



ANNEX C1bis: Twinning Light Fiche¹

Project title: Strengthening the overall capacity and effectiveness of the Agency for Energy Efficiency

Beneficiary administration: Agency for Energy Efficiency/ Ministry of Infrastructure and Energy

Twining Reference: AL 20 IPA EY 01 22 TWL

Publication notice reference: The publication notice reference will be completed by the EU Delegation/Office

EU funded project

TWINNING TOOL

¹ For Twinning Light, the project Fiche should be detailed as it will form an annex to the Twinning Light Grant Contract together with the selected Member State proposal. The Twinning Light project Fiche, besides all the data and information mentioned under section 2.1.1, provide also concrete indications on how the work plan should be established, on the suggested schedule of activities, on the profile of short-term experts and on indicators and targets that should be used to ensure the timely achievement of the mandatory results.

Abbreviations

AEE	Agency for Energy Efficiency
AKBN	National Agency of Natural Resources
AKPT	National Agency on Territory Planning
AL	Albania
CFCU	Central Finance and Contracting Unit
EBRD	European Bank for Reconstruction and Development
EEA	European Energy Award
EE	Energy Efficiency
ERE	Energy Regulator Entity
ESCO	Energy Service Company
EU	European Union
EPB	Energy Performance in Buildings
GHG	Green House Gas
IPA	Instrument for Pre-Accession Assistance
KESH	Albanian Energy Corporation
KfW	KfW Development Bank
MSc	Master of Science
MIE	Ministry of Infrastructure and Energy
MS	Member State
NECP	National Energy and Climate Plan.
NEEAP	National Energy Efficiency Action Plan
NSDI	National Strategy for Development
ORF	Open Regional Funds
OSHEE	Electrical Energy System Distributor
OST	Transmission System Operator
PAO	Programme Administration Office
PL	Project Leader
REEP	Regional Energy Efficiency Programme
RES	Renewable Energy Source
RIA	Regulatory Impact Assessment
SDGs	Sustainable Development Goals
TOC	Theory of Change
TWL	Twinning light
UK	United Kingdom

1. Basic Information

- 1.1 Programme: IPA (II), Action Programme for Albania IPA 2020/ 042-914.03/AL/EU Integration Facility (indirect management, with ex-ante control)

For UK applicants: Please be aware that following the entry into force of the EU-UK Withdrawal Agreement² on 1 February 2020 and in particular Articles 127(6), 137 and 138, the references to natural or legal persons residing or established in a Member State of the European Union and to goods originating from an eligible country, as defined under Regulation (EU) No 236/2014³ and Annex IV of the ACP-EU Partnership Agreement⁴, are to be understood as including natural or legal persons residing or established in, and to goods originating from, the United Kingdom⁵. Those persons and goods are therefore eligible under this call.

- 1.2 Twinning Sector: Energy (EY)

- 1.3 EU funded budget: **EUR 250,000.**

- 1.4 Sustainable Development Goals (SDGs):

- ✓ *SDG 7* - Affordable and clean energy;
- ✓ *SDG 9* - Industry, innovation and infrastructure;
- ✓ *SDG 11*- Sustainable cities and communities;
- ✓ *SDG 12*- Responsible consumption and production;
- ✓ *SDG 13*- Climate Actions;

2. Objectives

- 2.1 Overall objective(s):

Strengthening the institutional capacities of Agency for Energy Efficiency in line with the commitments of Albania with the relevant EU policies and Energy Community acquis.

- 2.2 Specific objective:

To assist the Agency for Energy Efficiency in Albania (AEE), in developing further the legislative and institutional framework to implement EU Acquis in the Energy Efficiency field and law 124/2015 on Energy Efficiency⁶ and to strengthen its capabilities by developing relevant tools and mechanisms to implement the new regulations.

²Agreement on the withdrawal of the United Kingdom of Great Britain and Northern Ireland from the European Union and the European Atomic Energy Community.

³Regulation (EU) No 236/2014 of the European Parliament and of the Council of 11 March 2014 laying down common rules and procedures for the implementation of the Union's instruments for financing external action.

⁴Annex IV to the ACP-EU Partnership Agreement, as revised by Decision 1/2014 of the ACP-EU Council of Ministers (OJ L196/40, 3.7.2014).

⁵ Including the Overseas Countries and Territories having special relations with the United Kingdom, as laid down in Part Four and Annex II of the TFEU.

⁶ https://www.parlament.al/Files/Integrimi/ligj_nr_124_dt_12_11_2015_24797_1-1.pdf

2.3 The elements targeted in strategic documents i.e. NECP/National Development Plan/Cooperation agreement/Association Agreement/Sector reform strategy and related Action Plans.

The Government of Albania is implementing the National Strategy for Development and Integration (NSDI) 2022-2026 and the National Energy Strategy 2018-2030.

The strategic framework of Energy Efficiency, as one of the pillars of the Energy Strategy for Albania 2018-2030, must be fully coherent with other national policies and strategies and European Green Deal's objectives to supply clean, affordable and secure energy, building and renovating, promoting a cleaner construction sector, accelerating the shift to sustainable and smart mobility, promoting energy efficiency, promoting the use of renewable energy resources, increasing reliability of energy infrastructure and quality of service.

This twinning project aims to assist the Government of Albania and the Agency for Energy Efficiency (AEE), as inter alia tasked with achievement of the targets for energy sector, in the implementation of the European Green Deal's objectives.

The Albanian National Energy Strategy (2018-2030) approved on 31.07.2018⁷ created an energy efficiency scenario with the objective of improving energy efficiency in the residential, industrial, transport and agricultural sectors. It forecasts a potential reduction in energy imports by 19%, final energy consumption by 28% and GHG emissions by 27% compared to the base scenario. The Energy Efficiency Fund to be established will act as a non-profit organisation, primarily tasked with financing programs that promote energy efficiency.

3. Description

3.1 Background and justification:

The energy sector is one of the strategic sectors and a priority of the Albanian Government given the diversity of energy resources (water, wind, solar, oil, gas, etc.) that the country possesses. AEE plays an important role in the energy sector as it has to prepare, implement and monitor energy efficiency policies and programs in the residential, services, industry, transport and agriculture sectors.

- Prepare and monitor the National Action Plan for Energy Efficiency (NEAAP). Submit, annually to the Minister, a detailed report on the implementation of the National Action Plan for Energy Efficiency as part of NECP plan⁸.
- Collaborate with central and local authorities, companies operating in industrial facilities and various non-profit organizations to create and update the necessary energy database, including the calculation of energy efficiency indicators, as well as the implementation of promotion measures on energy efficiency.
- Prepare and propose to the Minister the necessary bylaws for the promotion of energy efficiency, as provided in the Law⁹ on Energy Efficiency and the Law on Energy Performance of Buildings¹⁰;

⁷<http://qbz.gov.al/Botime/Akteindividuale/Janar%202018/Fletore%20119/VKM%20nr.%20480,%20date%2031.7.2018.pdf>

⁸ <https://qbz.gov.al/eli/fz/2022/9/015ea42c-f6c8-4c3c-b7a5-6629b49f98a7>

⁹ https://www.parlament.al/Files/Integrimi/ligj_nr_124_dt_12_11_2015_24797_1-1.pdf

¹⁰<http://planifikimi.gov.al/index.php?eID=dumpFile&t=f&f=5109&token=f734e3f54cf4535ab6794ce8e5e790eb977f0113>

- Prepare technical standards, norms and regulations, in order to increase the energy efficiency of equipment and machinery used for production, transport, distribution and consumption of energy in the residential, services, industry, transport and agriculture sectors;
- Conclude voluntary agreements;
- Collaborate with local and international institutions and organizations, in order to use energy efficiently and reduce the negative impact on the environment;
- Advise local public administration authorities, administrators of public buildings on the preparation and implementation of energy efficiency projects;

However, Albania has been frequently confronted with significant challenges regarding the security of its energy supply. Electric power produced through Hydropower plants accounts for 98% of domestic electricity production.

The Albanian National Energy Strategy outlined the cumulative investment plans on the energy sector, and more specifically on energy efficiency, for the period 2018-2030. The Energy Efficiency (EE) sector itself will receive EUR 532 million in cumulative investment. Most of the investment will entail direct financing of energy efficient solutions, with the option of offering loan warranties or low interest credits. The outline of the investment is presented below:

- Implementation of the National Energy Efficiency Action Plan (15.5% forecasted reduction in energy consumption) until 2030: EUR 347 million.
- Awareness campaigns 2018-2030: EUR 45 million.

According to the EU Albania 2021 Report (19/10/2021)¹¹, the implementation of the action plan to increase energy efficiency is delayed and Albania's economy remains three times more energy-intensive than the EU average. The inefficient use of energy, in particular in the transport and residential sectors, which account for up to 70% of energy consumption, weighs on energy security and on the trade deficit.

The IPA Revised Indicative Strategy Paper for Albania (2014-2020) revised in August 2018¹², identified that in regard to the energy sector, Albania needs to enhance its capacities for energy efficiency and renewable energy development. Considerable effort would still be needed to bring the national legislation on energy efficiency in line with the Union acquis.

In March 2021, the law on Energy Efficiency¹³ No.28/2021 was amended with the intention to further align it with the respective EU Directive. Regrettably it is still not fully aligned with EU Directive but it brings numerous new legislations to be drafted and approved such as:

1. Law for Municipalities and their action plans.
2. Law for Monitoring and Verification Platform program.
3. Law for major consumer report obligations.
4. Law for ESCO (Energy Service Company).

Presently, the Agency which was created on 22nd of May 2018, has a staff of 19 out of 20 and the existing staff lacks experience and technical expertise in evaluating investment projects in the energy efficiency field. Staff is composed of relatively young graduates that need trainings to reach their full potential and to help AEE move forward. However, the proper functioning of the

¹¹https://ec.europa.eu/neighbourhood-enlargement/document/download/7532fb68-5bd9-4620-ae9c-1df47d34b919_en?filename=Albania-Report-2021.pdf

¹²https://ec.europa.eu/neighbourhood-enlargement/document/download/25bdfec9-3d4d-406a-834e-5bc12a6fedc4_en?filename=20180817-revised-indicative-strategy-paper-2014-2020-for-albania.pdf

¹³ <https://www.parlament.al/Files/Akte/20210310134820ligj%20nr.%2028,%20dt.%208.3.2021.pdf>

Agency for Energy Efficiency is a priority for the government, as expressed in the National Energy Strategy 2018-2030.

The experience of the EU member states in supporting the development of Agency for Energy Efficiency (AEE) is considered as the most valuable at this stage. It will consist on mentoring and support to implementing the objectives of the National Energy Efficiency Action Plan. Areas of support are the preparation of bylaws strengthening the Agency for Energy Efficiency, Auditing and Energy Management, training initiatives and awareness-raising. AEE role is fundamental on energy consumption reduction which will help to mitigate the risks of an upcoming energy crisis. To be able to do this, AEE staff needs to be fully prepared on alignment with job duties and perform better on tasks.

3.2 Ongoing reforms:

The Albanian legislation is being adapted to be fully aligned with the Union acquis. To move in this direction in November 2015 the Government of Albania has transposed the Directive (2012/27/EU) on Energy Efficiency. This law together with the Law 28/2021 amended are the key documents defining the national targets on energy savings through energy efficiency measures in all sectors.

In April 2015, the law on Power Sector¹⁴ No.43/2015 was transposed from Electricity Directive (2009/72/EC). The law states the need for reforming the power sector and improving the energy efficiency to reduce the energy losses through transmission and distribution network.

In November 2016, the law on Energy Performance in Building¹⁵ No. 116/2016 was adopted (transposed from 2010/31/EU Directive) which includes the minimal criteria, National calculation Methodology, Optimal Cost Calculation for achieving minimal criteria's of EPB. As per the 2nd and 3rd NEEAP some pilot projects are being implemented in the public building sector.

In February 2017, the Law No.7/2017¹⁶ on promotion of energy from Renewable Energy Sources was adopted (transposed from 2009/28/EU Directive), which further helps the implementation of NEEAP on promoting zero-energy buildings, in public and residential building sector.

During year 2020, AEE in collaboration with MIE drafted the following legislation which was approved in respective dates:

1. National Calculation Methodology MCD No. 1094, dated 24.12.2020;
2. Energy Performance in Building Certificate MCD No. 958, dated 2.12.2020;
3. Energy Performance in Building Monitoring MCD No. 934, dated 25.11.2020;
4. Minimum Requirements in Energy Performance in Buildings MCD No. 537, dated 8.7.2020;
5. Development of the National Calculation Software for the generation of Energy Performance Certificates.

¹⁴ https://www.ere.gov.al/doc/Law_on_energy_sector_approved_on_43.2015.pdf

¹⁵ <http://planifikimi.gov.al/index.php?eID=dumpFile&t=f&f=5109&token=f734e3f54cf4535ab6794ce8e5e790eb977f0113>

¹⁶ https://www.climate-laws.org/rails/active_storage/blobs/eyJfcmFpbHMiOnsibWVzc2FnZSI6IkJBaHBBczRGLiwiZXhwIjpudWxsLCJwZXIiOiJibG9iX2lkIn19--c292275535282c4b2623b245fd948dd2e50bb302/f

6. Cost optimal for implementing the minimum energy performance requirements MCD No.256, dated 27.3.2020.

Concerning the implementing legislation, the following acts are approved:

- Establishment of the centralized database for monitoring, verification and reporting, which is on drafting phase (Article 8 (6)).
- Template for local energy efficiency action plans and progress reports New Article 9(1)(3) of Law which is under drafting by the Ministry of Infrastructure.
- Inventory of central governmental buildings New Article 9(1)(4) of the law which is on drafting phase by the Agency for Energy Efficiency of the Republic of Albania.
- Instruction on the reporting by the large energy consumers Article 28(3) of the Law, which is which is on drafting phase by the Agency for Energy Efficiency.

Recently on March 2021, the amendments of Law 124/2015 for Energy Efficiency¹⁷ were made. Also, on December 29th 2021, National Energy and Climate Plan¹⁸ was approved by Council of Ministers which will push further all actors to reach objectives of the plan.

3.3 Linked activities:

Part of these initiatives are related to the promotion and development of the energy efficiency framework, while others relate to the implementation of measures to increase energy efficiency in existing public buildings. The projects, presented below, aimed at increasing the capacity of the Agency for Energy Efficiency in a straightforward manner. These projects played a very important role in Albania's involvement with EE, but still a lot of effort is needed and a lot more legislation adaption, capacity building and promotion is required to have an established institution that will take care of Energy Efficiency on national scale.

1. Title: Development of a Financing Mechanism for Energy Efficient Public Buildings in Albania
Project objective: The objective of this activity is to inform and facilitate decision-making for sustainable financing mechanisms for energy efficiency (EE) in the public buildings sector. This will also serve as a possible vehicle for expanding to residential buildings in the future.

Duration: Until 2019

Donor / Contractor: World Bank

2. Title: Smart Energy Municipalities

Project objective: The objective of this bilateral Project is to support selected Albanian municipalities to manage energy in a sustainable manner and to implement the national energy policy at local level. To this end, it will pilot and institutionalize an energy management system that is based on the European Energy Award (EEA) and incorporates the requirements of the national energy legislation. The Project contributes to improve energy management, reduce energy consumption, to mitigate climate change and to promote sustainable economic development.

Duration: 2019 – 2023

Donor/Contractor: Switzerland

¹⁷ https://www.parlament.al/Files/Integrimi/ligj_nr_124_dt_12_11_2015_24797_1-1.pdf

¹⁸ <https://qbz.gov.al/eli/fz/2022/9/015ea42c-f6c8-4c3c-b7a5-6629b49f98a7>

3. Title: Promotion of Renewable Energies and Energy Efficiency

Project objective: Rehabilitation of the 4 dormitories of Students City No. 2 according to the Energy Efficient principle, including interior restructuring and kitchen equipment.

Duration: 2014 – 2019

Donor/Contractor: Germany/KfW

4. Title: Program for the Energy Efficient Rehabilitation of Dormitories of the University of Tirana, Albania– Phase I, II, III

Project objective: Rehabilitation of the dormitories of Students City No. 1 according to the Energy Efficient principle, including interior restructuring

Duration: 2017 – 2021

Donor/Contractor: Germany/KfW

5. Title: Regional Program: ORF Energy Efficiency

Project objective: The relevant political and civil society actors in South Eastern Europe increasingly take advantage of regional networks for the implementation of EU standards in the field of climate protection.

Duration: 2017 – 2019

Donor/Contractor: Germany/GIZ

6. Title: IPA 2014 Technical Assistance. Support in the Energy Efficiency Sector & the Renewable Energy Sources (RES) Development

Project objective: Technical Assistance to provide support for the creation of framework of operational principles that enable a coordinated, coherent and integrated planning of Government policies in order to create an enabling environment in the field of Energy Efficiency and Renewable Energy Sources.

Duration: 2019 – 2020

Donor/Contractor: IPA Program 2014

7. Title: Western Balkans Regional Energy Efficiency Programme Phase II – Policy Dialogue Window 1(a) (REEP Plus)

Project objective: Review and Update of Primary Energy Efficiency Law for Albania

Duration: 2018 – 2019

Donor/Contractor: EBRD, EU, Energy Community

8. Title: Smart Energy Municipalities Project

Project objectives: Technical and financial support in the frame of smart energy municipalities project.

Duration: 2022-2025

Donor/Contractor: The Swiss Confederation.

3.4 List of applicable Union acquis/standards:

- Directive (Eu) 2018/2002 Of The European Parliament And Of The Council Of 11 December 2018 Amending Directive 2012/27/EU on Energy Efficiency
- Directive (EU) 2018/844 of the European Parliament and of the Council
- Directive (EU) 2019/944 of the European Parliament and of the Council

- Labelling of Energy-Related Products Directive (2010/30/EU)
- Energy End-Use Efficiency and Energy Services Directive (2006/32/EC)
- Commission Implementing Decision of 22 May 2013 establishing a template for National Energy Efficiency Action Plans under Directive 2012/27/EU of the European Parliament and of the Council (notified under document C(2013) 2882) (Text with EEA relevance) (2013/242/EU)¹⁹

3.5 Components and results per component:

Component 1: Alignment of the national legal framework on energy efficiency compared to the Energy Community acquis and the implementation of EU energy “acquis” and of strategic documents relating to EE.

Result 1.1 - Support in drafting legislative proposals, bylaws and regulations in line with EU legislation and best practices, standards and subordinate legislation of the law 124/2015 on Energy Efficiency in the sector of Industry and Transport, provided.

Result 1.2 - The barriers and opportunities for regulations and law implementation, identified.

Result 1.3 - Strategies and methodologies to involve other actors such as local government staff, business representatives, etc... to overcome barriers, recommended.

Component 2: Institutional capacities of Agency for Energy Efficiency increased.

Result 2.1 - The capacities of AEE in designing policies, projects, strategic documents, strengthened.

Result 2.2 - AEE staff competence on project monitoring and evaluation, increased.

Result 2.3 - Guidelines for project monitoring and evaluation, drafted.

3.6 Expected activities:

The information provided in the table below is only indicative and the list of activities is the minimum to achieve the mandatory results. The MS are strongly recommended to propose additional activities and a different outline if necessary, regarding number of man days.

Activities	Months (x=man-days)								Man days
	1	2	3	4	5	6	7	8	
	Coordination and Visibility (21Days)								21
Kick off meeting.									3
Project Steering Committee meetings.									3
Project management and reporting.									

¹⁹ See also [Guidance for National Energy Efficiency Action Plans \[SWD\(2013\) 180 final\]](https://ec.europa.eu/energy/sites/ener/files/documents/20131106_swd_guidance_neeaps.pdf) at https://ec.europa.eu/energy/sites/ener/files/documents/20131106_swd_guidance_neeaps.pdf

Preparation of communication and visibility outputs for the web/social networks. Closing conference									5 5 5
Component 1	<i>Alignment of the national legal framework on energy efficiency compared to the Energy Community acquis and the implementation of EU energy “acquis” and of strategic documents relating to EE. (125 days)</i>								125
Activity 1.1.1 Provide a Guidance Document to reform and implement the national legal framework on energy efficiency in line with EU Energy <i>acquis</i> . Sub Activity 1.1.1.1 Conduct a Gap Analysis between the national legislation and the European one, in view of alignment with EU Energy <i>acquis</i> . Sub Activity 1.1.1.2 Conduct Workshops on writing draft reports and bylaws to approximate national legislation with the provisions of the Directive of EU regarding efficiency in Transport and Industry.									40
Activity 1.2.1 Conduct Trainings regarding Theory of Change (TOC) as an innovative tool to help strategic planning reaching energy efficiency objectives and to clarify goals and the conditions needed to reach them. Activity 1.2.2 Provide a Guidance Document on the identification of the barriers and opportunities for regulations and law implementation.									50
Activity 1.3.1 Conduct Workshops on approach methodologies to local government staff and other actors. Sub-Activity 1.3.1.1 Conduct trainings regarding communication skills to different levels of hierarchy.									35

Component 2	<i>Institutional capacities of Agency for Energy Efficiency increased. (94 days)</i>								94
Activity 2.1.1 Conduct Trainings for policy design and strategic documents creation regarding efficiency in Transport and Industry. Sub-Activity 2.1.1.1 Prepare a Report in relation to Transport Sector and Industry situation toward energy transition, addressing the gaps already identified. Sub-Activity 2.1.1.2 Prepare a Guidance document for policy design and its implementation impact.									40
Activity 2.2.1 Conduct Workshops: Design of a successful business model on project monitoring and evaluation. Activity 2.2.2 Study visit to a partner country for experience exchange.									39
Activity 2.3.1 Preparation of Guidance Notes on the design of a successful business model on project monitoring and evaluation.									15
1-8 Months									240

3.7 Means/input from the EU Member State Partner Administration:

The Member States proposals must contain a fully elaborated work plan with the detail of all activities, including specific objective, content, duration, sequence, indicators, a communication and visibility plan, etc. It also should provide a budget breakdown per budget heading and sub-headings based on the flat rates, unit costs as well as on reimbursable expenditures as per Annex A3.

Member State must submit their proposals individually (no consortia are allowed). Nevertheless, experts from other Member States can be included in the work plan. In this case, they would contribute to the project under the authority and responsibility of the Member State PL.

No form of sub-contracting to the private sector is allowed, with the only exception of the hiring of translation and interpretation services, where necessary.

The Twinning Partners shall ensure the visibility of EU financial assistance throughout the duration of the twinning project. Compliance will be ensured with the provisions of the document ‘Communication and Visibility in EU-financed external actions’, available at:

https://ec.europa.eu/international-partnerships/comm-visibility-requirements_en.

Proposals shall include the CV of the proposed PL, the Component Leaders and Short-term experts.

Profile and tasks of the Project Leader (PL):

The project is envisaged to provide exchange of experience and know-how with a Member State homologue Institution with good practice in the above stated project activities.

This project requires a Project Leader who will be responsible for the overall coordination of the project. The project leader is expected to closely work with the short-term experts as well as with the counterpart of the beneficiary institution (AEE).

Profile:

- University degree in law, management engineering, energy engineering, or other related areas relevant to this assignment or equivalent professional experience of 8 years.
- Managerial position from a Member State homologue institution (Proven contractual relation to a public administration or mandated body).
- At least 3 years of working experience in activities linked to the scope of this project (energy efficiency, support to institutional and regulatory framework development /implementation).
- Previous experience in project management with similar nature will be considered an asset.
- Excellent English skills (oral and written).
- Excellent computer proficiency.

Tasks:

- Overall coordination guidance and monitoring of the Project preparation and implementation in cooperation with Component Leaders and short-term experts.
- Regular communication with the Beneficiary, the EU Delegation to Albania and the Contracting Authority.
- Coordination of deployment of short-term experts;
- Participation in Steering Committee meetings.
- Project reporting.
- Project financial management, visibility and backstopping services for the project in the Member State.
- Overall responsibility and direction of the Member State Twinning partner input and proposal of corrective measures if needed, provision of strategic advice regarding the implementation of the Twinning Project, and ensuring that the project produces the required outputs successfully and efficiently and achieves the intended results on time.
- Participate in preparation of the initial and subsequent work plans.

3.7.1 Profile and tasks of Component Leaders:

The Member State Twinning partner will appoint Component Leaders who will be responsible for delivering the results/outputs for specific components. The AEE will also identify Component Leader counterparts.

Component Leader 1

Profile of CL1:

- University degree in law, Management Engineering, Energy Engineering, or other related areas relevant to this assignment or equivalent professional experience of 8 years;
- Minimum 3 years of professional experience in the fields of drafting of legislation, harmonization of external legislation with Union acquis in energy and EE in a public and institutional context;
- Experience in training and mentoring in at least one project in the fields relevant to the project shall be considered as asset;
- Excellent knowledge of written and spoken English;
- Computer literacy.

Component Leader 2

Profile of CL2 :

- University degree in Management Engineering, Public Administration, Finance, Engineering or other related areas relevant to this assignment or equivalent professional experience of 8 years;
- At least 3 years of professional experience in the fields of capacity buildings programs, working with local and central government in Energy Efficiency field.
- Proven experience in training and mentoring in the fields relevant to the project is considered an asset;
- Excellent English skills (oral and written);
- Excellent computer proficiency.

Tasks for Component Leader 1 and 2:

- Organize, coordinate and supervise the works of the short-term experts related to their components;
- Provide technical expertise for implementing the activities defined by the work plan of the corresponding component and delivering the required outputs.

3.7.2. Profile and tasks of other short-term experts:

The proposed pool of four short-term experts are expected to cover the relevant areas and tasks targeted under this project. Short-term experts will cover and provide advice and know-how in the areas covered by this twinning project.

Profile:

- University degree on Public Administration, Finance, Engineering or equivalent professional experience of at least 8 years;
- At least 3 years of specific professional experience in the fields of energy and/or energy efficiency management or drafting of legislation, harmonization and/ or implementation of external legislation with Union acquis in energy and EE in a public and institutional context;
- Knowledge of other Member States` systems in the area of EE shall be considered as asset;
- Proven experience in training and mentoring in the fields relevant to the project shall be considered an asset;

- Excellent knowledge of written and spoken English;
- Computer literacy.

Tasks:

- Undertaking all activities and achieving mandatory results;
- Conducting analysis and reports on the area of the project components;
- Preparing and conducting training sessions/workshops;
- Elaborating and presenting the proposals on the area of the project components;

4. Budget

The budget for the project is EUR 250,000, which will be covered by the IPA contribution, in line with the Twinning Manual 2017 – update 2022.

5. Implementation Arrangements

5.1 Implementing Agency responsible for tendering, contracting and accounting (AO/CFCU/PAO/European Union Delegation/Office):

General Directorate for Financing and Contracting of EU, World Bank and Other Donor Funds/ (CFCU)

Ms. Veronika Korkaj, General Director

Ministry of Finance and Economy, Third floor (CFCU's protocol office),

Bulevardi Deshmoret e Kombit, No. 3

1001 Tirana, Albania

Email: veronika.korkaj@financa.gov.al

Delegation of the European Union to Albania

Mr. Ardian Metaj

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The Project Manager at the EU Delegation in Albania

5.2 Institutional framework

The Agency of Energy Efficiency (AEE) is under the Ministry of Infrastructure and Energy, whose mission is to design and implement development policies and strategies in Energy Efficiency sector. The AEE structure it includes five sectors and has a total staff number of 20 people. Out of these, 14 are in executive positions, five heads of sector, one technical director and one general director. The process for filling the vacant positions is ongoing and expected to be finalized within the second half of year 2022. The Agency is responsible for preparing, implementing and monitoring policies and programs for the efficient use of energy in the residential sectors of services, industry, transport and agriculture.

The departments that will benefit from the project are as follows.

- Efficiency and Analysis Program Development Sector (**3** – Head of sector and 2 specialist's).

This sector identifies the needs and to propose to the responsible Ministry for Energy secondary legislation and regulations which relate to national policies to encourage, promote and improve the efficient use of energy, with the aim of saving energy and increasing security of supply and follows the relevant procedures until their approval. It identifies and proposes policies related to the obligations of state authorities, public and private sectors, residential sectors, services, industry, transport, agriculture and all other sectors of the economy to promote energy efficiency. Also drafts policies for energy audits and market development for energy services in the energy efficiency sector.

- Energy Auditing and Certification Sector (**3** – Head of sector and 2 specialists).

The sector regulates, monitors and verifies the process of energy auditing in the building, industry and transport sector. It identifies the need and proposes regulatory acts for the implementation of Energy Auditing Policies in accordance with the National Energy Efficiency Plans and Energy Efficiency legislation. In cooperation with the relevant directorates in AEE, identifies and proposes policies related to the obligations of state authorities, public and private sectors, residential sectors, services, industry, transport, agriculture and all other sectors of the economy to conduct audits and energy services. Verifies, supervises and technically evaluates the implementation of measures contained in energy efficiency plans and projects. Oversees the process of audits and energy services, which is performed by energy auditors and / or licensed energy service companies. Verifies and supervises the process of energy performance certification in buildings. Reports on the achievements, including the results and objectives achieved, as well as the problems and obstacles encountered in the implementation of measures in accordance with the National Plans for Energy Efficiency, like any other achievement, which has an impact on improving the efficient use of energy.

- Project Management and Monitoring Sector (**3** – Head of sector and 2 specialist's).

This sector oversees the drafting of the project programs related to Energy Efficiency, in accordance with the legal framework and manages their implementation. Performs management, monitoring and technical opposition of projects, which are addressed to the agency. This directorate also ensures the necessary coordination between the Beneficiaries, the Financing Entity /various Institutions and the participating / contracting companies in the implementation of various projects.

In each department is included no. of 3 people who will be part of the work in achieving the objective of the TWL project.

The AEE will be the beneficiary administration of this Twinning Project. The structure of each Department is presented in **Annexes 2**.

Where necessary for reaching the objectives of the Project (e.g. for improving the professional skills of public employees) also other relevant central executive authorities, listed in the action plans of the Line ministries on the implementation of the EU Energy Efficiency Directive and NEEAP, can benefit from the Project including the Ministry of Infrastructure and Energy, AKBN (National Agency of Natural Resources), AKPT (National Agency on Territory Planning), Municipalities, ERE, Konfindustria, KESH sh.a. OST sh.a., OSHEE sh.a., and other stakeholders.

5.3 Counterparts in the Beneficiary administration:

5.3.1 Contact person:

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5.3.2 PL counterpart

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6. Duration of the project

The implementation period of the Action is 8 (eight) months. The execution period of the contract shall end three months after the implementation period of the Action. (11 months)

7. Sustainability

Since the overall objective of the Twinning Light is to ‘Support in relation to energy efficiency’ the assistance required by AEE is meant to complement a policy and legislative process that Albania has autonomously initiated and that is meant to help Albania to fulfil its commitments in the area of energy efficiency taken in the framework of EU accession and Legislation approximation, Energy Community Treaty.

The sustainability of the results is linked to passing the reforms advised by the experts and to be achieved if the twinning partners commit themselves to the following:

- Absorb efficiently the contents and understanding of the training materials by the Beneficiary personnel being measured and monitored after each training session that is provided by simple tests;
- Make maximum use of the skills and abilities of the beneficiary country administration personnel previously trained by Member States; apply “train the trainers approach” for sustainable capacity building of the beneficiary administration;
- Allow for confirmation of the effect of the twinning project for the beneficiary administration by organising a final seminar that presents achieved results of the twinning activities at the end of the twinning project;
- Provide assurance that manuals and procedures developed within the twinning project will be used by the beneficiary beyond the primary contract period. AEE shall ensure that the knowledge gained through this twinning project is embedded in the right offices and public officials by properly selecting the right candidates to pursue envisaged trainings.

The reports, guidelines and manuals produced during the project will be delivered to AEE, the CFCU and the EUD to Albania.

8. Crosscutting issues (equal opportunity, environment, climate etc...)

The Agency for Energy Efficiency is responsible for all the EE measures implemented in National level so this project will cover the entire territory of Albania. All activities within this project shall be designed and implemented in accordance with principles of good governance, human rights, gender equality and environmental sustainability.

8.1 Equal Opportunities

The project will be implemented according to the regulations of the national legislation providing equal opportunities for men and women and non-discrimination on the basis of racial or ethnic original, religion or belief, disability, sex or sexual orientation or any other grounds. Twinning partners are expected to comply with the EU equal opportunity policies.

8.2 Environmental and Climate Considerations

We shall reduce travel based on the epidemiological situation and the use of paper. The project shall use remote meeting facilities whenever appropriate in line with provision of the Twinning Manual also aiming to reduce travel associated carbon emissions.

9. Conditionality and sequencing

9.1 Conditionality

This project is not dependent on the outcomes of other actions. During its design, proper consideration has been given to actions/activities/events planned under the TAIEX tool that are of direct relevance for the sector.

The Beneficiary furthermore shall:

- a) Ensure that appropriate staff is made available to work with the EU twinning partner(s). Counterparts for each of the objectives will be appointed to facilitate the implementation of the respective activities of the twinning project.
- b) Be responsible for providing the EU experts with legislation and any other documents necessary for the implementation of the project.
- c) Ensure that staff trained under this project is encouraged to increase its capacity according to the tasks specified in the job description and to its promotion based on the merit. In this context a data base of what training was provided to which person should be maintained by the implementing partner for future monitoring.
- d) Provide all possible assistance to solve any unpredictable problem/situation that the EU twinning partner(s) may face during the time the project continues.

Equally, the Twinning team must ensure full collaboration with the counterparts of the institution. Communications should be open and consistent. The Twinning team must carry out activities in the interest of the institution, and maintain its involvement at all stages of activities.

9.2 Sequencing

Keys milestones will be:

- Successful selection of a Twinning partner
- Signature of the Twinning contract, including the Twinning Work Plan;
- Start of the twinning partnership;
- Delivery of guidelines for gap analysis;
- Delivery of the AEE employees training;
- Delivery of the strategic document's drafts;
- End of the implementation period;
- Submission of the final report.

10. Indicators for performance measurement

The indicators included under the log frame matrix are selected for measurement of the project's achievements.

Component 1: Alignment of the national legal framework on energy efficiency compared to the Energy Community acquis and the implementation of EU energy “acquis” and of strategic documents relating to EE.

Indicator: Status of harmonization of the legislation with EU legislation, implementation of EU energy “acquis” and of strategic documents and best practices.

Activity indicator 1.1

- At least 1(one) Guidance Document to reform and implement the national legal framework on energy efficiency in line with EU Energy acquis, prepared.
- At least 1 (one) Gap Analysis Report is prepared and delivered.
- At least 13 (thirteen) AEE employees trained on drafting reports and bylaws to approximate national legislation with the provisions of the Directive of EU regarding efficiency in Transport and Industry.

Activity indicator 1.2

- At least 13 (thirteen) AEE employees trained, regarding TOC to reach energy efficiency objectives and clarified about goals and conditions needed to reach them.
- At least 1(one) Guidance Document on the identification of the barriers and opportunities for law regulation and law implementation, prepared.

Activity indicator 1.3

- At least 13 (thirteen) AEE employees trained on approach methodologies to local government staff and other actors and communication skills to different levels of hierarchy.

Component 2: Institutional capacities of Agency for Energy Efficiency increased.

Indicator: *Number of capacity building activities carried out and guidance notes/report prepared.*

Activity indicator 2.1

- At least 13 (thirteen) employees of AEE trained regarding policy design and creation of strategic documents regarding efficiency in Transport and Industry.
- At least 1 (one) Report in relation to Transport sector and Industry addressing the gaps already identified, prepared.
- At least 1(one) Guidance Document for policy design and implementation, prepared.

Activity indicator 2.2

- At least 13 (thirteen) of employees of AEE trained on designing of successful business model on project monitoring and evaluation.
- At least 5(five) of AEE employees included in study visit.

Activity indicator 2.3

- At least 1 (one) Guidance Note on the design of a successful business model, prepared.

11. Facilities available

The Agency for Energy Efficiency can and will provide the necessary arrangement for the experts of the Member State and the planned activities by making available office space, meeting rooms, equipment and software as well as opportunities and facilities for training, seminars and conferences.

ANNEXES TO PROJECT FICHE

1. Simplified Logical Framework Matrix
2. Organisational Chart of the AEE Departments

Annex C1b: Simplified Logical Framework					
Objectives, Results and Activities	Description	Indicators (with relevant baseline and target data)	Sources of verification	Risks	Assumptions (external to project)
<u>Overall Objectives</u>	Strengthening the institutional capacities of Agency for Energy Efficiency in line with the commitments of Albania with the relevant EU policies and Energy Community acquis	<u>EC annual progress report on Albania.</u>	EC Progress Reports for Albania.	<p>Delay of the project implementation as a result of the COVID-19 pandemic situation.</p> <p>Lack of political unwillingness to approve the amended laws.</p> <p>Low absorption of the information provided through the trainings or low quality of the training materials.</p>	<p>Political willingness to establish a communication bridge between the parties involved such as local government staff, business representatives.</p> <p>Full commitment of the twinning project partners (MS and BC).</p>
<u>Specific Objectives</u>	To assist the Agency for Energy Efficiency in Albania (AEE), in developing further the legislative and institutional framework to implement EU Acquis in the EE field and law 124/2015 on Energy Efficiency and to strengthen its capabilities by developing relevant tools and	Energy Efficiency legal framework improved and aligned with Community acquis. (Law 124 – aligned with EU acquis)	<p>Commission Reports under communications on EU Enlargement Policy.</p> <p>IPA II Annual Implementation Reports.</p>	<p>Insufficient human resources/ staff turnover.</p>	<p>Optimal collaboration and transparency between twinning partners (MS and BC teams);</p> <p>Allocation of sufficient human and material resources for the project.</p>

	mechanisms to implement the new regulations				
<u>Component 1: Alignment of the national legal framework on energy efficiency compared to the Energy Community acquis and the implementation of EU energy “acquis” and of strategic documents relating to EE.</u>					
<u>Result 1.1</u>	Support in drafting legislative proposals, bylaws and regulations in line with EU legislation and best practices, standards and subordinate legislation of the law 124/2015 on Energy Efficiency in the sector of Industry and Transport, provided.	<p>Component 1 – Indicator: Status of harmonization of the legislation with EU legislation, implementation of EU energy “acquis” and of strategic documents and best practices.</p> <p><i>Activity indicator 1.1</i></p> <p>-At least 1(one) Guidance Document to reform and implement the national legal framework on energy efficiency in line with EU Energy acquis, prepared.</p> <p><i>(baseline 0, target 1).</i></p> <p>-At least 1 (one) Gap Analysis Report is prepared and delivered <i>(baseline 0, target 1).</i> .</p> <p>-At least 13 (thirteen) AEE employees trained</p>	<p>Twinning Quarterly Reports and Final Report.</p> <p>Training Reports</p>	<p>Low absorption of the information provided through the trainings or low quality of the training materials.</p> <p>Insufficient human resources/ staff turnover.</p>	<p>Political commitment.</p> <p>Full commitment of the twinning project partners (MS and BC).</p> <p>Optimal collaboration and transparency between twinning partners (MS and BC teams);</p> <p>Allocation of sufficient human and material resources for the project.</p> <p>Relevant documentation available.</p>

		on drafting reports and bylaws to approximate national legislation with the provisions of the Directive of EU regarding efficiency in Transport and Industry. (baseline 0, target 10).			
<u>Result 1.2</u>	The barriers and opportunities for regulations and law implementation, identified.	<p><i>Activity indicator 1.2</i></p> <p>-At least 13 (thirteen) AEE employees trained regarding TOC to reach energy efficiency objectives and clarified about goals and conditions needed to reach them. (baseline 0, target 10).</p> <p>-At least 1(one) Guidance Document on the identification of the barriers and opportunities for law regulation and law implementation, prepared. (baseline 0, target 1).</p>	<p>Twinning Quarterly Reports and Final Report.</p> <p>Training Reports</p> <p>AEE web site.</p>	<p>Low absorption of the information provided through the trainings or low quality of the training materials.</p> <p>Staff turnover.</p>	<p>Revision of current practices and alignment with the best practices;</p> <p>High absorption of the information provided through the trainings and sustainable knowledge obtained;</p> <p>Sustainability of staff.</p>

<u>Result 1.3</u>	Strategies and methodologies to involve other actors such as local government staff, business representatives, etc...to overcome barriers, recommended.	<i>Activity indicator 1.3</i> -At least 13 (thirteen) AEE employees trained on approach methodologies to local government staff and other actors and communication skills to different levels of hierarchy. <i>(baseline 0, target 10).</i>	Twinning Quarterly Reports and Final Report. Training Reports AEE web site.	Low absorption of the information provided through the trainings or low quality of the training materials. Insufficient human resources/staff turnover.	Full commitment of the twinning project partners (MS and BC). Optimal collaboration and transparency between twinning partners (MS and BC teams); Allocation of sufficient human and material resources for the project. Relevant documentation available.
<u>Component 2: Institutional capacities of Agency for Energy Efficiency increased.</u>					
<u>Result 2.1</u>	The capacities of AEE in designing policies, projects, strategic documents, strengthened;	Component 2: - Indicator: Number of capacity building activities carried out and guidance notes/report prepared. <i>Activity indicator 2.1</i> -At least 13 (thirteen) employees of AEE trained regarding policy design and creation of strategic documents	Twinning Quarterly Reports and Final Report. Training Reports AEE web site.	Delays in analysing the documents from Parliamentary commission of the drafts proposed. Insufficient human resources/staff turnover.	Full commitment of the twinning project partners (MS and BC). Optimal collaboration and transparency between twinning partners (MS and BC teams);

		<p>regarding efficiency in Transport and Industry. (<i>baseline 0, target 10</i>)</p> <p>-At least 1 (one) Report in relation to Transport sector and Industry addressing the gaps already identified, prepared. (<i>baseline 0, target 1</i>).</p> <p>-At least 1 (one) Guidance Document for policy design and implementation, prepared. (<i>baseline 0, target 1</i>).</p>			<p>Allocation of sufficient human and material resources for the project.</p> <p>Relevant documentation available.</p>
<u>Result 2.2</u>	AEE staff competence on project monitoring and evaluation, increased.	<p><i>Activity indicator 2.2</i></p> <p>-At least 13(thirteen) of employees of AEE trained on designing of successful business model on project monitoring and evaluation. (<i>baseline 0, target 10</i>).</p> <p>-At least 5(five) of AEE employees included in study visit. (<i>baseline 0, target 5</i>).</p>	<p>Twinning Quarterly Reports and Final Report.</p> <p>Training Reports</p> <p>AEE web site.</p>	<p>Delay of the project implementation as a result of the COVID-19 pandemic situation.</p> <p>Low absorption of the information provided through the trainings or low quality of the training materials.</p> <p>Staff turnover.</p>	<p>Revision of current practices and alignment with the best practices;</p> <p>High absorption of the information provided through the trainings and sustainable knowledge obtained;</p> <p>Sustainability of staff.</p>

<u>Result 2.3</u>	Guidelines for project monitoring and evaluation, drafted.	<i>Activity indicator 2.3</i> -At least 1 (one) Guidance Note on the design of a successful business model, prepared. (baseline 0, target 1).	Twinning Quarterly Reports and Final Report. Training Reports AEE web site.	Low absorption of the information provided through the trainings or low quality of the training materials. Staff turnover.	Revision of current practices and alignment with the best practices; High absorption of the information provided through the trainings and sustainable knowledge obtained; Sustainability of staff.
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Activities	Description
Component 1	<p>Activity 1.1.1 Provide a Guidance Document to reform and implement the national legal framework on energy efficiency in line with EU Energy <i>acquis</i>.</p> <p>Sub Activity 1.1.1.1 Conduct a Gap Analysis between the national legislation and the European one, in view of alignment with EU Energy <i>acquis</i>.</p> <p>Sub Activity 1.1.1.2 Conduct Workshops on writing draft reports and bylaws to approximate national legislation with the provisions of the Directive of EU regarding efficiency in Transport and Industry.</p> <p>Activity 1.2.1 Conduct Trainings regarding TOC to reach energy efficiency objectives and to clarify goals and the conditions needed to reach them.</p> <p>Activity 1.2.2 Provide a Guidance Document on the identification of the barriers and opportunities for regulations and law implementation.</p> <p>Activity 1.3.1 Conduct Workshops on approach methodologies to local government staff and other actors.</p> <p>Sub-Activity 1.3.1.1 Conduct Trainings regarding communication skills to different levels of hierarchy.</p>
Component 2	<p>Activity 2.1.1 Conduct Trainings for policy design and strategic documents creation regarding efficiency in Transport and Industry.</p> <p>Sub-Activity 2.1.1.1 Prepare a Report in relation to Transport Sector and Industry situation towards energy transition, addressing the gaps already identified.</p> <p>Sub-Activity 2.1.1.2 Prepare a Guidance document for policy design and its implementation impact.</p> <p>Activity 2.2.1 Conduct Workshops: Design of a successful business model on project monitoring and evaluation.</p> <p>Activity 2.2.2 Study visit to a partner country for experience exchange.</p> <p>Activity 2.3.1 Prepare a Guidance Note on the design of a successful business model on project monitoring and evaluation.</p>
Horizontal Activities (remote or in person)	<p>Kick off meeting.</p> <p>Project Steering Committee meetings.</p> <p>Project management and reporting.</p> <p>Preparation of communication and visibility outputs for the web/social networks</p> <p>Closing conference</p>

Annex 2. Organisational Chart of the AEE.

