



INDIVIDUAL CONSULTANT PROCUREMENT NOTICE

Date: 07 April 2015

Country: Republic of Moldova

Description of the assignment: Two National Training Experts to deliver the training programme for municipal leaders and operators of biomass-based municipal heating and solar systems from MEBP beneficiary communities

Project name: Moldova Energy and Biomass Project

Period of assignment: July 2015 – December 2016 (32 working days for each consultant)

Proposals should be submitted online by pressing the "Apply Online" button no later than **05 May 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 first phase (2011-2014) of the Moldova Energy and Biomass Project (MEBP), 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 9.41 million EUR.

The main objective of the project phase II 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 on the following:

- *Municipal biomass heating and fuel supply markets established*
- *Foundations laid for the establishment of efficient household heating and heat supply markets and private sector demand promoted*
- *Capacity built for growth of biomass markets at regional and local levels*
- *The opportunities and benefits of biomass energy for Moldova are well known; visibility of project results is promoted*

As the first phase (2011 – 2014) of MEBP demonstrated, strong and well informed community leadership is vital to the success of the project intervention. In order to enable the municipal leaders from the newly selected communities, i.e. mayors, municipal council members, teachers, managers of public institutions (schools, kindergartens, health care institutions, etc.) to effectively manage the operation of biomass-based installations for

heating and solar systems for provisions of hot water in their communities, the project will continue to deliver training programs for all beneficiary communities. Topics to be covered by the training' modules will include: general principles of operation, necessary maintenance routines, optimum building heating system operation (including such issues as overheating and under heating of various floors of the building), regular and sustained performance monitoring (including standard forms and reports), and sound management of fuel suppliers (including competitive tendering (standard tender formats), contracting (standard contracts), quality control (checking quality and condition of supplied fuel), and storage).

In order to ensure the proper functionality and maintenance of the newly installed biomass-based installations for heating and solar systems for provisions of hot water, the local public authorities will have to hire competent boiler operators. The project, via its training and capacity development component, will support the municipal leaders in the development of job descriptions for the operators, and will design and deploy an induction training programme for the operators from those communities where biomass-based installations for heating and solar systems for provisions of hot water will be installed. It is worth mentioning here, that the training envisaged at this point would be orientation-type training rather than a technology specific one. The latter will be provided by the supplier of boiler and solar system equipment upon the installation, and under the guidance of the Project Management Team (PMT).

In its second phase, the Project plans to install 80 additional biomass-based municipal heating systems and 21 solar systems for provision of hot water in 48 small towns throughout Moldova. The main objective of the present initiative that the municipal leaders and the biomass-based installations for heating and solar systems operators from all beneficiary communities receive training and educational materials that are sufficient for enabling them to make knowledgeable decisions and assure the proper management and functionality of the biomass-based boilers and solar systems for provision of hot water in their communities.

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

To accommodate the needs of information and training for the above mentioned beneficiaries, UNDP Moldova is seeking two experts for the up-dating and delivering of training programmes for municipal leaders and operators to effectively manage the operation of biomass-based installations for heating and solar systems for provisions of hot water from the project-assisted communities, with focus on the following outcomes for the target groups:

1. Municipal leaders, members of local councils, public servants from mayors' offices, managers of public buildings (directors of the schools, kindergartens, health care institutions etc.) from target communities have enhanced their knowledge and expertise in the area of sound management of biomass based installations for heating and solar systems for provision of hot water at community level.
2. The operators of the biomass-based municipal heating systems and solar systems for provision of hot water are equipped with skills, knowledge and understanding regarding biomass based heating systems, thus enabling them to ensure optimal functioning and maintenance of the boiler and solar systems installed in the public buildings from beneficiary communities.

The consultants will work in tandem, equally contributing to the accomplishment of tasks and successful achievement of the objectives by providing substantive inputs in their respective area of expertise.

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

3. REQUIREMENTS FOR EXPERIENCE AND QUALIFICATIONS

Expert 1 (LPA Expert):

I. Academic Qualifications:

- University Degree in Economics, Agriculture and Rural Development, Public Administration, Development Studies, or related field;

II. Years of experience:

- At least 5 years of experience in providing consultancies, trainings or other types of assistance local government administration and/or agricultural sector;
- Extensive experience in developing training materials in the field of local government administration, and/or agricultural sector;

III. Competencies:

- Advanced training and facilitation skills, mastery of interactive participatory training techniques and adult learning methods;
- Excellent technical capacity able to ensure the logistical support associated with training preparation and delivery (transportation, IT and audio-visual equipment);
- Excellent interpersonal and diplomatic skills, as well as the ability to communicate effectively with all stakeholders and to present ideas clearly and effectively;
- Excellent proficiency in Romanian and Russian. Knowledge of written and spoken English is an advantage.

Expert 2 (Technical Expert):

I. Academic Qualifications:

- University Degree in Technical Sciences, Mechanics, Electricity and/or Agriculture and Rural Development, or related studies;

II. Years of experience:

- At least 5 years of experience in providing consultancies, trainings or other types of assistance in the field of renewable energy, energy efficiency, solar and biomass energy, and/or agricultural sector;
- Extensive experience in developing training materials in the field of renewable energy, energy efficiency and/or agricultural sector;

III. Competencies:

- Experience in capacity building and training activities for engineers, boiler operators, technical staff , particularly in developing training materials, curricula, and actual delivery of training;
- Advanced training and facilitation skills, mastery of interactive participatory training techniques and adult learning methods;
- Excellent technical capacity able to ensure the logistical support associated with training preparation and delivery (transportation, IT and audio-visual equipment);
- Excellent interpersonal and diplomatic skills, as well as the ability to communicate effectively with all stakeholders and to present ideas clearly and effectively;
- Excellent proficiency in Romanian and Russian. Knowledge of written and spoken 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) Providing a brief methodology on how they will approach and conduct the work;
- (iii) Specifying the area of expertise applying for (LPA Expert or Technical Expert).

2. Financial proposal in USD;

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 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:

| Deliverable | Number of units | Total Amount (USD) |
|---|------------------------|---------------------------|
| 1. The draft concept, methodology, content of the training, training modules and training materials developed, presented and approved by the MEBP team. | 1 | |
| 2. The draft concept of the infographic with relevant sections/boxes related to advantages of solar energy systems for hot water provision, main principles of functionality, maintenance, safety in operation presented to MEBP team | 1 | |
| 3. The handouts for trainings' participants, Power Point Presentations, other audio-video supporting materials, evaluation form developed, presented and approved by MEBP team; | 1 | |
| 4. Up to 9 Training Workshops at district level for municipal leaders conducted in all target communities (target group 1) | 9 | |
| 5. Up to 9 Training Workshops at district level for biomass-based and solar system Boilers' Operators Trainings conducted in all target communities (target group 2) | 9 | |
| Total | | |

Travel

The consultants are 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. 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:

Expert 1 (LPA Expert):

- ✓ University Degree in Economics, Agriculture and Rural Development, Public Administration, Development Studies, or related field;
- ✓ At least 5 years of experience in providing consultancies, trainings or other types of assistance local government administration and/or agricultural sector;
- ✓ Excellent proficiency in Romanian and Russian.

Expert 2 (Technical Expert):

- ✓ University Degree in Technical Sciences, Mechanics, Electricity and/or Agriculture and Rural Development, or related studies;
- ✓ At least 5 years of experience in providing consultancies, trainings or other types of assistance in the field of renewable energy, energy efficiency, solar and biomass energy, and/or agricultural sector;
- ✓ Excellent proficiency in Romanian and Russian.

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

Cumulative analysis

Evaluation shall be conducted separately for each of the two positions. The award of the contract shall be made to the individual consultants whose offers have 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 National Expert 1 (LPA Expert):

| Technical Evaluation Criteria | Scoring | Maximum Points Obtainable |
|---|--|----------------------------------|
| University Degree in Economics, Agriculture and Rural Development, Public Administration, Development Studies, or related field | University Degree – 20 Master's – 30 pts PhD – 40 pts | 40 |
| Experience in providing consultancies, trainings or other types of assistance local government administration and/or agricultural sector | 5 years – 30 pts, each additional year – 5 pts; up to max. 50 pts | 50 |
| Experience in developing training materials in the field of local government administration, and/or agricultural sector | No – 0 pts; at some extent – 15 pts; yes – 30 pts | 30 |
| Availability of three Reference letters | 10 pts. | 10 |
| Interview | | |
| Abilities to conduct capacity building and training activities for public authorities, particularly in developing training materials, curricula, and actual delivery of training. | limited – <15 pts, satisfactory – <25pts, extensive – <40 pts. | 40 |
| Understanding of the LPA's knowledge gaps and needs | limited – <10 pts, satisfactory – <20pts, extensive – <30 pts. | 30 |
| Training and facilitation skills, mastery of interactive participatory training techniques and adult learning methods | limited – <20 pts, satisfactory – <25pts, extensive – <40 pts. | 40 |
| Interpersonal and diplomatic skills. Ability to communicate effectively with all stakeholders and to present ideas clearly and effectively | limited – <10 pts, satisfactory – <20pts, extensive – <30 pts. | 30 |
| Excellent proficiency in Romanian and Russian. Knowledge of written and spoken English is an advantage | Romanian and Russian – 20 pts; Fluency in English – add 10 pts. | 30 |
| Maximum Total Technical Scoring | | 300 |

Evaluation criteria for National Expert 2 (Technical Expert):

| Technical Evaluation Criteria | Scoring | Maximum Points Obtainable |
|---|---|----------------------------------|
| University Degree in Technical Sciences, Mechanics, Electricity and/or Agriculture and Rural Development, or related studies | University Degree – 20 Master's – 30 pts | 30 |
| Experience in providing consultancies, trainings or other types of assistance in the field of renewable energy, energy efficiency, solar and biomass energy, and/or agricultural sector | 5 years – 30 pts, each additional year – 5 pts; up to max. 50 pts | 50 |
| Experience in developing training materials in the field of renewable energy, energy efficiency and/or agricultural sector | No – 0 pts; at some extent – 20 pts; yes – 40 pts | 40 |
| Availability of three Reference letters | 10 pts. | 10 |
| Interview | | |
| Abilities to conduct capacity building activities for technical staff (boiler plants operators, engineers) | limited – <15 pts, satisfactory – <25pts, extensive – <40 pts. | 40 |

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|--|--|------------|
| | | |
| Understanding of the technical staff knowledge gaps and needs | limited –<10 pts, satisfactory – <20pts, extensive – <30 pts. | 30 |
| Training and facilitation skills, mastery of interactive participatory training techniques and adult learning methods | limited –<15 pts, satisfactory – <25pts, extensive – <40 pts. | 40 |
| Interpersonal and diplomatic skills. Ability to communicate effectively with all stakeholders and to present ideas clearly and effectively | limited –<10 pts, satisfactory – <20pts, extensive – <30 pts. | 30 |
| Excellent proficiency in Romanian and Russian. Knowledge of written and spoken English is an advantage | Romanian and Russian – 20 pts; Fluency in English – add 10 pts. | 30 |
| Maximum Total Technical Scoring | | 300 |

| Financial Evaluation Scoring | |
|--|------------|
| <p>Evaluation of submitted financial offers will be done based on the following formula:</p> <p>$S = F_{min} / F * 200$</p> <p>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.</p> | 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