**Terms of Reference**

**For**

**Full Time Sector Experts under PAT Scheme**

|  |  |  |
| --- | --- | --- |
| **Role** | **S.No** | **Sector** |
| **Notified New Sector** | **1** | Buildings | 1-Commercial 1-Residential  |
| 2 | Petrochemicals | 1 |
| 3 | Thermal Power Plant | 1  |
| 4 | Transport  | 1 |
| 5 | International Finance  | 1 |
| 6 | Climate Change | 2  |
|  |  | **Total** | **8** |
| **Scope of Work****(For SN 1-4)** | * Assist BEE in Preparation of a step by step procedure for adjudication.
* Assist BEE in formulation of Rules and Regulation
* Assist Bureau for amendment of rules and regulation
* Assist Bureau for amendment of EC Act, 2001
* To support BEE in Legal Compliance as regards RTI query/ litigation etc.
* Assessment for awarding ESCerts/ penalty check verification
* Support BEE in development of Sector/ Sub-Sector specific Form -1 and their amendments if needed.
* To coordinate the quarterly meeting of Sectoral Technical Committees including preparation of background papers and progress reports.
* Coordinating with the stakeholder or designated consumers.
* Assist in development of sub sector specific M&V protocol and manuals.
* Assist in the process of identification and formulation on Normalization factors.
* Assist BEE in finalization of normalization parameters, drafting target setting methodology & setting SEC targets.
* To educate the DCs on normalization and calculate parameters of individual plant and cope up during M&V phase.
* Training needs fulfilment of Accredited Energy Auditors/ Energy Managers of the DCs on normalization, Form -1 and M&V protocol. Assist BEE in setting SEC targets
* Technical assistance for analysis of the data submitted by DCs for Normalization calculation of individual plants.
* Review of Baseline audit reports for revision of Baseline SEC and Target SEC of notified DCs, if needed.
* To revisit and analyze the baseline year data, if needed
* Assist in data collection & its verification
* Consultation on documentation requirement to fill Form-1 and educate the DCs on the same.
* Technical evaluation of Mandatory Energy Audit Reports
* To provide guidance to Project Engineers on concerned sector.
* To take responsibility in organization of conferences, workshops etc
* Compilation of success stories and relevant sector.
* To associate in preparation of media related leaflets, brochures, awareness and outreach material etc.
* Any other work assigned by competent authority.
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| **Scope of Work****(For SN 5)**  | * Support for development of policies and programmes for sourcing international finance
* Support for development of budget coding systems to source international finance for energy efficiency/ climate change activities.
* Coordination with International Development / Financial Institutions such as IFC/ World Bank/ ADB etc. for leveraging Climate change funds from GEF/ GCF etc.
* Provide policy and programmatic advisory related to international finance to support document development , data mining/ analysis related to international energy efficiency finance.
* Study of international fiscal/ monitory policies and international experience on financial projects.
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| **Scope of Work****(For SN 6)** | * Policy advisory on climate change activities.
* Support for strategic project planning, coordination implementation
* Support for development of strategic policy/ position papers and briefing notes
* Facilitate data gathering, analysis and reporting.
* Support in preparation for engagement with bilateral/ multilateral agencies for Climate Change related activities
* Support for improving capacity of all the stakeholders to integrate climate change into development planning and policy processes, sub-national and sectoral level.
 |
| **Qualification** **(For SN 1-4)**  | * Should have an engineering degree with sectoral experience in Energy Management/ Operations & Maintenance/ technical evaluation of Energy Saving.
* Should have minimum 5 years of experience in the notified sectors along with experience in energy management, plant process and evaluation of techno-economics of energy efficiency measures.
* BEE Certified Energy Auditor/ Manager will be preferred.
* Involvement in PAT related activities will be given preference.
* Preference will be given to those having held suitable position in plant level not less than that of Asst./ Deputy Manager of PSU or from equivalent position in private sector.
* Should be conversant with existing industrial energy efficiency technologies.
 |
| **Qualification****(For S.No.5)** | * Bachelors in Engineering / Economics / Finance / Business
* Post Graduate in Business Administration/ Finance/ HR or M.Sc OR M.A. in Economics with Finance as a subject. Climate Change/ Sustainability/ Environment/ Energy Efficiency knowledge will be given preference.
* Over 5 years experience preferably in climate finance related sourcing of international finance for energy efficiency and working with agencies such as World Bank/ ADB etc.
* Experience in sourcing international finance from bilateral/ multi-lateral agencies for Govt. agencies will be preferred.
* Experience in financial reporting and budget forecasting related to climate change.
 |
| **Qualification****(For S.No.6)** | * Bachelors in Engineering / Post Graduation degree preferably in Energy/ Environment related
* More than 5 years of experience in industry and climate change related activities.
* Strong understanding of India’s NDCs and
* Experience in Climate Change related advisory role with any government / semi government agencies.
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| **Work Place** | * The Full timesector experts are likely to be located at Delhi.
 |
| **Contract** | * The engagement will be on contract basis for a period of one year .
 |
| **Emoluments** | * The Full time sector expert will be paid INR. 80,000 per month consolidated.
 |
| **Other Terms and Conditions** |
|  | **General Information and Instructions :*** Only Indian nationals are eligible to apply.
* Last date for receiving Applications would be \_\_\_\_\_\_\_\_\_\_\_\_\_\_
* Maximum age limit should be up to 40 years as on \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_
* Before applying, the candidate should ensure that they fulfil the eligibility criteria and other norms mentioned in this advertisement.
* Candidature is liable to be rejected at any stage of the recruitment process if any information provided by the candidate is found to be incorrect. In case any statement is found to be false or any discrepancy is noted in the particulars furnished by the candidate after his / her service is liable to be terminated without any notice.
* The full time sector experts should have / her own laptop, data card and any other storage device.
* Incomplete applications are liable to be rejected.
* Candidate meeting the eligibility criteria would be shortlisted in order of merit. Selection will be done on the basis of Interview of the shortlisted candidates.
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**Terms of Reference**

**For**

**Part Time Sector Experts under PAT Scheme**

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| --- | --- | --- |
| **Role** | **S.No** | **Sector**  |
| **Notified New Sector** | 1 | Buildings | 1 |
| 2 | Petrochemicals | 1 |
| 3 | Aluminium | 1 |
| 4 | Banking | 1 |
| 5 | DISCOM | 1 |
| 6 | Thermal Power Plant | 1  |
| 7 | Fertilizers  | 1 (Complex) |
| 8 | Pulp & Papers | 1 |
| 9 | Refinery  | 1 |
| 10 | Cement  | 1 |
| 11 | Transport  | 1 |
|  | 12 | Climate Change | 1 |
|  |  | **Total** | **12** |
| **Scope of Work****(For SN 1-11 )** | * To revisit and analyze the baseline year date, if needed
* Support BEE in development/ revision of Sector / Sub-sector specific Proforma and Form 1
* Assist in the process of identification and formulation of Normalization factors and their formulae
* Assist in development of sub sector specific M& protocol and manuals
* Review of Baseline audit reports for Baseline SEC and Target SEC of notified DCs.
* To educate the DCs on normalization and calculate parameters of individual plant during M&V phase by way of analyzing M&V reports.
* Training needs fulfillment of Accredited Energy Auditors/ Empanelled AEAs/ Energy Managers of the DCs on normalization, Form-1 and M&V Protocol.
* Technical assistance for analysis of the data submitted by DCs for Normalization calculation of individual plants.
* To support BEE in legal Compliance/ litigation etc.
* Any other work assigned by Competent Authority.
 |
| **Scope of Work (For SN 12)** | * Provide advisory support to BEE on climate change and energy efficiency issues
* Developing technical inputs for policy formulation on energy and energy efficiency related issues.
* Conducting financing assessments to identify potential funding sources, determine finance requirements, and match sources to different resilience activities.
* Coordinating with the stakeholders.
* Assist in the process of identification and formulation mitigation activities.
* Assist in data collection, verification, analysis etc.
* Support for strategic project planning, coordination implementation
* Support for development of strategic policy/ position papers and briefing notes
* Support in preparation for engagement with bilateral/ multilateral agencies for Climate Change related activities
* Support for improving capacity of all the stakeholders to integrate climate change into development planning and policy processes, sub-national and sectoral level.
 |
| **Desired Skills and Experience** |
| **Qualification****For SN 1-11**  | * Should have an engineering degree with Sectoral experience in Energy Management/ Operations & Maintenance/ technical evaluation of Energy Savings.
* Should have minimum 15 years of experience in the existing sectors/ new sectors like railways, distribution companies and petroleum refinery will be desirable along with experience in energy management, plant process and evaluation of techno-economics of energy efficiency measures.
* Preference will be given to those having held suitable positions in plant level not less than that of AGM/GM of PSU or from equivalent position in private sectors.
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| **Qualification****For S.No. 12** | * University Degree in relevant field, such as business administration, finance, or economics; advanced degree preferred. A strong understanding of India’s policy response to climate change, especially in context of the energy sector. A strong formulated for achieving progress towards INDC targets.
* Should have minimum 15 years of experience in the existing sectors/ new Preference will be given to those having held suitable positions in plant level not less than that of AGM/GM of PSU or from equivalent position in private sector.
 |
| **Work Place** | * The part time sector experts are likely to be located at Delhi.
 |
| **Contract Term** | * The engagement will be on contract basis for a period of one year.
 |
| **Emoluments** | * The part time sector experts will be paid the following emoluments :-
* Retainer ship fee per month – Rs.20,000/-
* Visit Charges – Rs.4,000/- per day.

**Other expenses :- Travelling Allowance :-**1. Travel by train (AC 2nd class/ AC chair car)
2. Travel by Air-Least cost airline (preferably)/ Economy Class, wherever or whenever the former is not available.

**Local Conveyance :-**By Taxi ( on producing actual bill)**Accommodation charges :-**1. For Metro Cities and other cities :- Maximum ceiling of Rs.3,000/- per day (on submission of actual bill)
 |
| **Other Terms and Conditions**  |
| **General Information and Instructions :*** Only Indian nationals are eligible to apply
* Maximum age limit should be up to 65 years as on \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_.
* Before applying, the candidate should ensure that they fulfill the eligibility criteria and other norms mentioned in this advertisement.
* Candidature is liable to be rejected at any state of the recruitment process if any information provided by the candidate is found to be incorrect. In case any statement is found to be false or any discrepancy is noted in the particulars furnished by the candidate after his/ her appointment, his/ her service is liable to be terminated without any notice.
* The part time sector experts should have / her own laptop, data card and any other storage device.
* Incomplete applications are liable to be rejected.
* Candidate meeting the eligibility criteria would be shortlisted in order of merit. Selection will be done on the basis of Interview of the shortlisted candidates.
 |

**How to apply**

The interested applicants may forward their application filled with the attached annexure along with 2 passport size photographs and attested copies of certificates/mark sheets, giving complete details of their qualifications and experience with two references, within 45 days of the date of publication of the advertisement, to **The Secretary, Bureau of Energy Efficiency, 4th Floor, Sewa Bhawan, R.K. Puram, Sector-I, New Delhi 110066.** Candidates from Government Departments/PSUs/ Autonomous bodies etc. should send their application through proper channel. The Bureau reserves the right to relax the eligibility and other criteria in case of exceptionally outstanding candidates.

**ANNEXURE**

**CURRICULUM VITAE PERFORMA FOR THE POST OF SECTOR EXPERT (Full Time/ Part Time) IN BEE**

|  |  |  |
| --- | --- | --- |
| 1. | Name and Address (in Block Letters) |  |
| 2. | Date of Birth (in Christian era) |  |
| 3. | Educational and other qualifications required for the post. | (1)(2)(3) |
| 4. | Please state clearly whether in the light of entries made by you above, you meet the requirement of the post |  |
| 5. | Details of Employment, in chronological order. Enclose a separate sheet duly authenticated by your signature, if the space below is insufficient.  |
| **Office/Institution** | **Post held** | **From** | **To** | **Scale of Pay and Basic Pay** | **Nature of duties (in detail)** |
|  |  |  |  |  |  |
| 6. | Nature of present employment i.e. Ad-hoc or Temporary or Quasi-Permanent or Permanent |  |
| 7. | Additional details about present employmentPlease state whether working under (indicate the name of your employer against the relevant column)1. Central Government
2. State Government
3. Autonomous Organization
4. Government Undertaking
5. Universities
6. Others
 |  |
| 8. | Total emoluments per month now drawn |  |
| 9.. | Additional information, if any, which you would like to mentioned in support of your suitability for the post(This among other things may provide information with regard to (i) additional academic qualifications (ii) professional training and (iii) work experience over and above prescribed in the Vacancy Circular/Advertisement)(Note: Enclose a separate sheet, if the space is insufficient) |  |
| 10. | Remarks (The candidates may indicate information with regard to (i) Research publications and reports and special projects (ii) wards/ Scholarship/Official Appreciation (iii) Affiliation with the professional bodies/institutions/societies and (iv) any other information)(Note: Enclose a separate sheet if the space is insufficient) |  |

I have carefully gone through the vacancy circular/advertisement and I am well aware that the Curriculum Vitae duly supported by documents submitted by me will also be assessed by the Selection Committee at the time of selection for the post.

Date \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

 **Signature of the candidate**

**Address\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

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**Ph. No.\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**Email\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**Reference :**

**1)**

**2)**