

## Application Guide

Call for Applications for up to 30 Energy Audits and up to 10 Technical Designs assigned for Energy Efficient Refurbishment in Small Apartment Buildings with up to 20 Apartments.

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## 1. GENERAL DESCRIPTION

This Call for Applications offers **up to 30 free Energy Audits** and **up to 10 free pilot-Technical Designs for Small Apartment Buildings (of up to 20 apartments)** managed by Homeowners Associations (HoA/APC), through a two-staged process (2 Components).

The **Energy Audits (“Component 1”)** and **Technical Designs (“Component 2”)** are financed by the *Energy Efficiency and Renewable Energy in the Republic of Moldova (E4M)* project, implemented by *Deutsche Gesellschaft für Internationale Zusammenarbeit (GIZ) GmbH* in collaboration with the *National Center for Sustainable Energy (CNED)*. The E4M project is commissioned by the *German Federal Ministry for Economic Cooperation and Development (BMZ)*, with the activities under this call receiving financial support from Norway.

Each Applicant selected under this call can benefit free of charge from:

- **one Energy Audit (“Component 1”)** (out of 30) which will evaluate the current energy consumption and will identify the optimal solutions for reducing consumption through the implementation of energy efficiency measures and the use of renewable energy sources.
- **one Project documentation (“Component 2”)** (out of 10) Elaboration of detailed technical documentation for the energy efficiency measures identified in the Energy Audit, including technical expertise and the Bill of Quantities and Costs for the proposed solutions.

The selection of 30 HoA/APC that will benefit from the Energy Audit (Component 1) will be carried out according to the selection criteria detailed in Section 5A (see below). The selection of the HoA/APC that will benefit from technical projects for the 10 pilot projects (Component 2) will be based on the results of the 30 Energy Audits conducted under Component 1, taking into account the energy-saving potential and other criteria established in Section 5B (see below). **Additional Funding Opportunities (beyond this Call):**

Homeowners Associations (HoA/APC) that qualify for and complete one of the 10 Technical Designs (Component 2) may become eligible for:

- **additional co-financing through the Moldovan Residential Energy Efficiency Fund (MREEF)** aimed at implementing of energy-efficient refurbishment construction measures and renewable energy solutions in up to 10 pilot-buildings (**Component 3**).

**Important Note:** The energy-efficient refurbishment construction measures and renewable energy solutions (Component 3) **are not included in this Call for Applications**. However, they will be carried out based on Energy Audits (Component 1) and **Technical Designs (Component 2)**, Their completion is a mandatory requirement for applying for funding from the National Center for Sustainable Energy (CNED).



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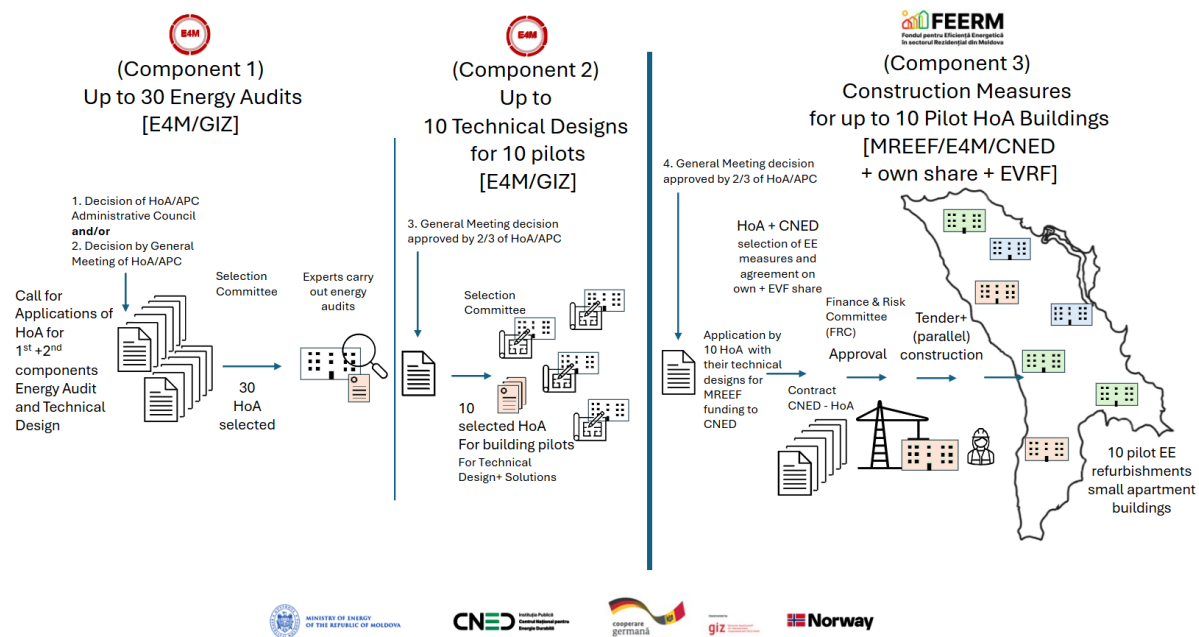


Fig.1 Energy Audits (Component 1) + Technical Designs (Component 2) with E4M/GIZ, Construction under MREEF/CNED (Component 3)

Under Component 3 (MREEF) HoA/APC and CNED will have to agree among each other on the implementation of energy efficiency refurbishments and renewable energies solutions to be co-financed under the MREEF Programme.

All measures to apply for Component 3 - Construction works have to correspond to the provisions of *the Financing Product Energy Efficiency of Apartment Buildings*, available via the following link:

[produsul de finantare blocuri locative.pdf](#)

## 2. BENEFITS OF ENERGY-EFFICIENT REFURBISHMENT MEASURES AND RENEWABLE ENERGY SOLUTIONS IN RESIDENTIAL BUILDINGS

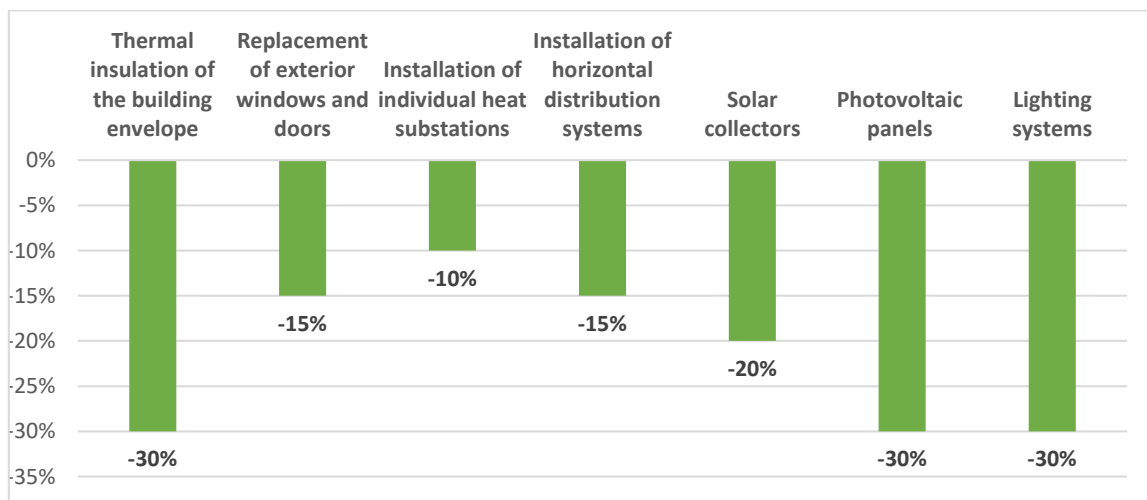
**Energy Efficiency measures and Renewable Energy solutions** in residential buildings offer numerous benefits for homeowners, including:

- **Lower energy bills**, significantly reducing household expenses in times of rising electricity and gas prices.
- **Enhanced comfort and quality of life**, with improved indoor living conditions.
- **Increased energy efficiency and use of renewable energies**, contributing to lower greenhouse gas emissions, cleaner air and combating climate change.
- **Increasing the value and attractiveness of the property on the market**, as renovated buildings become more energy-efficient and more appealing to buyers and investors.

Energy-efficient refurbishment construction measures and renewable energy solutions that qualify for MREEF include, e.g.:

- Thermal insulation of exterior walls, roofs, technical floors, unheated basements, foundation walls, and the building's plinth above ground level.
- Installation of a heating system and domestic hot water supply with horizontal distribution of the thermal agent allowing for individual heat metering per apartment.
- Installation of a system of thermal energy production by HoA/APC using solar collectors.
- Installation of heat pumps.
- Installation of a photovoltaic solar panel system for generating electricity for common area lighting and elevators) including energy storage batteries.
- Installation of shared-use electric vehicle charging stations
- Modernization/ renovation of the interior lighting system in common areas.
- Replacement of apartment windows (subject to unanimous agreement from all apartment owners in the building)).
- Replacement of exterior doors and/or windows and in common areas.

As a result of implementing energy efficiency and renewable energy solutions in small apartment buildings, the following energy savings can be achieved:



Therefore, interested HoA/APC are invited and encouraged to apply for this Call by submitting an application package which complies with the requirements set forth in this guide.



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### 3. MANDATORY REQUIRMENTS FOR SELECTION

To be eligible under this Call for Applications, each Condominium Owners' Association (APC) must meet the following mandatory criteria:

- The legal form of organization association of tenants – Home Owners' Associations - HoA (*– in Romanian APC.*)  
Other forms of Organizations/Associations (ACC, APLP, CCL, IMGFL etc.), either Home Owners' Associations that are in the process of reorganization or by the time of submitting documents of participation are not in the legal form of APC **will not be accepted.**
- The Small Apartment Building must be a small residential block of **no more than 20 apartments/units.**
- The Small Apartment Building must be **put into operation no later than 2005.**
- The Small Apartment Building **must not have any illegal adjacent constructions.** If additional annexes exist, it is obligatory to submit documents confirming that they are legal with an assigned cadastral number.
- The Small Apartment Building **has not received any financing for an energy audit by CNED before.**

### 4. CONTENT OF APPLICATION PACKAGE

HoA/APC interested the above submit an application package, consisting of the following documents:

1. Letter of intent (Annex 1).
2. Application form (Annex 2).
3. 5 to 10 photos of Small Apartment Building capturing: all four facades, details of typical units e.g. entrance door, windows, common areas, lighting systems, other building elements such as balconies, basement, individual heating.
4. Decision of the HoA/APC Administrative Council **and/or** Decision passed at the General Meeting of the HoA/APC for the participation under this Call for Application.
5. Extract from the State Register of Legal Entities.
6. Decision on the registration of changes in the data in the State Register of Legal Entities (composition of members of the Administration Consilium).

**Incomplete applications that do not contain all the documents mentioned above will not be considered.**



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Condominium Owners' Associations (APCs) for which the Technical Project has been completed under this Call for Applicants may apply for additional co-financing from the Residential Energy Efficiency Fund in Moldova (FEERM) for the implementation of energy rehabilitation measures and renewable energy solutions in up to 10 pilot buildings (Component 3 – Construction Works). The application process for Component 3 is **NOT part of this call**, will start later. This will require the following additional documents **(not necessary for this call, just for information)**

- Decision of the HoA/APC General Meeting with at least 2/3 of the condominium members' voting in favour of **participation in Component 3**.
- Financial Report for the last financial year (prepared in accordance with the annexes to the "Methodical Indications on the Particularities of Accounting in Non-Commercial Organizations," approved by OMF188 of 30.12.2014), accompanied by the Financial Balance Sheet for the last financial year.
- Bank statement confirming the balance of the HoA/APC Repair and Development Fund.

## 5. ASSESSMENT AND SELECTION CRITERIA

The selection of HoA/APC of Small Apartment Building to qualify for one of up to 30 Energy Audits (Component 1) and one of up to 10 Technical Designs (Component 2 based i.a. on results of energy audits) will follow an assessment by E4M/GIZ based upon the below-selection criteria.

Please note that some of the criteria are already in line with the requirements for 10 pilot energy efficiency refurbishments under E4M/MREEF/CNED (Component 3) and that these and additional criteria may be updated and verified again.

### A. Selection criteria for up to 30 Energy Audits (Component 1)

	Criteria	Score	Maximum score
1	Decision passed at the General Meeting of the HoA/APC for participation under this Call for Application	- Submitted: 10 p. - Not submitted: 0 p.	10
2	Homeowners <b>discipline of paying invoices</b> , % (average over the last 3 years)	- Over 80%: 30 p. - 70%-80%: 20 p. - Less than 70%: 0 p.	30
3	Projects implemented by APC (during past 7 years) with amount larger than 50 000 MDL	- 1 project: 10 p. - For each additional project, 5 p. will be added but not more than 40 p. - None: 0 p.	50
5	Building connected to <b>SACET</b>	- Yes: 30 p.	30



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		- No: 0 p.	
6	Installed Individual Heating Station within the housing unit	- Yes: 20 p. - No: 0 p.	20
7	<b>Geographical location</b> across the country to include all regions equally (equity)	- The <b>only APC</b> in either North, Central or South Region: 30 p. - Only <b>a few APCs</b> in either North, Central or South Region: 20 p. - Among many other applicants in the same Region/City/Village): 0 p.	30
8	Potential of <b>building typology to serve as a pilot</b> for similar audits (assessed from photos and information provided):	- <b>High</b> Pilot Replicability: highly representative and well-suited to serve as a pilot for audits of similar buildings: 30 p. - <b>Low</b> Pilot Replicability: The building typology has limited applicability as a pilot for similar audits: 10 p. - <b>No</b> Pilot Character: The building typology is unique or unsuitable to serve as a pilot for similar audits: 0 p.	30
9	<b>Accessibility</b> for auditors:	- <b>High:</b> Access to all areas and comprehensive relevant data is confirmed by optional <i>Declaration on Building Accessibility and Data Provision</i> : 50p - <b>Medium:</b> Access and data availability are confirmed by the <i>Decision of the HoA/APC General Meeting</i> : 25 p. - <b>Low:</b> Access and data availability are confirmed by <i>Decision of the HoA/APC Administrative Council</i> : 0 p.	50
10	Estimated <b>Energy Saving Potential</b> of the Building according to photos and information of construction materials (wall, roof, etc.), windows and doors conditions, design (size and shape, attics, basements, flat roof), existing insulation quality (if any), lighting systems etc.:	- <b>High</b> 100 p. - <b>Medium</b> 50 p. - <b>Low</b> : 10 p.	100
<b>TOTAL MAXIMUM SCORE (COMPONENT 1)</b>			<b>350</b>



## B - Selection criteria for up to 10 pilot Technical Designs (Component 2)

	Criteria	Score	Maximum score
1	<b>Energy Saving Potential</b> of Building (on the basis energy audits from Component 1)	- <b>High:</b> 100 p. - <b>Medium:</b> 50 p. - <b>Low:</b> 10 p.	100
2	Potential of building typology to serve as a pilot for similar <b>technical designs</b>	- <b>High</b> Pilot Replicability: highly representative and well-suited to serve as a pilot for designs of similar buildings: 25 p. - <b>Low</b> Pilot Replicability: The building typology has limited applicability as a pilot for similar designs: 10 p. - <b>No</b> Pilot Character: The building typology is unique or unsuitable to serve as a pilot for similar designs: 0 p.	25
3	<b>Geographical location</b> across the country to include all regions equally (equity)	- The <b>only APC</b> in either North, Central or South Region: 25 p. - Only <b>a few APCs</b> in either North, Central or South Region): 10 p. - Among many other applicants in the same Region/City/Village): 0 p.	25
<b>TOTAL MAXIMUM SCORE (COMPONENT 2)</b>			<b>150</b>

## 6. BASIC STAGES OF THE PROJECT

- I. Submission of application package by HoA/APC and confirmation of receipt by E4M/GIZ
- II. Evaluation of incoming applications and selection of up to 30 HoA/APC, based on fulfilling eligibility criteria and scoring highest in criteria for Component 1 (Energy Audits).
- III. Informing up to 30 selected HoA/APC on the outcome.
- IV. Signing of Memorandum of Understanding between E4M/GIZ and selected HoA/APC for Energy Audit (Component 1) and -in case selected- for Technical Design (Component 2).
- V. Contracting external experts by E4M/GIZ to carry out 30 Energy Audits (in Component 1) and up to 10 Technical Designs for selected and approved APC.
- VI. Handover of completed Energy Audit Reports to the beneficiaries and E4M/GIZ.



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- VII. Evaluation of the Energy Audit Reports and based upon the results, selection of up to 10 HoA/Small Apartment Buildings for 10 Technical Designs based on fulfilling eligibility criteria and scoring highest in criteria for Component 2.
- VIII. Communication of approving or rejecting Technical Designs decision for HoA/APC.
- IX. Submission of the Decision passed at the General Meeting of the HoA/APC, with the approval of at least two-thirds (2/3) of its members to proceed with Component 2 (Technical Designs).
- X. Commissioning of the 10 Technical Designs Option by E4M/GIZ to external experts
- XI. Submission of the finalized Technical Projects (including all energy rehabilitation measures identified and proposed in the Energy Audit Reports, as well as the Technical Expertise, Bill of Quantities, and Cost Estimation) to the beneficiaries. These will form the basis for carrying out construction works under MREEF/CNED/E4M within Component 3 – Construction Works, and all necessary documents will be submitted to CNED. Additionally, support and guidance will be provided for submitting financing applications to CNED under Component 3 – Construction Works.

Throughout the process, starting from the preparation of application package, E4M/GIZ will provide all necessary information and support to HoA/APC. E4M/GIZ might be assisted by external experts /NGO in this process.

**NB:** Please note that a **Decision passed at the General Meeting of the HoA/APC, with the approval of at least two-thirds (2/3) of its members** approving the implementation of the energy rehabilitation measures for the residential building, **is mandatory to proceed with Component 2 (Technical Designs)**. If this Decision is not submitted within the established deadline, the next association in line will be considered for financing of Technical Design.

## 7. FINANCING OF THE PROJECT

- E4M/GIZ will contract and will cover given the availability of funds the costs of up to 30 Energy Audits and up to 10 Technical Designs for selected APC.
- All the final products – Energy Audits and Technical Design (incl. Technical Expertise, Bill of Quantities for proposed measures) will be provided free of charge to HoA/APC beneficiaries.

**NB:** E4M/GIZ will contract, will pay and will supervise experts for Energy Audits and Technical Designs individually. HoA/APC will not be part of this process but will coordinate relevant design solutions for the building (e.g. the choice of the facade color).



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## 8. IMPLEMENTATION OF ENERGY REFURBISHMENT MEASURES UNDER MREEF (CONSTRUCTION WORKS - COMPONENT 3) – NOT PART OF THIS CALL.

After the measures under Component 2 are completed and based on Energy Audit Reports, Technical Design, Technical Expertise and Bill of Quantities, HoA/APC shall decide on refurbishment measures for small apartment residential buildings to be implemented under MREEF/CNED (Component 3) and liaise with CNED/E4M/MREEF accordingly.

The decision must be formalized through a Resolution adopted by the General Assembly of the APC. by the General Meeting of the HoA/APC, approving the implementation of energy renovation measures for residential buildings within the housing block. This includes the request for financial incentives under the MREEF Programme, the specified amount of the APC's contribution, and a method of financing (e.g., bank loans, equity, or other legally permissible sources and financing products). All actions must comply with the provisions of Law No. 187/2022 on condominiums.

**NB:** The decision will be the basic document for the financing and implementation of energy rehabilitation measures for residential buildings.

If APCs are selected for Component 3 – Construction Works, they will be eligible for partial funding of up to 70% of the eligible costs for energy rehabilitation measures. The APC's own contribution, through apartment owners, will cover the remaining 30% of the costs.



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## Financing Examples

### Example 1:

Cost estimate for buildings with **20 units** for Energy Audit, Technical Design, energy efficiency measures and renewable energy solutions implemented **without** financial support from E4M/GIZ and E4M/CNED/MREEF

Cost of Energy Audit	4 800 Euro
Cost of Technical Design	9 600 Euro
Cost of building energy refurbishment measures	<b>100 000 Euro</b>
VAT	20 000 Euro
Total cost	134 400 Euro
Number of homeowners (apartments)	20
Each homeowner contribution (134.400 / 20)	<b>6 720 Euro</b>

**Example 2:** Cost estimate for Energy Audit, Technical Design, energy efficiency measures and renewable energy solutions for buildings with **20 units** implemented **with** financial support from E4M/GIZ for Component 1 and Component 2, and E4M/MREEF/CNED for Component 3:

<b>E4M/GIZ</b>	<b>Component 1</b>	Cost of Energy Audit	<b>0 Euro</b>
	<b>Component 2</b>	Cost of Technical Design	<b>0 Euro</b>

<b>E4M/ CNED/ MREEF</b>	<b>Component 3</b>	Cost of building energy refurbishment measures	<b>100 000 Euro</b>
		VAT	none
		Financial Support by CNED/E4M/ MREEF 70%	70 000 Euro
		Own contribution APC (for 20 apartments) 30% (to be paid in 3 stages)	30 000 Euro
		Share of each non-vulnerable homeowner's contribution (up to)	<b>1 500 Euro</b>
		Share of each extreme vulnerable homeowner's contribution acc. to EVIS (remaining gap covered by EVF)	<b>150 Euro</b>

Please note that the share of each owner can increase if less than 20 units are in the building.



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## 9. SUBMISSION DEADLINE FOR APPLICATION PACKAGE

The complete application package shall be submitted electronically until  
**16 March 2025**  
to the following e-mail address:

[apel.giz@cned.gov.md](mailto:apel.giz@cned.gov.md)

Applications received after the indicated deadline will not be considered.

## 10. PREPARING YOUR APPLICATION

- Complete the forms provided in Annex 1: Letter of Intent and Annex 2: Application forms
- Ensure that all sections are filled accurately and completely.
- Ensure all required annexes/ documents/photos are attached.
- Avoid leaving any mandatory fields blank; use "N/A" if not applicable.
- Plan for timely submission to avoid last-minute complications.
- Check your email regularly for updates or requests for clarification.

**Thank you for your interest! We look forward to your participation!**

**Contact Details:** For inquiries, please contact us at **Tel: 061 112 444 (Mon-Fri 9-17h)**

Please note that there are no legal entitlements to the selection of HoA/APC or any of the above-described services/measures. Neither E4M/GIZ nor CNED nor any of their donors are liable to any HoA/APC or applicant for the delivery of any of the above or any damages or injuries that might result from the Call for Application or the activities described in the above text. Please note that information on Component 3 under MREEF/EVF/CNED/E4M is subject to changes at any time. Component 1 and 2 under this call are designed to meet the requirements for Component 3 at the time of the launch of this Call for Application.

This document has been prepared by the project Energy Efficiency and Renewable Energies in the Republic of Moldova (E4M), commissioned by the German Federal Ministry for Economic Cooperation and Development (BMZ) and implemented by GIZ with the financial support from Norway. The project implementation is the sole responsibility of E4M/GIZ and can in no way be taken to reflect the views of the Government of Norway.



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