

Terms of Reference

for consultancy services for the Feasibility Study of Energy Campaign for Hotel and Catering Industry in India

Adelphi-Consult has the pleasure to commission a consultant in the conduct of the following project tasks and support for the feasibility study for the Energy Campaign for the Hotel and Catering Industry in Indian hotels:

1. Organizing of Conference and Coordination Forum - Organizing a Conference and Coordination Forum and the Final Preparation Meeting in India
2. Compilation of research works related to energy efficiency in the hospitality sector in India.
3. Info posting on EMT website and broadcasting and sharing to registered members.

Background:

The primary aim of the intended campaign is to mitigate climate change by achieving a fundamental reduction in greenhouse gas emissions generated by the hotel and catering industry. The first feasibility study intends to bring together stakeholders that are directly and indirectly involved in the energy, hotel and catering sector, which includes the state ministry, agencies and associations. This is done by laying political and technical groundwork and striving towards a mutual beneficial energy campaign. This project will focus on the essential aspects for the development and deployment of a master plan for achieving GHG emission reductions in the hotel catering industry. Previous implementation of a similar campaign in Germany's hotel and catering industry has achieved great success environmentally and economically. The feasibility study should show how to put into practice this accomplishment in similar industries in India, by taking advantage of the experiences and expertise gained in the successful ongoing German campaign, while considering the local context of India with all its implications. The German Federal Ministry for the Environment, Nature Conservation and Nuclear Safety is financially supporting the feasibility study.

Project execution and methodology

Organising of the Conference and Coordination Forum and the Final Preparation Meeting in India is intended to gather identified stakeholders and the organising and coordinating of the conference and meetings. The tasks involve close communication with Adelphi Consult and working together in achieving the tasks and activities together. The execution is location specified, where the role of EMT is based throughout India, and will be the primary contact of Adelphi Consult with regards to Indian context of the whole project. There will be constant feedback and reporting to Adelphi Consult throughout the duration of the project.

Task and Activities:

1. Research, Report and Documentation
 - a. Compile information on case studies and success stories from Indian hotels
 - b. Compile information on existing know how related to energy efficiency measures, existing energy profiles, saving potentials in the Hotel and Catering Industry

- c. Support in the elaboration of the possibility of CDM project for the energy campaign in the hotel and catering industry in India
- d. Assist and Support in preparing a roadmap and recommendation plan for the Energy Campaign including organisational and financial setup
- e. Organisation of 3 energy audits in selected Hotels and Restaurants and coordination of possible more energy audit conducted by other partners
- f. Assist in the research on existing certifications and designing standards and certification and evaluation on the applicability of these for the campaign.
- g. Assist and support in preparation of questionnaires on energy profile for Hotel and Catering industry

2. Conference and Coordination Forum

- a. Coordinate with BEE for invitation of participants to the 2 days Conference and Coordination Forum and support in coordination between BEE and the campaign.
- b. Overall preparation and organisation of the Conference and Coordination Forum, agenda and assistance in the content preparation (*refer to appendix on agenda*)
- c. Support in the invitation of approx. 30 participants for coordination workshop.
- d. Assistance in approaching and tying up with partners, elaborate their potential roles and analyse possibilities of cooperating with local/ regional initiatives
- e. Support in organising open calls candidates for the workshops topics along with their appropriate content in the conference.

3. Finalisation Meeting

- a. Coordinate with BEE for invitation of participants to the 1 day finalisation meeting.
- b. Overall preparation and organisation of the finalisation meeting and assistance in the content preparation.
- c. Support in the invitation of approx. 30 participants for the finalisation meeting.
- d. Assistance in tying up with partners, finalising their potential roles and the cooperating with local/ regional initiatives.

4. Website and Online Activities/Infrastructures

- a. Publish open call, conference details and finalisation meeting of E-HotCat on EMT site
- b. Coordinate submission of new practical ideas of the open calls to EMT site and the winners result announcements
- c. Regular setup of links with E-HotCat Website and updates of information on the campaign

- d. Broadcast specific campaign information to members of the website about the campaign.

Deliverables (according to the flow and form of Tasks and Activities as per mentioned above):

1. Research, Report and Documentation

- a. Documentation of Indian hotels case studies in terms of energy efficiency and practices for the past 3-4 years
- b. Compilation and documentation on the energy efficiency measures, existing energy profiles, saving potential in the Hotel and Catering industry in India for the past 3-4 years.
- c. Analysis and documentation of the feasibility of E-HotCat as a CDM project
- d. Documentation on the organisational and financial setup of the realisation of E-HotCat in India.
- e. Coordinating and liaison with auditors, hotels, restaurants and other involved parties on the decided number of energy auditing conducts.
- f. Compilation of current certification and rating system related to Energy Efficiency in the Hotel and Catering Industry.
- g. Support in questionnaire setup and delivery, and identification of intended recipients as well as collection and compilation of the filled questionnaires. .

2. Conference and Coordination Forum

- a. Established coordination and obtained support from BEE for the Invitation to the Conference and Coordination Forum.
- b. Finalize venue, itineraries, topics, speakers, etc... overall organisation and on site coordination, prior and during the conference
- c. List of confirmed participants according to proposed number¹, invited via BEE
- d. List of partners along with their respective roles, along with establishment and collaborating functions with local/regional initiatives
- e. Attendance and presentation of the papers on the conference by the winners selected by the evaluation of the open call submissions

1

1. BEE – 2
2. GTZ / IGEN - 2
3. Ministry of Power -2
4. Ministry of Tourism -2
5. Hotel Associations - 10
6. Major Tourism Development Corporation and Department of tourism(Secretaries) - 5
8. Major SDAs - 5
9. Energy Consultants/ Escos - 2

3. Finalisation Meeting

- a. Established coordination and support from BEE for Invitation to the Finalisation Meeting
- b. Finalise venue, itineraries, topics, speakers, etc... overall organisation and on site coordination, prior and during the Finalisation Meeting
- c. List of confirmed participants, invited via BEE.
- d. Assisted in the confirmation of partners in the campaign, finalised their respective roles along with the establishment with local/regional initiatives

4. Website and Online Activities/Infrastructures

- a. Published conference, open call description, and Finalisation Meeting of E-HotCat on the EMT site.
- b. Coordinated the open call submission and the announcement of winners on the EMT site.
- c. Established linking to the official E-HotCat website and regularly update EMT site with relevant information on the campaign.
- d. Shared and broadcasted E-HotCat details to registered member of EMT.

Duration of the Consultancy Service for the Project: March 23rd 2009 till December 23rd 2009