



## INDIVIDUAL CONSULTANT PROCUREMENT NOTICE

Date: **11 March 2015**

**Country:** Republic of Moldova

**Description of the assignment:** National Consultants in Energy Performance Measurement of local public buildings (up to 4 consultants)

**Project name:** Moldova Energy and Biomass Project

**Period of assignment/services:** April 2015 – March 2017

Proposals should be submitted online by pressing the "Apply Online" button, no later than **25 March 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.

### 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 9.41 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](http://www.biomasa.md), [www.undp.md](http://www.undp.md).

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

UNDP plans to select and contract up to 4 experienced National Consultants, for carrying out energy performance assessments of selected buildings in approx. 90 locations throughout Moldova during 2015-2017, in order to identify the current status of energy performance of the selected buildings, advice on potential cost-efficient measures to improve it, assess the energy and cost savings associated with the installation of a biomass fired boiler plants and/or solar hot water panels.

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

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

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

- University degree in the field of Heating, Ventilation and Air Conditioning or energy related fields

### **II. Years of experience:**

- At least 5 years of working experience within companies providing design services related to energy management solution/automation projects, yielding energy savings, construction or other closely related activities.

### **III. Competencies:**

- Specialized training and certification on building energy management, energy auditing, inspection and assessment of energy performance or minimum 2 years of experience in the field is required.
- Dynamic, hardworking, capable of handling projects individually and willing to travel throughout the country.
- Excellent analytical, communication and reporting skills
- Excellent computer skills (MS Word, Excel, etc.)
- An excellent command of written and spoken Romanian or Russian is required.
- Knowledge of English 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 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:

Generic facility category	Indicative number of consultancy days per building:	Consultancy fee per day, price in USD
Small size facility (< 1800 m <sup>2</sup> )	2.5 days	
Medium size facility (1800 – 3600 m <sup>2</sup> )	3 days	
Large size facility (3600 – 5000 m <sup>2</sup> )	3.5 days	

Payments will be made to the Individual Consultant in installments upon acceptance of deliverables.

### **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 the field of Heating, Ventilation and Air Conditioning or energy related fields
- A minimum of 5 years of working experience within companies providing design services related to energy management solution/automation projects, yielding energy savings, construction or other closely related activities.
- Specialized training and certification on building energy management, energy auditing, inspection and assessment of energy performance or minimum 2 years of experience in the field is required.

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
<b>Technical</b>		
• Degree in the field of Heating, Ventilation and Air Conditioning or energy related fields	under-Master's – 40 pts, Master's – 60 pts	60
• Experience within companies providing design services related to energy management solution/automation projects, yielding energy savings, construction or other closely related activities	5 years -40 pts, each additional year – 10 pts; up to max. 70 pts	70
• Specialized training and certification on building energy management, energy auditing, inspection and assessment of energy performance or minimum 2 years of relevant experience in the field is required	2 years of experience or specialized certificate available – 40 pts, each year of additional experience – 10 pts; up to max. 70 pts	70
• Excellent analytical, communication and reporting skills (based on methodology and approach to conducting the work)	Quality of methodology and approach and consistency with project requirements – up to 30 pts.	30
• Experience in working with international organizations (successful experience in working with UN agencies is an asset)	No experience – 0 pts, some experience – 10 pts., extensive experience – 20 pts.	20
• Computer proficiency, including knowledge of MS Office products, ability to use Internet	No – 0 pts; Yes – 20 pts	20
• 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
<b>Maximum Total Technical Scoring</b>		<b>300</b>
<b>Financial</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**