



INDIVIDUAL CONSULTANT PROCUREMENT NOTICE

Date: 19 May 2015

Country: Republic of Moldova

Description of the assignment: National Consultant - Development of Biomass Fuel Quality Handbook and delivery of four workshops for commercial fuel suppliers

Project name: Moldova Energy and Biomass Project

Period of assignment/services: June 2015 – December 2015 (25 working days)

Proposals should be submitted online by pressing the "Apply Online" button, no later than **02 June 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) 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 9.41 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.*

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

Biomass is one the most important renewable energy sources in Republic of Moldova with a huge potential for further expansion. However, the future development of the biomass production market should follow some basic principles such as competitiveness, sustainability and most important quality of the solid biofuel.

In this regard, with the joint efforts of the Ministry of Economy, Energy Efficiency Agency, National Standardization Institute, and Moldova Energy and Biomass Project, in 2013 - 37 standards on biomass fuel quality have been developed and transposed into the national legislation. The standards define all the terms that are being used in the solid biomass production process; the quality normative of the solid biofuel; and describe the quality assurance parameters that enable to put a system in place to assure the consumer about the quality of the fuel being purchased.

Also, in December 2013, the Technical Regulation on biomass fuel quality, which sets out, in mandatory manner, the physical and chemical parameters of briquettes and pellets to be supplied to public and private consumers from the Republic of Moldova, was approved. The standards and technical regulation for solid biomass fuels developed in the recent period make possible for biofuel to become a commodity that users can buy with confidence and reliable, efficient and clean sources of energy. Therefore, at this stage, most of the prerequisite conditions necessary to ensure the quality of biomass fuel have been created.

However, the problem of biofuel quality is persistent and, according to the opinion of national stakeholders and experts, is still one of the main causes that hamper market development. The institutionalization of the biomass Quality Assurance Laboratory will ensure the control and certification of the quality of the biofuel. In the same time, the quality of biofuel will become a critical subject for local biofuel producers, because very few of them are aware about the national requirements regarding the quality of the solid biomass fuel and/or small producers are lacking modern equipment to produce high quality biofuel.

In order to address the need for information and in-depth knowledge of the biofuel producers on the quality of biofuel, the Energy and Biomass Project is seeking to contract a local consultant for designing and developing a Handbook on Biomass Fuel Quality (hereinafter the Handbook), focusing on legal framework, technological and economic aspects of biomass fuel production. Based on the Handbook, the consultant will organize and conduct up to 4 regional workshops (South, North, Center and Chisinau) for biomass fuel suppliers/producers.

The Handbook will serve as a self-study material for local producers of solid biomass fuel and should answer to the needs of the respective target group. In result, commercial fuel suppliers will have the necessary level of knowledge and expertise regarding the quality requirements of solid biomass fuel production, and will be well informed about the legal obligations specified in the national legal framework on solid biomass fuel quality.

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

3. REQUIREMENTS FOR EXPERIENCE AND QUALIFICATIONS

I. Academic Qualifications:

- University Degree in Technical Sciences, Mechanics, Energy, Agriculture, Rural Development or related field;

II. Experience:

- At least 5 years of experience in biomass business development sector; elaboration of educational materials for adults on energy efficiency, renewable energy and solid biomass fuel quality; other types of assistance in the field of RES and EE, 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;
- Experience in capacity building and training activities for engineers, commercial fuel suppliers, technical staff, particularly in developing training materials and actual delivery of workshops;

III. Competencies:

- Good training and facilitation skills, mastery of training techniques and adult learning methods;
- Good understanding of the knowledge gaps and needs of the biofuel producers;
- Strong analytical and drafting skills
- Excellent technical capacity able to ensure the logistical support associated with training preparation and delivery (transportation, IT and audio-visual equipment);
- Excellent interpersonal 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:

- Explaining why they are the most suitable for the work;
- 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 (including travel and number of anticipated working days).

Financial Proposal Schedule

<u>Deliverables</u>	<u>Timeframe/workload</u>
1. Work Plan developed	25 June, 2015 (1 working day)
2. An analysis of the current knowledge and technical capacity gaps of the solid biofuel producers	15 July, 2015 (4 working days)
3. Draft content of the Handbook elaborated and consulted with main stakeholders	20 August, 2015 (6 working days)
4. Final content of the Handbook developed and approved by the involved actors	30 August, 2015 (5 working days)
5. Workshops packages elaborated and agreed with EEA and PMT	15 September, 2015 (3 working days)
6. Four workshops delivered	October, 2015 – December, 2015 (4 working days)
7. Final report	December, 2015 (2 working days)

Travel

The consultant is expected to undertake field trips in the regions of Moldova. Transportation for all envisaged field trips will be provided by UNDP. All other 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:

- University Degree in Technical Sciences, Mechanics, Energy, Agriculture, Rural Development or related field;
- At least 5 years of experience in biomass business development sector; elaboration of educational materials for adults on energy efficiency, renewable energy and solid biomass fuel quality; other types of assistance in the field of RES and EE, 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 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.

Technical Evaluation Criteria	Scoring	Maximum Points Obtainable
University Degree in Technical Sciences, Mechanics, Energy, Agriculture, Rural Development or related field	University Degree – 20; Master's – 25 pts	25
At least 5 years of experience in biomass business development sector; elaboration of educational materials for adults on energy efficiency, renewable energy and solid biomass fuel quality; other types of assistance in the field of RES and EE, solar and biomass energy, and/or agricultural sector	5 years – 30 pts, each additional year – 2 pts; up to max. 40 pts	40
Interview		
Extensive experience in developing training materials in the field of renewable energy, energy efficiency and/or agricultural sector;	limited – <10 pts, satisfactory – <25, extensive – <35 pts.	35
Experience in capacity building and training activities for engineers, commercial fuel suppliers, technical staff, particularly in developing training materials and actual delivery of workshops	1-3 educational products developed – 25 pts, each additional product – 2 pts. up to max. 35 pts	35
Good training and facilitation skills, mastery of training techniques and adult learning methods	limited – <10 pts, satisfactory – <20pts, extensive – <30 pts.	30
Good understanding of the knowledge gaps and needs of the biofuel producers	limited – <10 pts, satisfactory – <20pts, extensive – <30 pts.	30
Strong analytical and drafting skills	limited – <10 pts, satisfactory – <20pts, extensive – <30 pts.	30
Excellent technical capacity able to ensure the logistical support associated with training preparation and delivery (transportation, IT and audio-visual equipment)	limited – <10 pts, satisfactory – <15pts, extensive – <25 pts.	25
Excellent interpersonal skills, as well as the ability to communicate effectively with all stakeholders and to present ideas clearly and effectively	limited – <10 pts, satisfactory – <15pts, extensive – <25 pts.	25
Excellent proficiency in Romanian and Russian. Knowledge of written and spoken English is an advantage	Russian and Romanian – 15 pts, English – add 10 pts.	25
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