

Request for Proposals (RFP) to Select an External Expert for Capacity Building Activities and Local Action Plan Design

Energy-SHaring solutions and communities for enhanced Renewable ENergy in the MEDiterranean

SHAREN (A_T_2.1_0513)

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1. Background and Context

1.1 About Interreg NEXT MED Programme

2. Interreg NEXT MED is the European Union's largest transnational cooperation programme in the Mediterranean Basin for the 2021–2027 period. Building on the experience of the ENPI CBC Med (2007–2013) and ENI CBC Med (2014–2020) programmes, it supports cooperation among EU Member States and Southern Neighbourhood partner countries to foster a smarter, greener, more inclusive, and better-governed Mediterranean region.
3. The programme finances cooperation projects that address common Mediterranean challenges, including research and innovation, SME competitiveness and job creation, energy efficiency, climate change adaptation, sustainable water management, circular economy, education and training, healthcare, and improved governance through cross-border and multi-level partnerships.
4. Interreg NEXT MED is structured around four main priorities: (i) a more competitive and smarter Mediterranean, (ii) a greener, low-carbon and resilient Mediterranean, (iii) a more social and inclusive Mediterranean, and (iv) better cooperation governance for the Mediterranean. These priorities are implemented through nine specific objectives designed to address shared regional needs and opportunities.
5. The programme covers 15 participating countries across the Mediterranean region and has a total European Union contribution of approximately €253 million, including around €230 million dedicated to project funding.
6. For more information, please refer to the following website: <https://www.interregnextmed.eu/about-us/> and <https://www.interregnextmed.eu/discover-the-programme/priorities/>

1.2 SHAREN Project

7. SHAREN ("Energy-SHARING solutions and communities for enhanced Renewable ENergy in the MEDiterranean") is a transnational cooperation project funded under the Interreg NEXT MED Programme 2021-2027. SHAREN introduces six Energy Sharing Solutions (ESS), including Renewable Energy Communities (RECs), to increase energy efficiency and renewable energy uptake in the historic centres of five Mediterranean countries: Spain, Lebanon, Jordan, Türkiye and Italy.
8. SHAREN introduces 6 Energy Sharing Solutions (ESS), including Renewable Energy Communities (REC), to enhance green energy's efficiency, secure its supply, empower citizens & reduce energy poverty across Spain, Lebanon, Türkiye, Italy & Jordan, preserving the historical beauty and value of heritage buildings and piloted centres according to the New European Bauhaus principles.

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9. Four of these Energy Sharing Solutions are being tested by SHAREN's frontrunner partners – two RE cooperatives connected to the grid in Byblos and Anjar (Lebanon), one REC in Banyeres de Mariola (Spain), and one pilot in Madaba (Jordan). These pilots serve as practical, evidence-based models for the SHAREN follower partners in Italy and Türkiye, who will draft and implement their own Local Action Plans at a later project stage.
10. SHAREN benefits the diversity of groups of actors -owners of public and private buildings, residents, employees & tourists- by improving energy costs and comfort through reliable energy provision. These efforts are guided by the SHAREN Protocol, which outlines steps for adapting and replicating ESS/RECs in other Med historic centres. An integral learning experience for uptakers - SHAREN Guide, Academy & Twinning- & a Long-term impact strategy culminating in a SHAREN Memorandum of Understanding will consolidate SHAREN's reach and create a transnational network committed to advancing energy transition in Med historic centres.

1.3 The Pilot Sites

11. Byblos historic centre combines commercial and services buildings with valuable heritage sites, including Byblos Castle and Roman-era ruins. The Byblos pilot consists of an approximately 130 kWp solar PV system paired with a 350-kWh battery storage system, feeding energy-sharing arrangements among participating buildings, connected to the grid.
12. Anjar's historic centre (approx. 20 km²) combines residential buildings, commercial districts and archaeological heritage. The Anjar pilot consists of an approximately 200 kW solar PV system paired with a 450-kWh battery storage bank, connected to the grid.
13. Both pilots are being developed in close partnership with the respective Municipalities of Byblos and Anjar, which participate in SHAREN as Associated Partners.

2. Purpose and Objectives of the Assignment

14. LCEC seeks to contract a qualified expert ("the Expert") to provide external expertise across two closely linked components of SHAREN Activity 3.2, for both the Byblos and Anjar pilot sites:
15. Component A – Training and capacity building for the actors involved in the implementation of the Byblos and Anjar frontrunner pilots
16. Component B – Support for the design and co-creation of the Local Action Plan for each pilot site, based on the SHAREN Protocol (Activity 3.2), to implement the energy-sharing solutions.

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17. The overarching objective is to mobilise and empower territorial stakeholders – public and private – in Byblos and Anjar so that they understand, support and can actively participate in the Renewable Energy Community / Energy Sharing Solution being established in their historic centre, and to translate the SHAREN Protocol into two robust, locally adapted Local Action Plans that will directly inform the technical, legal and financial setup of the pilots in WP4.

3. Scope of Work

3.1 Component A – Capacity Building of the Actors Involved in the Pilot Implementation

18. Corresponding to SHAREN Activity 3.2.1 (Mobilisation: stakeholder engagement and capacity-building), the Expert shall, for each of the two pilot sites (Byblos and Anjar):
 - I. Identify and categorise key actors: municipalities, heritage authorities, building owners, SMEs, energy service providers, NGOs, and residents.
 - II. Develop a stakeholder engagement plan describing roles, communication channels, and engagement tools tailored to each site.
19. **Task A.1 – Stakeholder Mapping and Engagement Plan**
 - I. Identify and categorise key actors: municipalities, heritage authorities, building owners, SMEs, energy service providers, NGOs, and residents.
 - II. Develop a stakeholder engagement plan describing roles, communication channels, and engagement tools tailored to each site.
20. **Task A.2 – Awareness and Information Campaign**
 - I. Design and deliver awareness-raising events in each pilot area to introduce the ESS/REC concept, co-organised with the respective Municipality.
 - II. Compile and present international success stories adapted to the Mediterranean and Lebanese context.
21. **Task A.3 – Capacity-Building Workshops**
 - I. Design technical and governance training sessions for public and private actors in each pilot site – one session prior to pilot implementation and one session after implementation.
 - II. Cover, at minimum: (i) how energy-sharing models and RECs work; (ii) legal and institutional aspects; (iii) business models; (iv) integration of renewable energy within heritage buildings; and (v) interactive exercises to help participants identify their roles.
22. **Task A.4 – Documentation and Evidence Collection**
 - I. Ensure all meetings and workshops are documented (agendas, photos, attendance lists, minutes).
 - II. Prepare short summaries and feedback reports for each activity, suitable for project reporting and communication purposes.

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23. Task A.5 – Consortium Coordination

- I. Support LCEC's participation in the online capacity-building event organised by the project's WP3 partners (ISPC-CNR and Enercoop).
- II. Contribute to the sharing of experience and materials with the wider SHAREN partnership.

2.2 Component B – Design and Co-Creation of the Local Action Plan (Activity 3.2)

24. Corresponding to SHAREN Activity 3.2.2 (Local Action Plans: adapting the SHAREN Protocol to the local contexts of the pilots). Building on the stakeholder mobilisation under Component A, the Expert shall support LCEC in collaboratively drafting one Local Action Plan per pilot site (Byblos and Anjar) by adapting the SHAREN Protocol to the most suitable ESS/REC model for each local context. This includes:

- I. A needs analysis for each pilot site, reflecting the outcomes of the stakeholder mobilisation and mapping.
- II. Definition of the objectives and expected results of each Local Action Plan.
- III. Facilitation of a co-creative design process with territorial stakeholders (Municipalities, building owners, technology and energy providers, residents and businesses) to define the economic, legal and technical structure of each ESS/REC.
- IV. Analysis and recommendation of the most suitable legal, governance and economic model for each pilot, drawing on the models compiled in the SHAREN Protocol (Activity 3.1.2) and international/EU benchmarks.
- V. Preliminary environmental considerations, in line with SHAREN's requirement that each Local Action Plan foresee an environmental impact assessment ahead of ESS/REC implementation.
- VI. Drafting, review and finalisation of two site-specific Local Action Plan documents (Byblos and Anjar), formatted for direct use as inputs to WP4 (pilot foundation, construction and testing).

2.3 Coordination and Reporting

25. The Expert shall work under the direct supervision of LCEC's Technical Consultant and report progress on a schedule to be agreed at contract signature.
26. The Expert shall align its methodology and outputs with the SHAREN Protocol and templates provided by the project's WP3 leader (ISPC-CNR) and co-leader (Enercoop).

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27. All materials shall be produced in English and Arabic, where intended, for direct use with local stakeholders, and shall comply with Interreg NEXT MED Programme visibility and communication requirements.

4. Deliverables

No.	Deliverable	Component	Indicative Timing
D1	Inception report incl. work plan, methodology and stakeholder mapping for Byblos and Anjar	A	2 weeks after contract signature
D2	Stakeholder engagement plan (2 sites)	A	4 weeks after contract signature
D3	Pre-implementation capacity-building workshop (2 sites)	A	6 weeks after contract signature
D4	Draft Local Action Plans for Byblos and Anjar	B	8 weeks after contract signature
D5	Final Local Action Plans for Byblos and Anjar	B	5 months after contract signature
D6	Post-implementation capacity-building workshop – delivery and reporting (2 sites)	A	Aligned with WP4 pilot completion

28. Exact delivery dates will be confirmed at contract signature and aligned with the overall SHAREN GANTT chart, with post-implementation workshops scheduled once pilot construction and testing under WP4 are underway.

5. Required Qualifications and Expertise

29. Proposals will only be considered from applicants that demonstrate the following minimum requirements:
30. Proven track record (minimum 5 years) in renewable energy, energy communities, and/or energy efficiency programme design and implementation
31. Demonstrated experience in stakeholder engagement, participatory/co-creation processes, and training or capacity-building delivery, preferably in Lebanon or the wider Mediterranean/MENA region.
32. Experience working on EU-funded or internationally funded cooperation projects (e.g. Interreg, ENI/NEXT MED, or similar) is an asset.

33. Familiarity with the Lebanese energy sector, regulatory framework, and/or heritage/historic urban contexts is an asset.
34. Working proficiency in English required; working proficiency in Arabic required for stakeholder-facing materials and workshops in Byblos and Anjar.

6. Content and Submission of Proposals

6.1 Proposal Content

35. Interested applicants shall submit a proposal comprising a Technical Proposal and a Financial Proposal:
36. Technical Proposal (max. 5 pages), including: understanding of the assignment; proposed methodology and work plan for Components A and B, indicative timeline, and at least two references projects.
37. Financial Proposal, presented in EUR.

6.2 Submission Instructions

38. Proposals shall be submitted as hard copy along with the CV to the LCEC office at the Ministry of Energy and Water, Room 301, by 6 March 2026 at 2:00 PM.
39. Proposals received after the deadline, or that do not meet the mandatory eligibility requirements in Section 5, will not be evaluated.

7. Evaluation Criteria and Selection Process

40. The proposal will undergo a three-stage evaluation:
 - a. Stage 1: Administrative and Technical Pass/Fail;
 - b. Stage 2: Financial Offer Comparison;
 - c. Stage 3: Negotiation
41. Stage 1 evaluation will be scored based on the scoring criteria described in the table below.

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42. In stage 3, the financial proposal of the bidders selected in stage 2 will be opened and subsequently compared.
43. The formula for determining the financial scores is the following:
44. $S_f = 100 \times F_m / F$, in which
 - S_f is the financial score,
 - F_m is the lowest price
 - and F the price of the proposal under consideration.
45. The Total Score for each proposal will be calculated independently by formula:
46. $TS = S_t \times 7 + S_f \times 0.3$
 - TS is the total score of the proposal under consideration;
 - S_t is technical score of the proposal under consideration;
 - S_f is financial score of the proposal under consideration.
47. The bidder with the highest Total Score (TS) will be selected to proceed to signing of the contract.
48. The evaluation committee to be assigned by the LCEC will use the mentioned scoring method. LCEC reserves the right to clarify or refine the evaluation criteria or scoring method prior to the proposal submission deadline, provided that any such changes are formally communicated to all bidders. Full scores will be awarded only when all requested information and documentation are duly submitted in accordance with the requirements specified in this RFP.
49. The evaluation committee reserves the right to disqualify bidders that provide conflicting, contradictory, implausible (technical data or calculation) or in any other way misleading information.
50. The LCEC reserves the right to negotiate the proposed financial offer with the selected bidder before signing the contract.
- 51.

Criterion	Max. Score	Points	Description
Relevance and quality of proposed methodology and work plan (Components A & B)	30	30	Relevant
		20	Somewhat relevant
		10	Barely relevant
		0	Not relevant
	30	30	More than 10 years

Criterion	Max. Score	Points	Description
Relevant past experience (RECs/ESS, capacity building, Lebanon/MENA, EU-funded projects)		15	≥ 5 years and ≤10 years
		0	<5 years
Years of Experience	20	20	More than 10 years
		10	≥ 5 years and ≤10 years
		0	<5 years
Feasibility and clarity of the proposed timeline	20	20	Feasible and clear
		10	Somewhat feasible
		0	Not feasible
Total	100		

8. General Conditions

52. This RFP does not bind LCEC to award any contract and does not entitle applicants to reimbursement of any cost incurred in preparing and submitting a proposal.
53. All deliverables and materials produced under the resulting contract shall comply with Interreg NEXT MED Programme visibility, communication and reporting requirements, and shall become the property of LCEC / the SHAREN project upon acceptance.
54. The Expert shall respect the Programme's and LCEC's applicable rules on conflict of interest, ethics, environmental and social safeguards, and data protection.
55. Any resulting contract will be governed by LCEC's standard procurement and contracting procedures and by the applicable provisions of the SHAREN Grant Agreement and Partnership Agreement.

The contents of this document are the sole responsibility of LCEC and can under no circumstances be considered as reflecting the views of the European Union or the Interreg NEXT MED Programme management structures.