

**MANAGENERGY****SECTORAL ADVICE****REQUEST FORM (Sample n. 2)**

This sample completed Request Form relates to an example of an application from a Local Energy Agency to request an external expert to advice on developing innovative contractual forms for energy audits in buildings and street lighting.

1. REQUESTING AGENCY DETAILS – General Information:

Agency Name:	AAAA	Contact Person:	John White
Country;	BBBB	Contact Telephone:	+333333333333
Date of Submission:	Xx/yy/zz	Contact Email:	John.white@mail.com

2. SECTORAL ADVICE REQUEST – General Information

Likely No. Experts:	1	Urgency of This Request:	Within one month
Estimated No. Man-Days:	3	Preferred Period (s) for Receiving Sectoral Advice:	2 nd half of April

3. SECTORAL ADVICE REQUEST – DESCRIPTION**3.1 What Sectoral Advice Are You Requesting?**

Please describe in one sentence what your sectoral advice request is about:

Securing the advice of an external expert on developing innovative contractual forms for energy audits in buildings and street lighting.

Please provide a short overview of the type of Sectoral Advice that you are requesting:

We are aware of the experiences made by other energy agencies in connecting energy audits in buildings and street lighting with innovative contractual forms, able to solve the financial difficulties of local administrations through the services provided by an ESCO. In our region there are no skills on this type of contracts. We need someone who has already realized calls for tender for public administrations and knows exactly the procedures, documents, annexes and features of this type of calls and following contracts.



Please choose (✓) among the following sectors

- Energy performance of Buildings
- Energy end-use efficiency and energy services
- Energy-efficient equipment and appliances
- Biofuels and Biomass
- Decentralised RES applications
- Kyoto commitments and mechanisms
- Energy Education

Please specify the topic/s on which you are requesting Sectoral Advice

- performance contracting for energy audits in public buildings or street lighting
- terms of reference, type of contracts, call modes.
- energy saving opportunities in buildings
- energy saving opportunities in street lighting

3.2 How will this Sectoral Advice benefit your Agency?

Please explain how your Agency will benefit from this sectoral advice?

Our agency has several local municipalities that have requested this type of technical/administrative assistance. We believe that with the help of the expert we can provide good schemes and spread around the gained experience.

3.3 Please Provide a Short Overview of how you see this Sectoral Advice being organised?

Please explain what you expect the sectoral advisor/s to do (e.g. research, analysis, report writing, producing organisational guidelines):

We require three days at least of support by the expert. One day will be for knowing our reality and presenting experiences from other places. The second day the expert will define all the main components of the call and contract. The third day we envisage a presentation to the administrators of our main town.

Please mention any specific professional or language requirements that you think would be needed by the sectoral advisor/s. (Please note that the report produced by the expert will be in English.

The expert should speak not only English but also French, and possibly know our national situation.

Please mention the key deliverables or outputs of this Sectoral Advice:

The main output will be the final presentation to the local authority, containing the technical and administrative items for the future contract.

3.4 How will the results and impact of the Sectoral Advice Expert be optimized?

<i>Please explain how you see this sectoral advice being used within your Agency.</i>
If we are able to launch a first call and help signing a good contract, we plan to develop contacts with the other agencies in the Country through our national network, in order to disseminate our experience and be able ourselves to spread this knowledge and may be develop small services for assisting them.
<i>Will there be an impact for other Agencies?</i>
This activity can impact at least other four energy Agencies.

3.5 Timing: Are there timing constraints related to when this expertise could be made available?

We have urgency for this intervention, as we are pressed by our local authorities.
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PLEASE SEND YOUR REQUEST FORM TO CHIARA ANGLÉSIO
MANAGENERGY SUPPORT TEAM
sa@managenergy.net

YOU WILL BE DULY INFORMED ABOUT THE OUTCOME OF YOUR REQUEST



INTERNAL FORM SECTIONS – NOT TO BE COMPLETED BY THE APPLICANT LEA

4. SECTORAL ADVICE REQUEST – MANAGENERGY CONSORTIUM ASSESSMENT

4.1 Internal Budget Summary Assessment of this Application

Sector:		Urgency of This Request:	
Likely No. Experts:		Preferred Period (s) for Receiving Sectoral Advice:	
Estimated No. Man-Days:		Contact Email:	
Expert Availability:			

4.2 Summary Assessment of this Application

Application Strengths:

Application Weaknesses:

5. SECTORAL ADVICE REQUEST – EUROPEAN COMMISSION

5.1 Summarize your assessment of this Application

Application Strengths:

Application Weaknesses: