



INDIVIDUAL CONSULTANT PROCUREMENT NOTICE

Date: **25 August 2014**

Country: Republic of Moldova

Description of the assignment: Team of 1 International and 1 National Consultants to undertake the Independent Final Evaluation of the Moldova Energy and Biomass Project

Project name: Moldova Energy and Biomass Project

Period of assignment/services: September - November 2014

Proposals should be submitted online by pressing the "Apply Online" button no later than **15 September 2014**.

Requests for **clarification only** must be sent by standard electronic communication to the following e-mail: mihail.maciuca@undp.org. UNDP will respond by standard electronic mail and will send written copies of the response, including an explanation of the query without identifying the source of inquiry, to all applicants.

1. BACKGROUND

The Republic of Moldova is highly dependent on energy imports. Over 95% of Moldova's energy needs are ensured through imports. The dependency on the external sources of energy has led to a constant rise in price for energy and to accumulation of large debts for external provider. The energy sector is a key sector for the economy of the Republic of Moldova, being vital for the successful implementation of the national economic development program.

The Government has committed itself to reform the energy sector by increasing the energy security of the country, attracting investments in infrastructure, and participating in an energy market based on equitability principles and mutual advantages. The Republic of Moldova has a great potential to produce energy from renewable sources, which at the present time has not yet been harnessed. Studies show that one of the most secure and easy to access alternative sources of energy is straw and other agricultural wastes, called biomass. In particular, wheat straw waste is the Republic of Moldova's renewable energy source with the biggest short- to medium-term potential.

The Moldova Energy and Biomass Project (MEBP) is a 4 years, 14.56 M EUR project that started in January 2011 with the purpose to significantly increase the use of renewable energy technology through fuel switching and energy efficiency. The project primarily focuses on improving heating comfort levels in rural public sector buildings including schools and community centers by using readily available agricultural wastes supplied from local agricultural enterprises and solid biofuel producers. The project is also stimulating local markets for improved household heating; piloting industrial cogeneration, and biomass-based briquetting/pelleting, as well as raising local capacity in the biomass sector, and promoting the benefits of biomass energy and the project.

The overall objective of the project is to contribute to a more secure, competitive and sustainable energy

production in the Republic of Moldova through a targeted support to the most viable and readily available local source of renewable energy, namely biomass from agricultural wastes.

2. SCOPE OF WORK, RESPONSIBILITIES AND DESCRIPTION OF THE PROPOSED ANALYTICAL WORK

The purpose of the assignment is to review the progress made by the project in fulfilling its agreed objectives through the planned activities and to assess the efficiency and effectiveness with which resources have been used to generate results and achieve project objectives with special emphasis on impact and sustainability.

The overall objectives of evaluation are to assess the achievement of project results, help identify and critically analyze the relevance of the project activities, as well as, the effectiveness of the implementation. The comprehensive evaluation will examine whether the activities, outputs and objectives outlined in project document have been achieved, and underlying factors affecting either positively or negatively the implementation of the project, draw lessons and make forward-looking recommendations for improvement of the sustainability of benefits obtained from the project.

The Evaluation of project will be conducted by one International Consultant and one National Consultant, working together as a team. The International Consultant will take the leadership and assume overall responsibility for the quality and timeliness in the performance of this assignment. Members of the evaluation team must not have been associated with the project's formulation, implementation or monitoring.

The International Consultant will undertake two visits to Moldova of minimum 5 days and 2 days respectively. During the first visit the International Consultant will undertake project site visits and interviews with the relevant stakeholders, will collect all necessary evidence and by the end of the visit will present the key findings to UNDP CO. During the second visit, the International Consultant will hold a debriefing session presenting the outcome of the evaluation to UNDP CO and project Implementing Partners. The National Consultant will provide substantive feedback and support to the International Consultant in the construction of the evaluation report and in conducting field missions to Moldova (including field visits to the MEBP project sites).

For detailed information, please refer to Annex 1 – Terms of Reference.

3. REQUIREMENTS FOR EXPERIENCE AND QUALIFICATIONS

International Consultant:

I. Academic Qualifications:

- Master's degree or equivalent in Management, Business Administration, Economy, Engineering, Local Development and/or other relevant fields;

II. Years of experience:

- At least 8 years of work experience in the areas relevant to the assignment (economic, regional and local development, consulting services, private sector and business development, energy efficiency and renewable energy, participatory and sustainable development);
- At least 5 years experience in conducting monitoring and/or evaluation of development projects in the field of economic development and energy efficiency/renewable energy field;

III. Competencies:

- Knowledge and experience with programming development, monitoring and evaluation;
- Excellent analytical and writing skills;
- Excellent spoken and writing skills in English. Knowledge of Russian or Romanian is an advantage;
- Familiarity with development approaches in the energy sector in the region is a strong advantage.

National Consultant:

I. Academic Qualifications:

- University degree in Natural Resource Management, Environmental management, Engineering, Energy, or other related areas;

II. Years of experience:

- Minimum 5 years of professional experience/technical knowledge in providing management or consultancy services preferably in Environment, Engineering or Energy;

III. Competencies:

- Good understanding of Moldovan Energy Efficiency and Renewable Energy policies and programmes;
- Previous experience with practical use of monitoring and evaluation methodologies;
- Experience in managing, monitoring and evaluating projects for UN or other international development agencies in the region will be an asset;
- Fluent in English and Romanian both written and spoken.

4. DOCUMENTS TO BE INCLUDED WHEN SUBMITTING THE PROPOSALS

Interested individual consultants must submit the following documents/information to demonstrate their qualifications:

1. Proposal:

- (i) Explaining why they are the most suitable for the work;
- (ii) Provide a brief methodology on how they will approach and conduct the work;

2. Financial proposal;

3. Personal CV including past experience in similar projects and at least 3 references.

5. FINANCIAL PROPOSAL

Lump sum contracts

The financial proposal shall specify a total lump sum amount, and payment terms around specific and measurable (qualitative and quantitative) deliverables (i.e. whether payments fall in installments or upon completion of the entire contract). Payments are based upon output, i.e. upon delivery of the services specified in the TOR. In order to assist the requesting unit in the comparison of financial proposals, the financial proposal will include a breakdown of this lump sum amount (including travel, per diems, and number of anticipated working days). Whenever required, the National Consultant shall provide interpretation in communication between the International Consultant and local beneficiaries.

Travel

All envisaged travel costs must be included in the financial proposal. This includes all travel to join duty station/repatriation travel. In general, UNDP should not accept travel costs exceeding those of an economy class ticket. Should the IC wish to travel on a higher class he/she should do so using their own resources. In-country transportation shall be provided by UNDP.

In the case of unforeseeable travel, payment of travel costs including tickets, lodging and terminal expenses should be agreed upon, between the respective business unit and Individual Consultant, prior to travel and will be reimbursed.

6. EVALUATION

Initially, individual consultants will be short-listed based on the following minimum qualification criteria:

International Consultant:

- Master degree or equivalent in Management, Business Administration, Economy, Engineering, Local Development or other relevant fields
- At least 8 years of work experience in the areas relevant to the assignment (economic, regional and local development, consulting services, economic and business development, energy efficiency and renewables, participatory and sustainable development);
- At least 5 years experience in conducting monitoring and/or evaluation of development projects in the field of economic development and energy efficiency/renewable energy field.

National Consultant:

- University degree in Natural Resource Management, Environmental management, Engineering, Energy, or other related areas;
- Minimum 5 years of professional experience/technical knowledge in providing management or consultancy services to the preferably in Environment, Engineering or Energy sectors.

The short-listed individual consultants will be further evaluated based on the following methodology:

Cumulative analysis

Evaluation shall be conducted separately for International and National Consultants. The award of the contract shall be made to the individual consultant whose offer has been evaluated and determined as:

a) responsive/compliant/acceptable, and

b) having received the highest score out of a pre-determined set of weighted technical and financial criteria specific to the solicitation.

* Technical Criteria weight – 60% (300 pts);

* Financial Criteria weight – 40% (200 pts).

Only candidates obtaining a minimum of 210 points would be considered for the Financial Evaluation.

Evaluation criteria for International Consultant

Technical Evaluation Criteria	Scoring	Maximum Points Obtainable
Master degree or equivalent in Management, Business Administration, Economy, Engineering, Local Development or other relevant fields	Master's – 20 pts, PhD – 30 pts	30
At least 8 years of work experience in the areas relevant to the assignment (economic, regional and local development, consulting services, economic and business development, energy efficiency and renewables, participatory and sustainable development)	8 years – 30 pts, each additional year – 5 pts; up to max. 50 pts	50
At least 5 years experience in conducting monitoring and/or evaluation of development projects in the field of economic development and energy efficiency/renewable energy field	5 years – 25 pts, each additional year – 5 pts; up to max. 50 pts	50
Interview		
Knowledge and experience with programming development, monitoring and evaluation	Up to 40 points	40
Excellent analytical and writing skills	Up to 50 pts	50
Familiarity with development approaches in the energy sector in the region	Up to 50 pts	50
Excellent spoken and writing skills in English. Knowledge of Russian or Romanian is an advantage;	English - 20 pts.; Romanian and Russian - 5 pts. each	30
Maximum Total Technical Scoring		300
Financial Evaluation Scoring		
Evaluation of submitted financial offers will be done based on the following formula: $S = F_{min} / F * 200$ S – score received on financial evaluation; Fmin – the lowest financial offer out of all the submitted offers qualified over the technical evaluation round; F – financial offer under consideration.		200

Evaluation criteria for National Consultant

Technical Evaluation Criteria	Scoring	Maximum Points Obtainable
University degree in Natural Resource Management, Environmental management, Engineering, Energy, or other related areas	Master's – 30 pts, PhD – 40 pts	40
Minimum 5 years of professional experience/technical knowledge in providing management or consultancy services preferably in Environment, Engineering or Energy	5 years – 40 pts, each additional year – 5 pts; up to max. 60 pts	60
Interview		
Previous experience with practical use of monitoring and evaluation methodologies	Up to 50 points	50
Good understanding of Moldovan Energy Efficiency and Renewable Energy policies and programmes	Up to 60 pts	60
Experience in managing, monitoring and evaluating projects for UN or other international development agencies in the region will be an asset	Up to 50 pts	50
Fluent in English and Romanian both written and spoken. Knowledge of Russian is an advantage	English and Romanian – 30 pts Russian – 10 pts.	40
Maximum Total Technical Scoring		300
Financial Evaluation Scoring		
Evaluation of submitted financial offers will be done based on the following formula: $S = F_{min} / F * 200$ S – score received on financial evaluation; Fmin – the lowest financial offer out of all the submitted offers qualified over the technical evaluation round; F – financial offer under consideration.		200

Winning candidate

The winning candidate will be the candidate, who has accumulated the highest aggregated score (technical scoring + financial scoring).

ANNEXES:

ANNEX 1 – TERMS OF REFERENCES (TOR)

ANNEX 2 – INDIVIDUAL CONSULTANT GENERAL TERMS AND CONDITIONS