

Habitat for Humanity International, Europe and Middle East Area Office

**Research Coordinator/Residential Energy Efficiency
Terms of Reference**

Consultancy for 5 months (April – August 2022)

This document is to serve as a Terms of Reference between Habitat for Humanity International, Europe and Middle East (HFHI/EME) and a consultant. The purpose of the document is to determine the responsibilities of the consultant.

1. Background

[Habitat for Humanity International](#) (HFHI) as a global housing non-profit organization has been present in Central and Eastern Europe (CEE) and in the Western Balkans (WB) for decades – having national offices and partnerships in more than 10 countries. The Area Office (AO) for [Europe and Middle East](#) (EME) is based in Bratislava, Slovakia. In the last decade one of our focus areas in the CEE/WB region was to address the energy poverty of people living in owner occupied multi-apartment building and to help scale up the energy efficiency renovation of these buildings.

2. [REELIH](#) Project

In the framework of the REELIH (Residential Energy Efficiency for Low-Income Households) project, HFHI in partnership with USAID has been working on scaling up financing for the renovation of privately-owned multi-apartment buildings to increase energy efficiency of these buildings and to alleviate energy poverty of low income /vulnerable homeowners. We call our approach [residential energy efficiency](#) (REE) and we have been implementing demonstration projects, conducting research and facilitating the whole eco-system of residential energy efficiency in Armenia, Bosnia and Hercegovina and North Macedonia since 2009. We work with municipalities and financing institutions to develop, test and scale financial models (a combination of subsidies and loans) for REE.

3. Residential Energy Efficiency (REE) Observatory

In the last 10 years, we have been engaged in several research and knowledge sharing initiatives with external partners to support our programs, market development and policy advocacy initiatives. We also used several platforms and events to disseminate research findings. As we are maturing in these research and dissemination activities, it seems timely to create more organizational capacity and give more structure to our collaboration with external partners. For this purpose, HFHI/EME is establishing a REE Observatory to focus on generating and disseminating knowledge on energy poverty and renovations of owner-occupied multi-apartment buildings in the CEE/WB region. The REE Observatory is part of REELIH project and there will be a dedicated team to publish relevant articles, journals and research papers and organize events on the topics related to REE in CEE/WB region. The Research Coordinator as a consultant will play a key role in establishing the REE Observatory in the next 5 months and coordinate its work.

4. Key tasks of the Consultant:

Develop initial strategy for REE Observatory

Mapping of research community and identify pool of researcher who could become Editorial Board of a REE Journal

Prepare the publication of first collection of articles (REE Journal) by July 2022

Give presentations at several events to launch the REE Observatory

Prepare an HFHI policy paper on REE related topic

Contribute to other research and policy analysis initiatives

5. Cooperation

Primary contacts: Gyorgy Sumeghy, Associate Director, Policy and Advocacy, HFHI EME; Ludmila Perunská, REELIH Advocacy Assistant, HFHI EME

Project lead: Zita Kakalejcikova, Manager Residential Energy programs, HFHI EME

Ongoing cooperation with: HFHI/EME CEE Department and Communications Department

6. Timeline and conditions

As per the contract

The contracting time is from April 2022 until August 2022 with a possible long-term extension

Approximate number of working days: 20 days per month

7. Submission process

Please send your offer to Gyorgy Sumeghy, at gsumeghy@habitat.org – **will be reviewing applications on a rolling basis.**

Please limit responses to a **maximum of 2 pages** and include:

- relevant past experience and qualifications
- services you offer
- price quote including all accruing costs and taxes.
- past client references if possible

8. Selection criteria

All proposals will be evaluated systematically, based on the following prioritized list of our key evaluation criteria:

- Proven experience of doing research and research coordination
- Proven experience in research related to housing, especially in residential energy efficiency and energy poverty
- Proven experience in housing research in CEE/WB
- Track record of coordination skills
- Track record of public speaking at conferences
- The best value for money offer
- Knowledge of EU energy policies and the housing policy context in CEE/WB

9. Further information

Getwarmhomes.org