

Date: 21 July 2015

Call for Bids

Subject: Invitation to submit bids for the development of Knowledge Management System in order to increase stakeholder engagement in energy efficiency activities

Copenhagen Centre on Energy Efficiency (C2E2) (www.energyefficiencycentre.org) invites developers to submit their bids for development of a Knowledge Management System (KMS) for energy efficiency. The "Instructions for Bids" that includes the expected contents of the bids, the bid submission procedure, and bid evaluation criteria are included in the attached document "Bid Requirements". The document also includes information about C2E2, as well as background, objectives, activities and deliverables for the KMS.

The bid submission timeline:

1. Letter of interest by 30 July 2015.
An email indicating developer's interest in submitting a proposal should be received by C2E2 by 25 July 2015.
2. Inquiries until 30 July 2015:
Any inquiry regarding this invitation for tender can be submitted by e-mail until 30 July, 2015. All the queries received will be addressed by August 3 and all bidders informed accordingly.
3. All bids should be submitted electronically latest by 4.00 pm (CET) on 10 August 2015.

All communications related to the bidding process should be sent electronically to Jyoti Painuly (jypa@dtu.dk) with a copy to Aristeidis Tsakiris (arits@dtu.dk).

Yours Sincerely,

Jyoti Prasad Painuly
Head of Copenhagen Centre on Energy Efficiency (C2E2)
jypa@dtu.dk

Aristeidis Tsakiris
Research Assistant (C2E2)
arits@dtu.dk

BID REQUIREMENTS

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Instructions for Bids

Contents of the bid

The bid should include the following information in the sequence indicated below:

- Brief introduction about the developer.
- **Experience and reference projects** in the area of knowledge management systems, especially in the energy efficiency area, if any.
- **A detailed work plan** including activities and deliverables as per requirements. The Knowledge Management System should be fully functional by 30th November 2015, so that it can be showcased, if required at COP21 in Paris. The work-plan should include development of strategy and structure for the KMS, which will be discussed and finalised in the initial stages.
- Training activities and schedule.
- Information on proposed staffing and other partners.
- Any other information that would strengthen your proposal.
- **Bid price (in US Dollars) with break-up.** The quoted price should indicate the prices for two cases; hosting the system on an external server, or on a server that C2E2 will provide. The break-up should also indicate system maintenance and support during the first year, and on annual basis, if needed after first year.

Procedure for submission of bids

- Letter of interest: a short letter confirming that the invited organization is interested in accepting the tender invitation and prepare a tender should be submitted to C2E2 latest by 30 July 2015. An email indicating developer's interest in submitting a proposal should be received by C2E2 by 30 July 2015.
- Inquiries: any inquiry regarding this invitation for tender shall be submitted by e-mail before 30 July, 2015. The questions have to be addressed before 05 August 2015 by the C2E2 to all invited bidders.
- All bid proposals should be submitted electronically latest by 4.00 pm (CET) on 10 August 2015.

All communications with C2E2 in the bidding process should be sent electronically to Jyoti Painuly (jypa@dtu.dk) at C2E2 and Carbon Copied (CC) to Aristeidis Tsakiris (arits@dtu.dk).

Based on the evaluation results, the bidders with the highest score among the bid proposals will be invited for further negotiation about contracts and other bidders will be informed by middle of August 2015.

Evaluation criteria

The following criteria will be used to evaluate the bids.

No.	Criteria	Criteria Description
1	Quality of Technical proposal	A detailed work plan, which clearly brings out deliverables with timelines, and that meets the C2E2 requirements.
2	Financial proposal	Total cost with break-up, as requested.
3	Relevant past experience	Expertise and relevant past experience of the project team, which will be assessed on the basis of team CVs and relevant projects completed.

Requirements for C2E2's Knowledge Management System

The Copenhagen Centre on Energy Efficiency (C2E2) is the Energy Efficiency Hub of the UN Secretary General's Sustainable Energy for All (SE4ALL) initiative and plays a leading role in advancing the energy efficiency target of the initiative - to double energy efficiency improvement rate by 2030. The initiative is a global multi-stakeholder partnership between governments, the private sector, and civil society.

C2E2 was established jointly by the Danish Government, the United Nations Environment Programme (UNEP) and the Technical University of Denmark (DTU) in 2013, building on the successful partnership established around the UNEP-DTU Partnership - a UNEP Collaborating Centre operating within the Department of Management Engineering at DTU.

One of the important components of C2E2's work programme is to increase stakeholder engagement in energy efficiency initiatives through knowledge sharing and outreach. C2E2 Knowledge Platform will play a leading role in achieving this outcome. The KMS will provide crucial backbone to the Knowledge Platform, which will provide users access to a variety of information, documents, and databases on energy efficiency, and opportunities for sharing knowledge and experiences. The ultimate objective is to make the Knowledge Platform a one stop shop for energy efficiency.

C2E2 is now seeking the bids from experts/institutions to build an Energy Efficiency Knowledge Management System to achieve its objectives of providing access to various energy efficiency resources to the stakeholders, and sharing and disseminating knowledge and experiences.

A description the various requirements of the proposed KMS is given below. The requirements indicated here are based on feedback from various stakeholders. We welcome additional innovative ideas to further enhance the Knowledge Management System in your submission.

KNOWLEDGE MANAGEMENT SYSTEM (KMS): SITEMAP

Highlights

This section could include the following:

- Recent energy efficiency publications including from various partners and/or institutions working on energy efficiency. It may include a short summary..
- The section could also highlight example of recent policies, programs or activities related to EE in a specific country, sector or region. The objective is to promote new energy efficiency activities, measures, technologies etc.
- It may include specific activities or initiatives at the Global, Regional, National and Municipal level.

News

This section will include recent energy efficiency news. It may link to other EE news services, or uploaded by C2E2, or sourced from registered users. It would be archived automatically after a set period of time.

This section may also include information about relevant Energy Efficiency Jobs that C2E2, partners or stakeholders may want to promote. We would seek relevant job information such as:

- Title
- Organisation
- Location
- Closing date (indicate date and archive 1 month later)
- Link to website
- Key words (for tagging to enable search)

Relevant EE websites, experts and searchable databases

This section will contain two parts:

Part 1: A facility that captures energy efficiency websites. These will be uploaded by C2E2 staff and could also be sourced from the information provided by registered users (which will need to be verified by C2E2 staff before it goes live). The required information might include:

- Name of Organisation/expert
- Location of Organisation/expert (Headquarters)
- Geographical Coverage (Global, regional, country)
- Sector Coverage (e.g. Transport, Industry etc. plus a cross-sector option)
- Brief description (300 words)
- Link to website
- Key words (for tagging to enable search)
- Hashtags or social media sources
- Contact Person (Name and email)

Part 2: Searchable database of targeted websites, which hosts energy efficiency data and information. The purpose is to be able to search and extract data and information from targeted websites (linked data). The user will need to type key words in the search field (e.g. Transport Africa).

A database of experts on energy efficiency registered with C2E2 and who have agreed to be publically available will be included. These experts could potentially be engaged to provide assistance with energy efficiency activities.

There should be a downloadable button for C2E2 and users to be able to download the list of experts.

This section will also list the various (formal) partners or other institutions working in energy efficiency.

It will include an interactive map showing the location of the various SE4ALL Hubs (already established or being planned), and may also include important regional centres working on energy efficiency, such as ECREEE (in West Africa), AIT in Asia etc. Boxes could be added to provide further information about each institution.

The database will be distinctive for its quality and content rather than having an exhaustive content.

Publications/reports

This section will contain all various publications, including reports and other similar resources prepared by Copenhagen Centre on Energy Efficiency, and collaborative or publications with SE4ALL prepared in collaboration with its partners. These may include:

- Thematic Briefing Series on Energy Efficiency
- Regional/Sectoral/Country studies
- Good Practices Publication Series
- UNEP Energy Efficiency Status and Gap Report
- Analysis of energy efficiency actions in countries (e.g. analysis of high-impact opportunities)
- Joint publication with partners
- Workshop reports (C2E2 workshops, or collaborative workshops)
- Newsletters from the Copenhagen Centre on Energy Efficiency etc.

In addition, the section will also contain it will include information about various other relevant to energy efficiency publications. The data will be provided by C2E2 and its SE4ALL partners.

Funding and finance opportunities for energy efficiency

This section provides an overview of available financing and funding options on energy efficiency.

Each source will have a general description about the funding/finance opportunity, eligibility requirements and a link to the source.

(Linkages will be explored with other systems such as the one currently being managed by the World Bank and the United Nations Development Programme (UNDP), called **Climate Finance Options** - <http://climatefinanceoptions.org/>. An 'energy efficiency' component is included in the search options of this system.)

Organisations should be able to upload information about a funding and finance opportunity that can then be verified by C2E2 before going live. The required information might include:

- Title of funding opportunity
- Brief description (up to 300 words)
- Link to website
- Key words (for tagging to enable search)
- Contact Person (Name and email)

Events, training and educational opportunities

This section provides information on various events (including webinars), training, and educational opportunities (incl. e-learning).

Organisations should be able to upload information about an event, training and education programme that can then be verified by C2E2 before going live. The required information might include:

- Name of event, training or education programme
- Date of event, training or education programme
- Brief description (up to 300 words)
- Link to website
- Key words (for tagging to enable search)
- Contact Person (Name and email)

Tools/Instruments

This section will provide information to the stakeholders on energy efficiency tools/instruments developed/provided by C2E2 and its SE4ALL partners. (e.g. <http://www.gbpn.org/>). It may include:

- Title
- Brief description
- Link

The section will also provide information/links to other relevant energy efficiency tools/instruments.

Accelerators

This section will include a small description of various accelerators (currently 6 established and two in pipeline). A link for each accelerator will be provided to direct the user to the relevant webpage.

Registration Process

The Knowledge Management System would require users to register to access some features.

User Registration Form: The details are as follows;

- Name, Organisation and title
- Area of expertise
- Number of years of experience
- Email
- Contact details

Features that only registered users can access

(i) To Update/Correct Database

Registered user will be able to suggest updates and corrections in the data, and provide new data. Appropriate form will be designed for that purpose. Among others, the form will include:

- Link of the dataset (Automatically fill out)
- Comments and changes in blue/tracked (to make updates easier)

(ii) Comments

Once registered users will be able to rate and comment on all features of the website. Users will also be able to write an email and make comments / suggestions for improvements to the website. All comments will be reviewed by C2E2 as administrator before they are published. C2E2 will make changes to the website where appropriate. In order to increase our database reach and find who is adding valuable comments, the commenting system (Disqus.com) could be implemented with our registration process.

Registration as Energy Efficiency Expert in the database:

An expert is automatically a user and need not to fill "User Registration Form".

Energy Efficiency Expert Registration Form: The details are as follows:

- Name/Organisation
- Experience (multiple selection check box)
 - Sector experience - buildings, commercial/industrial equipment, energy utilities, industry, lighting, residential appliances, transport, district energy systems
 - Policy experience - economic instruments; information and education; policy support; regulatory instruments; research, development and deployment (RD&D), voluntary approaches
 - Region experience - All countries; Australia and Pacific; South-east Asia; East Asia; South Asia; Europe; former Soviet Union countries; Middle East; North America; Central America and Caribbean; South America
 - Energy Efficiency Experience - < 5 years; 6-10 years, 11-15 years, 16-20 years, 21-30 years, > 30 years
- Email
- Website
- Contact details (address/google map view)

- Optional: Description (expandable section which will include a small text of 500 words max. about the Energy Efficiency Expert)
- Checkbox to agree to publish the given information to the publicly database. The experts who won't agree to be publically accessed will be available only to the administration.

Filtering/Tagging System

Cross-functional requirement

One of the key aspects of C2E2's KMS is to connect with other databases, which have relevant information about energy efficiency and also give access to other KMS via a standardized metadata catalog API (CSW)¹, which is a summary of information that describes a given data set (e.g. title, author, publication organization). Thus, the KMS will be able to pull in metadata from other databases when users search within the C2E2, allowing C2E2 KMS to expand its resources.

The C2E2 KMS can be linked with other web platforms such as Sitecore, Joomla, Wordpress etc. or any website employing the international standard API (CSW) and a reliable metadata schema (e.g. <http://www.iea.org/policiesandmeasures/energyefficiency/>)

The requirements specified in the KMS sitemap will require a data management system to organise resources. The advantage of using a platform such as CKAN is that it can be linked with resources such as UNEP's [Climate Technology Centre & Network](#). It will then be possible to link with different platforms, but an application-planning interface (API) will be required. The data management system could be coupled with Climate Tagger's established Tagging API, so resources can be categorised/tagged according to Climate Tagger's own thesaurus and become available in their online resource pool. Climate Tagger has developed an API to link CKAN with the Climate Tagger Tagging API. Software tools such as SPARQL² could be used to gather and present open data available in other platforms in a way that is useful for our target audience. For example, Climate Tagger provides access to open data on energy efficiency policies; the World Bank provides data on various indicators; the International Energy Agency (IEA) has indicators, and so on.

The search function could be for the entire KMS or alternatively could be used within relevant categories. For example, **partners/energy efficiency organisations**, could include a search function based on things such as location, energy efficiency sector etc. Another example could be making the Part 1 of **Relevant EE websites and searchable databases** searchable.

Document Database

C2E2 has started producing reports/documents. Climate Tagger API can help tag all our reports/documents fast and easy with the most relevant tags and implement them on our KMS.

Related Links/Documents

Offer suggestions for internal or external resources when the user has clicked to follow a link or read a document.

Glossary

Using the Climate Tagger API or other open sources glossary systems³, we could offer users a simple system that extracts relative topics from our registered to the database documents or links and offers definitions, synonyms and links to open resources such as Wikipedia. Also part of the Glossary could be an Acronym database.

¹ Catalog Service for the Web (CSW), http://en.wikipedia.org/wiki/Catalog_Service_for_the_Web

² <http://en.wikipedia.org/wiki/SPARQL>

³ GBPN (Global Building Performance Network) Glossary system

Technical Requirements

Style and Layout

The site style should incorporate our centre colours and logo. The home page of the "Resource Database" will present the visitors an overview of the KMS with key elements like energy efficiency organisations and experts who will be presented with the form of map (Annex III). The navigation bar will include links to the home page, who we are, what we do, resource database, contact. Hover boxes could be used to ensure that users can be easily informed about requirements.

C2E2 designed three draft templates (Annex III) only for information and general guidance. A more professional and user friendly KMS is required.

Traffic indicators (Google Analytics)

C2E2 is searching to measure the impact of its KMS over time using various indicators. We are interested in both quantitative and qualitative measures of impact. While we are familiar with Google Analytics, we would like either suggestions of more advanced quantitative tracking tools or examples of quantitative tracking measurements.

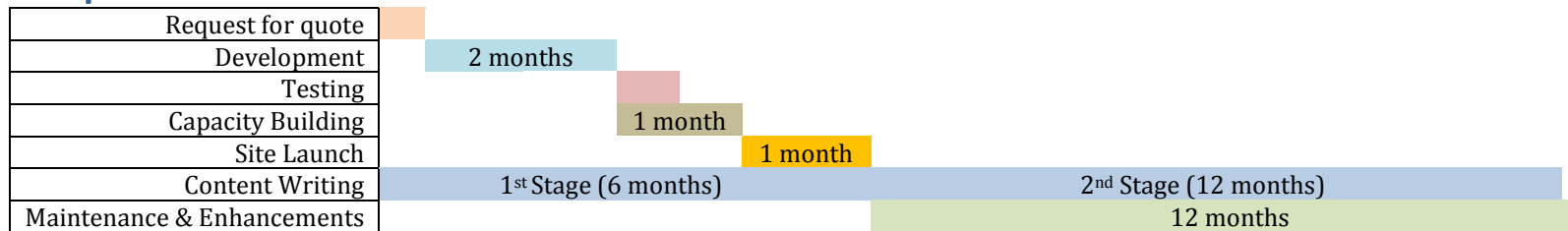
Hosting

The KMS may need to be hosted on a server for a period of at least 5 years. We request that the developer suggest a hosting server and indicative a separate price for this service.

Training & Administration

The developer must provide manuals, tutorials, support and training courses of the KMS to C2E2 staff who will be updating and administering the system.

Proposed Timeline



The following steps have been carried out prior to "Request for Quote"

Market Analysis (2 months-complete) [C2E2]

The Market Analysis is already made by C2E2 and the results will be given at the beginning of the development.

Discovery & Planning (2 months-complete) [C2E2]

Current document briefly describes what C2E2 is planning to achieve and what is the technical requirements of the KMS?

Draft Design (2 months-complete) [C2E2]

Annex III provides a mock-up of "Style and Layout". This is only illustrative.

The steps mentioned in the figure are described below;

Response to request for quote [Developer]

The requested period to receive the offer from the development team.

Development (2 months) [Developer]

The period that the develop team needs to put all the elements together in order to produce a high quality KMS.

Testing (2 weeks) [Developer & C2E2]

Review and feedback from C2E2. Ensure that the site is optimized across multiple browsers, screens and mobile devices and ensure that fulfil our requirements before the official launch.

Initial stage of training (1 month) [Developer]

Training on how to operate the KMS, with the help of the development team and dedicate manuals/tutorials

Site Launch (1 month) [Developer&C2E2]

Occurs when all contractual obligations have been met and C2E2 is satisfied with the product.

Content Writing (ongoing) [C2E2]

C2E2 will continuously provide content which will enrich the KMS.

Maintenance & Enhancements (12 months from Launch date) [Developer]

Provide support in case of server problems, API module is not working or any other problem that might occur during that period. And update or modify parts of the KMS that need to be improved.

ANNEX I: WEBSITE SITEMAP

The *Energy Efficiency Knowledge Management System* will be an integrated part of C2E2's website. The latter is already been developed by DTU with the following features:

WHO WE ARE	WHAT WE DO	KNOWLEDGE MANAGEMENT SYSTEM	CONTACT
<i>This section introduces the Copenhagen Centre on Energy Efficiency to all stakeholders.</i>	<i>This section briefly explains the various working areas of the Copenhagen Centre on Energy Efficiency, including its SE4ALL related functions.</i>	<i>(As described above) Temporary title: Resources</i>	<i>This section mainly targets a media audience, and contains the latest news and related media about the Copenhagen Centre on Energy Efficiency.</i>

ANNEX II: EXAMPLE OF INSTITUTIONS WITH RELEVANT RESOURCES FOR THE ENERGY EFFICIENCY KNOWLEDGE SYSTEM

A preliminary list of institutions working in energy efficiency that manage their own knowledge systems is given below. The list is not supposed to be exhaustive, but it just serves to illustrate the vast number of institutions working in energy efficiency, whose resources may be worth leveraging through the SE4ALL Energy Efficiency Hub 'brand'. Other suggestions welcome.

- African Development Bank - AfDB
- Alliance to Save Energy
- American Council for an Energy Efficient Economy - ACEEE
- Asian Development Bank - ADB
- C-40 Cities Climate Leadership Group
- Clean Energy Ministerial
- Clean Energy Solutions Center
- Collaborative Labeling and Appliance Standards Program – CLASP
- Climate Technology Centre and Network - CTCN
- ClimateWorks
- Development Bank of Latin America - CAF
- ECOWAS Center for Renewable Energy and Energy Efficiency – ECREEE
- Energy Charter Treaty Secretariat
- Energy Cities
- Energy Sector Management Assistance Program – ESMAP
- En.lighten initiative
- European Bank for Reconstruction and Development - EBRD
- European Council for an Energy Efficient Economy - ECEEE
- Global Buildings Performance Network – GBPN
- Global Green Growth Institute – GGGI
- Global Fuel Economy Initiative - GFEI
- ICLEI – Local Governments for Sustainability
- Institute for Industrial Productivity - IIP
- Inter-American Development Bank - IADB
- International Copper Alliance
- International Council on Clean Transportation
- International Energy Agency - IEA
- International Partnership for Energy Efficiency Cooperation - IPEEC
- Latin American Energy Organization – OLADE
- Lites.asia
- Partnership on Sustainable Low Carbon Transport - SLoCaT
- Regional Center for Renewable Energy and Energy Efficiency – RCREEE
- Regulatory Assistance Project - RAP
- Renewable Energy & Energy Efficiency Partnership- REEEP
- Shakti Foundation
- United Nations Development Programme - UNDP
- United Nations Environment Programme - UNEP
- United Nations Industrial Development Organisation - UNIDO
- World Bank
- World Business Council for Sustainable Development - WBCSD
- World Resources Institute - WR

ANNEX III: KMS Mockup

KMS Home page

Copenhagen Centre on Energy Efficiency - C2E2

← → ↻ 🏠

Home
Who We Are
What We Do
Resource Database
Contact


Energy Efficiency Organisations

Energy Efficiency Experts


Login

Signup

Energy Efficiency Organisations
Energy Efficiency Experts



Accelerators Banner



News

09-01-2015: [Japan to Support Energy Saving Storage-Battery Installations](#)

17-01-2015: [Invisible Fuel](#)

[1](#) | [2](#) | [3](#) | [Next](#)

Datasets
Trends
News
Newsletters


- » Energy Efficiency Experts
- » Energy Efficiency Organisations
- » Relevant Websites
- » Highlights
- » Publications
- » Finance & Funding
- » Training & Education
- » Events

Newsletter


Email

Subscribe


Established in September 2013 as a joint activity of the Danish Government, the United Nations Environment Programme (UNEP) and the Technical University of Denmark (DTU), the Copenhagen Centre on Energy Efficiency (C2E2) is dedicated to accelerating the uptake of energy efficiency policies and programmes at a global scale. C2E2 is institutionally part of the UNEP DTU Partnership – a UNEP collaborating centre operating under a tripartite agreement between the Ministry of Foreign Affairs, UNEP and the Technical University of Denmark (DTU), and with over 20 years of leading international research and advisory work on climate, energy and sustainable development.



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UNEP DTU PARTNERSHIP



DTU

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Figure 1: Draft template for Resource Database (Homepage of KMS).

KMS Ressource Database page

Copenhagen Centre on Energy Efficiency - C2E2

← → ↻ 🏠

Home
Who We Are
What We Do
Resource Database
Contact

Resource Database

Sector [Show more](#)

- Appliances & Equipment
- Buildings
- Lighting
- Transport and Motor
- District Energy Efficiency
- Industrial Energy Efficiency
- Power Sector Efficiency

Region [Show more](#)

- Global
- Africa
- Latin America & the Caribbean
- Central America
- North America
- Asia
- Europe

Tags [Show more](#)

- energy
- energy efficiency
- lighting
- district heating
- space cooling
- biomass
- building envelope

4 resources found

Order by

SE4All Energy Efficiency Briefings Series

The aim of the Energy Efficiency Briefings Series is to provide subsector-specific information and analysis of the technology, policy and regulatory status, trends and options in support of the SE4All target of doubling the rate of improvement in energy efficiency. The briefings are divided into three country groupings: OECD; emerging economies + CIS; and developing countries. The briefings are targeted at a range of SE4All stakeholders, including donors, public sector energy planners and policy makers and private sector decision makers, primarily in developing countries and emerging economies. Interested stakeholders please contact Jyoti Painuly, Head, Copenhagen Centre on Energy Efficiency at jyopa@dtu.dk.

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1

2

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Figure 2: Draft template for Resource Database results.

KMS Dataset details

Copenhagen Centre on Energy Efficiency - C2E2

← → ↻ 🏠

Home
Who We Are
What We Do
Resource Database
Contact

Resource Database

License 🔒
License not specified

Author/Organisation 📖
Aristeidis Tsakiris
Copenhagen Centre on Energy Efficiency

Publisher Information 🏢
Copenhagen Centre on Energy Efficiency

Focus Countries/Regions 🌐
Country
Denmark
Region
Europe

Glossary 🔍
district heating
The district heating net is a pipe network that supplies heating and hot water for connected consumers from a central power plant. It's an efficient way to provide heat and power.
[Source: Reegle](#)

Amend this document/link ✔
Correct this information

📘 🌐 🐦

✖

SE4All Energy Efficiency Briefings Series
The aim of the Energy Efficiency Briefings Series is to provide subsector-specific information and analysis of the technology, policy and regulatory status, trends and options in support of the SE4All target of doubling the rate of improvement in energy efficiency. The briefings are divided into three country groupings: OECD; emerging economies + CIS; and developing countries. The briefings are targeted at a range of SE4All stakeholders, including donors, public sector energy planners and policy makers and private sector decision makers, primarily in developing countries and emerging economies. Interested stakeholders please contact Jyoti Painuly, Head, Copenhagen Centre on Energy Efficiency at jypa@dtu.dk.

Data and Resources

HTML	SE4All Energy Efficiency Briefings Series	<input type="button" value="Preview"/> <input type="button" value="Go to Resource"/>
PDF	SE4All Energy Efficiency Briefings Series	<input type="button" value="Preview"/> <input type="button" value="Download"/>

Tags

District Heating
Thermal Energy

Established in September 2013 as a joint activity of the Danish Government, the United Nations Environment Programme (UNEP) and the Technical University of Denmark (DTU), the Copenhagen Centre on Energy Efficiency (C2E2) is dedicated to accelerating the uptake of energy efficiency policies and programmes at a global scale. C2E2 is institutionally part of the UNEP DTU Partnership – a UNEP collaborating centre operating under a tripartite agreement between the Ministry of Foreign Affairs, UNEP and the Technical University of Denmark (DTU), and with over 20 years of leading international research and advisory work on climate, energy and sustainable development.

UNEP

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DTU

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Figure 3: Draft template for Dataset details.