 110,000/-	<p>Managing & implementing various business activities (including 4E, Renewable Energy, etc.).</p> <p>All field operations / activities including of conducting energy audits / assessments, preparation of DPRs, various reports, etc.</p>	SIDBI / ISTSL, New Delhi

Procurement & Admin Expert	01	<ul style="list-style-type: none"> Graduate / Post-Graduate Additional qualifications in procurement shall be desirable. <p>Minimum 05 years experience in procurement and admin activities (either in PSUs or in any international projects of World Bank / UNIDO / UNDP / DFID / ADB, etc.)</p>	75,000/- – 110,000/-	Managing procurement matters and administrative operations of the programs / projects, etc.	SIDBI / ISTSL, New Delhi
Expert – Operations	01	<ul style="list-style-type: none"> Graduate / Post-Graduate (Engineering / Energy / Environment) Additional qualifications in Management shall be desirable. <p>Minimum 05 years experience in Financial Management / Project Management, etc.</p>	70,000/- – 110,000/-	Managing financial and operational matters pertaining to programs / projects including admin related activities, marketing related activities, etc.	SIDBI / ISTSL, New Delhi
Technical Expert	01	Graduate / Post-Graduate (in Engineering / Technology) 03 years experience in the area of Energy Efficiency / Renewable Energy / Clean Technology	60,000/- – 80,000/-	All field related operations. Carrying out activities pertaining to EE / RE / Solar / Green Building (including 4E solutions) etc., preparation of DPRs, various reports, etc.	SIDBI / ISTSL, New Delhi / Bangalore
Technical Executive	01	Diploma holders / Graduate (in Engineering / Technology) 05 years experience in the area of Energy Efficiency / Renewable Energy / Clean Technology	55,000/- – 75,000/-	All field related operations. Carrying out activities pertaining to EE / RE / Solar / Green Building (including 4E solutions) etc., preparation of DPRs, various reports, etc.	SIDBI / ISTSL, New Delhi

* No additional payment shall be made except TAHA as per the rule.

Note:

(i) Gross emolument may be lower / higher based on suitability of the candidate.

(ii) SIDBI retains the right to enhance the minimum qualification level depending on the need.

The Experts, as indicated above, will be selected in accordance with the World Bank's Guidelines: Selection and Employment of Consultants under IBRD loans and IDA credits & grants by World Bank Borrowers, Edition of January 2011 (Revised July 2014).

Important Instructions:

- The candidates can apply for only one position in the 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.
- The deadline for submission of the Application is February 12, 2016 (1600 hrs). The applications (along-with supporting documents) received after the deadline shall not be considered for the evaluation purpose.

ADDRESS FOR SUBMISSION OF APPLICATION (By Hand / By Post / By Courier):

The Deputy General Manager
ENERGY EFFICIENCY CENTRE (EEC)
Small Industries Development Bank of India (SIDBI)
Ground Floor, Videocon Tower, E-1, Rani Jhansi Road,
Jhandewalan Extension, New Delhi – 110055
Ph. 011-23682473-77

1. DURATION

- 1.1. The expert(s) shall be engaged on full time contractual basis for PRSF project of the World Bank and related activities of SIDBI. The assignment will be initially for a period of 3 years and shall be subject to periodic / annual review. Either side may terminate the contract with 01 month notice period or payment of 01 month equivalent compensation in lieu thereof.
- 1.2. Further, it is also mentioned that the contract period may be extended subject to performance and needs of the project.
- 1.3. 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.

2. LEAVE DETAILS

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

- 2.1. 10 Casual Leaves (CL) in a calendar year, subject to the limit of 3 CL in first 3 months.
- 2.2. 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.
- 2.3. If the expert(s) leaves the job during the contract period, Bank has the discretion to adjust the unavailed OL not exceeding 10 days per year against the notice period. The unavailed OL may be encashed once in a year subject to maximum 10 days per year.

3. GENERAL CONDITIONS

- 3.1. **Service Conditions:** During the contract period, the service conditions of the candidate, including place of posting (within SIDBI / associate institutions), would be as decided by the Bank from time to time.
- 3.2. **Secrecy:** Selected expert(s) shall sign a declaration of fidelity and secrecy on usual lines at the time of appointment / joining.
- 3.3. **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.**
- 3.4. **Candidates are advised** that they should not furnish any particulars or information that are false, tampered/fabricated or should not suppress any material information while applying. **In case it is detected at any stage that a candidate does not fulfill any of the eligibility criteria for the post applied for and / or that he / she has furnished any incorrect information or has suppressed any material fact(s), his / her candidature will stand cancelled. If any of these shortcomings is / are detected even after the appointment, his/her services are liable to be terminated on an immediate basis without any notice or opportunity of hearing.**
- 3.5. Selection would be by way of personal interview to be held at New Delhi before the Selection Committee. The Bank 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.

3.6. Candidates short listed for interview shall have to produce all **certificates in original** for verification as to their age, educational qualification, category, experience details, etc. **at the time of interview. Failure to produce the same shall render the candidate ineligible for the selection process.**

3.7. Selected candidate(s) will have to enter into an agreement governing terms of engagement & services by PRSF.

4. General Roles & Responsibilities of the experts (to the extent applicable):

4.1. The expert(s) shall be attached on full time basis to Energy Efficiency Centre (EEC), SIDBI, New Delhi / India SME Technology Services Limited (ISTSL, New Delhi) and will be directly responsible for providing technical insights, knowledge, direction and supervision for various activities / projects in the area of Energy Efficiency, Renewable Energy, Green Energy, etc.

4.2. 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, etc.

4.3. 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.

4.4. The expert(s) shall prepare formats & guidelines for various reports including Cluster Profile Reports, Walk-through Energy Audit Report, Detailed Energy Audit Report, Investment Grade Detailed Project Report, Vendor Identification & Selection, 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.

4.5. The expert(s) shall develop a suitable criterion for selection of MSME units for undertaking Walk-through Energy Audit, Detailed Energy Audit Report and preparation of Investment Grade Detailed Project Report. The expert(s) shall also provide technical inputs / suggestions to the various Consultants hired under the Project particularly with regard to development of proper training modules / workshop material for capacity building / awareness workshops, etc.

4.6. 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.

4.7. 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.

- 4.8. The expert(s) shall be required to analyse the Measurement & Verification (M&V Reports) and various other 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. 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.
- 4.9. The expert(s) shall coordinate with Industry Associations (IAs), Local Service Providers (LSPs), key stakeholders, Consultants, etc. to ensure timely execution and successful completion of the projects.
- 4.10. The expert(s) shall provide assistance to Implementing agencies (SIDBI, EESL, World Bank etc.) 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.
- 4.11. The expert(s) shall identify and analyze linkages and externalities (Environmental and Social Impacts) of energy development in India with national development priorities/targets including energy security.
- 4.12. 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) and provide input into technical guidance materials for integration of environmental and social considerations into India's power development process.
- 4.13. The expert(s) shall help in development of alternate/additional energy efficiency measures based on demand projections, including energy efficiency, energy conservation, demand side management programs and renewable energy promotion options.
- 4.14. 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.
- 4.15. The experts (s) shall be responsible for managing procurement related matters, administration operations of the programs / projects.
- 4.16. The expert(s) shall be responsible for managing the financial aspects of the programs / projects.
- 4.17. The expert(s) shall be responsible for managing the Business Development / Marketing related activities under various programs / projects.
