



## INDIVIDUAL CONSULTANT PROCUREMENT NOTICE

**Date: 28 January 2015**

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**Country:** Republic of Moldova

**Description of the assignment:** National Consultant on Vocational Education and Training in the Renewable Energy and Energy Efficiency sector

**Project name:** Moldova Energy and Biomass Project – phase II

**Period of assignment/services:** March – May 2015 (up to 40 consultancy days)

Proposals should be submitted online by pressing the "Apply Online" button, no later than **10 February 2015**.

Requests for **clarification only** must be sent by standard electronic communication to the following e-mail: [mihail.maciuca@undp.org](mailto: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.

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The first phase (2011-2014) of the Moldova Energy and Biomass Project (MEBP) with a budget of 14.56 million EUR project, funded by the European Union and UNDP and implemented by UNDP, succeeded 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, which is biomass from agricultural wastes.

In 2015 the project entered its second phase in the framework of the Eastern Partnership Integration and Cooperation (EaPIC) programme, based on its continued high relevance and the clearly identified need to further support the consolidation of the emerging biomass market in the country. The extension timeframe spans until the end of 2017 with additional EU-funding of 9.46million EUR.

The main objective of the project extension is to scale up the successful activities and extend them to so far not covered or underrepresented regions, specifically Transnistria, Gagauzia and Taraclia, and to support the further consolidation of the Biomass market.

**To achieve these objectives, the focus of EaPIC top-up activities will be the following:**

- **Output 1. Municipal biomass heating and fuel supply markets established**

This component will aim at installing at least 80 additional biomass-based municipal heating systems in Moldova, with focus on Transnistria, ATU Gagauzia, Taraclia district and small towns. An increased focus will be on the further development of the domestic biomass fuel market in view of ensuring sustainable supply, enhanced competition between producers, application of quality standards, certification of products and end-consumer protection. Integrated renewable energy and energy efficiency solutions will

be piloted to demonstrate the suitability of modern biomass-based heating systems for small towns;

- **Output 2. Foundations laid for the establishment of efficient household heating and heat supply markets and private sector demand promoted**

Under output 2, at least 100 households and/or small businesses will be supported to procure modern and efficient biomass boilers under preferential conditions. Technical and financial support will be provided for the creation of 7 new PPPs throughout the country. This will foster public-private solutions in establishing sustainable biomass-based heating services as well as efficient operation and maintenance of the systems;

- **Output 3. Capacity built for growth of biomass markets at regional and local levels**

The capacity development activities will continue to be a key element of the component, being tailor-made and extended to Transnistria, Gagauzia and the Taraclia district, as well as to small towns. Vocational education and training (VET) sector will also be addressed. School education activities on renewable energy and energy efficiency, the Bioenergy Summer Camps in particular, will be extended to small towns from Moldova, Taraclia district, Gagauzia and wherever feasible in Transnistria;

- **Output 4. The opportunities and benefits of biomass energy for Moldova are well known, visibility of project results is promoted**

Wide-spread awareness raising activities on the opportunities and benefits of biomass energy will be further facilitated, with a specific focus on increasing the uptake of renewable energy technologies in ATU Gagauzia, the Taraclia district, and the region of Transnistria. The visibility of the partnership and the impact of the action will be effectively promoted.

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

In view of a consolidated effort to equip the Moldovan labour force in support of the emerging markets and technologies, the vocational education and training (VET) sector has to be engaged. In this context, a series of partners and stakeholders have voiced the need to further assess the possibilities for integrating renewable energy and energy efficiency topics in the relevant educational programmes offered by VET institutions (covering e.g. professions in the energy, construction, engineering field).

In order to better shape MEBP's plans to support the VET sector in Moldova in a way that complements the current efforts of the Ministry of Education and its development partners, MEBP seeks to contract a local consultant with extensive experience in designing and/or carrying out educational and training programs, to conduct a skills needs assessment together with a targeted assessment of the VET sector. Based on this assessment, the MEBP's intervention in the sector will be further specified. All efforts to be undertaken by MEBP in this respect will be performed in close coordination with and under the overall guidance of the Ministry of Education and will be aligned to the on-going reform of the VET system in Moldova supported in the framework of the EU-funded VET Sector Budget Support Programme.

The main objective of the assignment is to support MEBP in its efforts to identify the most appropriate strategy for intervention in the VET sector, with regards to the skills and professions required for the biomass sector and emerging market of renewable energy technologies. The consultant will, among others, identify new occupations or/and existing occupations that can be expanded to provide the VET students with the required set of skills and competencies. Based on the findings and feedback from stakeholders, the consultant will develop a roadmap and an action plan detailing MEBP's intervention in the VET sector, and the detailed activities to be undertaken in order to implement the intervention.

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

## **3. REQUIREMENTS FOR EXPERIENCE AND QUALIFICATIONS**

### **I. Academic Qualifications:**

- University degree in Education Management, Social Sciences or other related field. An advanced degree would constitute an advantage;

II. Years of experience:

- At least 5 years of previous experience in conducting inter-sectorial research and designing interventions and experience in the education sector, preferably on VET.

III. Competencies:

- Demonstrated understanding and knowledge of VET principles, education and VET sector incl. current VET sector reform in Moldova;
- Excellent analytical, writing, drafting, planning and budgeting skills;
- Strong interpersonal communication skills at all levels;
- Good understanding of the renewable energy and energy efficiency sector in Moldova would constitute an advantage;
- Excellent proficiency in Romanian and Russian. Knowledge of written and spoken English is an advantage;
- Previous experience with UNDP on similar assignments is an advantage.

#### **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**

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 and number of anticipated working days).

##### **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. Transportation for in country travels will be provided by UNDP.

#### **6. EVALUATION**

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

- University degree in Education Management, Social Sciences or other related field;
- At least 5 years of previous experience in conducting inter-sectorial research and designing interventions in the education sector, preferably on VET.

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:

- responsive/compliant/acceptable, and
- 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.

<b>Technical Evaluation Criteria</b>	<b>Scoring</b>	<b>Maximum Points Obtainable</b>
University degree in Education Management, Social Sciences or other related field. An advanced degree would constitute an advantage	University Degree – 20 Master's – 30 pts PhD – 40 pts	40
At least 5 years of previous experience in conducting inter-sectorial research and designing interventions and experience in the education sector, preferably on VET	5 years – 40 pts, each additional year – 2 pts; up to max. 50 pts; VET experience – add. 20 pts	70
Previous experience with UNDP on similar assignments	20 pts	20
<b>Interview</b> (demonstrated technical knowledge and experience; communication/ interpersonal skills; initiative; creativity/ resourcefulness)	Understanding and knowledge of VET principles, education incl. current VET sector reform – 40; analytical, drafting, planning and budgeting skills – 40 pts; understanding of the renewable energy and energy efficiency sector – 30 pts; inter-personal communication skills – 30 pts	140
Excellent proficiency in Romanian and Russian. Knowledge of written and spoken English is an advantage	Romanian and Russian – 20 pts English– add. 10 pts.	30
<b>Maximum Total Technical Scoring</b>		<b>300</b>
<b>Financial Evaluation Scoring</b>		
Evaluation of submitted financial offers will be done based on the following formula: <b><math>S = F_{min} / F * 200</math></b> 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.		<b>200</b>

#### 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**