



INDIVIDUAL CONSULTANT PROCUREMENT NOTICE

Date: **19 January 2015**

Country: Republic of Moldova

Description of the assignment: Community Mobilization Consultant (up to 3 consultants)

Project name: Moldova Energy and Biomass Project

Period of assignment/services: February 2015 – November 2017

Proposals should be submitted online by pressing the "Apply Online" button, no later than **01 February 2015**.

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 Moldova Energy and Biomass Project aims to contribute to a more secure, competitive and sustainable energy production in the Republic of Moldova through targeted support to the most viable and readily available local source of renewable energy, namely biomass from agricultural wastes.

As of December 2014 the project entered into its second phase which is to last until end 2017. The second phase of the project had received additional funding of 9.46 million EUR allocated by the European Union in the framework of the Eastern Partnership Integration and Cooperation (EaPIC) programme, with the objective to leverage the successful activities and extend them to so far not covered or underrepresented regions, specifically Transnistria, Gagauzia and Taraclia, and to support further consolidation of the biomass market in the country based on the experience and lessons learned in the first phase.

Among others, the second phase will also focus on the development of local biomass market and general market consolidation of the biomass-related businesses through continued support to solid biofuel producers and support to local biomass boiler production and extension of Public Private Partnerships for establishing sustainable biomass based heating services.

The project will continue to support installation of biomass heating systems in communities aiming to install at least 80 additional biomass-based municipal heating systems with specific focus on Transnistria, ATU Gagauzia, Taraclia district including small towns following the *participatory community development approach*. Installation of combined solar/biomass technologies will also be piloted in public buildings in order to provide integrated energy saving and energy-efficiency solutions.

For more information about the project please visit: www.biomasa.md, www.undp.md.

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

UNDP plans to select and contract up to 3 consultants with the general objective to support MEBP in its efforts to provide technical assistance and build capacities among target and Local Public Authorities, in order to enhance skills and knowledge in the development, evaluation and implementation of sustainable community biomass heating projects in a transparent and participatory manner. Each community will be able to mobilize and involve local stakeholders and community members in decision making processes, as well as, identify and mobilize local resources for successful implementation of projects.

The short term Community Mobilization Consultant will work under supervision and in close collaboration with Senior Community Mobilization Project Officer and the rest of the Project Team for effective achievement of assignment's results. The incumbent should prove good knowledge of UNDP community mobilization approach and profound experience in implementation of community development programmes.

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

3. REQUIREMENTS FOR EXPERIENCE AND QUALIFICATIONS

I. Academic Qualifications:

- University/Master Degree in Social Sciences, Public Administration, Economics, Civil Engineering, or other related area.

II. Years of experience:

- At least 7 years of experience in community development assistance including capacity building in the public sector or related work for a donor organization, governmental institutions, NGO or private sector / consulting firm;
- At least 5 years of progressively responsible experience at the national or international level in working in community based development projects or energy/environmental projects.

III. Competencies:

- Technical understanding and practical experience in implementing decentralized energy supply or infrastructure projects will be an advantage;
- Excellent communication and reporting skills;
- High level of responsibility and organization capacities, creative approach to solving issues;
- Ability to meet deadlines and prioritize multiple tasks;
- An excellent command of written and spoken Romanian and Russian is required, knowledge of English is an asset;
- Computer proficiency, including knowledge of MS Office products (Word, Excel, Power Point).

4. DOCUMENTS TO BE INCLUDED WHEN SUBMITTING THE PROPOSALS

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

1. Personal CV including past experience in similar projects and at least 3 references;
2. Financial proposal.

5. FINANCIAL PROPOSAL

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 accordance with the price schedule in the table below. 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 (consultancy fee, taxes, communication costs, other costs).

Financial Proposal Schedule

Stage / Deliverable	Estimated maximum number of units	Price per unit (USD)	Total amount (USD)
1. First field visit. Preliminary assessment	60 Communities		
2. Monitoring / appraisal, technical assistance, training and Final Evaluation of project proposals	60 Communities		
3. Training on project implementation and project management	40 trainings		
4. Training on project sustainability and project participatory monitoring and evaluation	40 trainings		
5. Final community project sustainability report and lessons learnt	40 communities		
Grand total			

Payments shall be effected on a monthly basis depending on actual number of outputs/deliverables achieved, i.e. upon delivery of the services specified in the TOR.

Travel

The consultant is expected to undertake frequent field trips to beneficiary communities in Moldova over the entire period of contract. Transportation for all envisaged travels will be provided by UNDP.

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. Should the IC wish to travel on a higher class he/she should do so using their own resources.

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:

- University degree in Social Sciences, Public Administration, Economics, Civil Engineering, or other related area;
- At least 7 years of experience in community development assistance including capacity building in the public sector or related work for a donor organization, governmental institutions, NGO or private sector / consulting firm;
- At least 5 years of progressively responsible experience at the national or international level in working in community based development projects or energy/environmental projects.

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

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.

Criteria	Scoring	Maximum Points Obtainable
Technical		
<ul style="list-style-type: none"> University/Master Degree in Social Sciences, Public Administration, Economics, Civil Engineering, or other related area 	(under-Master's – 30 pts, Master's – 40 pts)	40
<ul style="list-style-type: none"> Previous experience in community development assistance including capacity building in the public sector or related work for a donor organization, governmental institutions, NGO or private sector / consulting firm 	(7 years -40 pts, each additional year – 10 pts; up to max. 70 pts)	70
<ul style="list-style-type: none"> Experience at the national or international level in working in community based development projects or energy / environmental projects 	(5 years -30 pts, each additional year – 5 pts; up to max. 40 pts)	40
<ul style="list-style-type: none"> Interview (demonstrated technical knowledge and experience; communication/ interpersonal skills; initiative; creativity/ resourcefulness) 	(70 – demonstrated technical knowledge and experience; 20 – communication/ interpersonal skills; 10 – initiative; 20 – creativity/resourcefulness)	120
<ul style="list-style-type: none"> Excellent command of written and spoken Romanian and Russian is required; knowledge of English is an asset. 	(Romanian and Russian – 20 pts; English – 10 pts)	30
Maximum Total Technical Scoring		300
Financial		
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