

Competition for Funding of Energy Efficiency Training (Non Domestic)

Guidance Pack (2012-2013)

10 December 2012

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The Department of Energy and Climate Change (DECC) is pleased to announce a Competition to boost training to enhance Energy Efficiency skills among individuals with responsibility for energy usage in non domestic premises.

A number of studies have demonstrated that there is a gap between the projected energy use of non-domestic buildings (as determined at the design phase) and the actual energy use of buildings once in operation. Factors contributing to this gap in energy performance can sometimes relate to inappropriate operation or insufficient maintenance of technology such as heating and cooling systems. To address this DECC is looking to help improve expertise among individuals or teams with the potential to positively influence energy using systems (e.g. facilities managers).

DECC proposes to make available a total of £100,000 to help enhance the provision of existing training providers delivering training to individuals with day-to-day responsibility for energy systems. Providers will be invited to bid for a portion of the funding. In doing so, they will need to submit details of what the funding, if awarded, will help to achieve over and above their existing projected training targets.

DECC's primary intention in making this fund available is to improve energy efficiency in training participants' workplaces; stimulate the market for energy efficiency training and raise the profile of energy and energy management within organisations. A key goal in pursuing these priorities is to increase the number of non-expert individuals who are trained in energy efficiency.

The Competition Process

Training providers are invited to bid (using the application form attached – see Annex 1) for a fixed portion of the funding for the purposes of promoting energy efficiency training and increasing the number of front-line employees trained to deliver energy efficiency. The competition is open to existing training providers that are currently delivering training on energy efficiency to individuals with day-to-day responsibility for energy use.

The funding, where awarded, must be used to demonstrably promote and/or deliver energy efficiency training and full payment of any grant awarded will be dependent on providers delivering on the targets proposed in their application.

In the first instance DECC is looking for proposals for training that will take place in the first quarter of 2013. The competition process and the administration of funds will be managed internally in DECC. Bids will be assessed by a DECC panel based on the assessment criteria outlined below.

Eligibility and assessment criteria

Bids are invited from Training Providers only. Individuals or other organisations will not be eligible to bid for funds to purchase training. Bids should be focused on increasing energy efficiency training among individuals with day-to-day responsibility for energy use. We are particularly interested in training for Facilities Managers and others who are not necessarily energy specialists, but with training could have a significant impact on energy use within their organisation, for example through the use of energy using equipment. We would be keen to receive bids from those organisations who offer training to:

- Energy Managers / Sustainability Officers
- Facilities Managers
- Individuals overseeing industrial processes
- Owners / MDs of SMEs

(Training of EPC and Green Deal Assessors will not be eligible for the funding).

Applicants should be in a position to complete the delivery of any grant funded training by the end of March 2013. Bids for training projects after this date may still be considered although existing programmes of training which can benefit from funding in the short term are likely to be given preference. In all cases payment will be in arrears and providers will need to demonstrate how the funding has been used to increase the number of individuals trained in energy efficiency in line with their applications.

Bids will be assessed based on the following criteria:

1. Value for Money and additional impact

Bidders will need to be as clear as possible in quantifying the extent to which the funds they have applied for will enhance their training programmes, and should give detail on the cost per person of existing training and the level of subsidy and/or incentive payment they propose to give. Bids should also include an evidence based estimate of the additional training that will be taken up based on current demand and potential market.

Bidders have an opportunity on the application form to set this out in any way they choose however a basic theoretical cost per candidate should remain the baseline of any bid as this will ensure bids can be appraised like for like.

Our assessment of value for money will be based on the proportion of subsidy (marketing or incentive) to total training cost and the number of additional individuals trained.

There is also an opportunity on the application form for bidders to show value for money on a basis other than cost per candidate but this must be made as clear as possible and must detail how, and to what extent, energy efficiency will be achieved as a result of this funding.

There will be no lower or upper limit for the value of bids. Applications should make clear what can be achieved for less than the total bid should the Fund be fully allocated.

2. Target Audience and strategic fit with the EEDO priorities

Bidders should provide a breakdown of the target audience and an overview of the content of the training course (including the objectives of the training, whether learning is desk or project based etc.). Although not a requirement, we will favour training that fits with the priorities identified in DECC's [Energy Efficiency Strategy](#) including training that will:

- increase the priority given to energy efficiency among non-energy efficiency specialists;
- reduce information barriers (e.g. by increasing awareness on the energy use/efficiency of equipment such as motors and improving energy monitoring);
- enhance communication between staff with day-to-day responsibility for energy and more senior executives responsible for energy efficiency investments.

3. Project Plan and means of assessing success

Bidders should identify the key milestones in the delivery of their proposal, identifying any risks to deliveries. Where possible Projects should deliver by 31st March 2013 and bids should demonstrate how expenditures will have been incurred by this date. An assessment will be made based on the credibility of the delivery plan as well as on proposed means of assessing and demonstrating how the funding has been successful.

Timescales for the Competition

Training Providers are invited to submit bids by 5pm on Friday, 4 January 2013. Late applications may be considered, but only if funding remains available after all applications received by the deadline have been considered.

A DECC panel will consider bids in mid January 2013 with a view to issuing grant award letters as soon as possible thereafter.

Any funds awarded through this competition must be spent (and training delivered) by the 31st March 2013.

Next Steps

If you are already providing this kind of training in energy efficiency and wish to be considered for funding you can apply by completing the application form labelled Annex A

For help or guidance in making your application please email mike.harding@decc.gsi.gov.uk or contact Mike Harding on 0300 068 6725

Applications must be received at DECC by 5pm on Friday 4 January 2013

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