



INDIVIDUAL CONSULTANT PROCUREMENT NOTICE

Date: 03 June 2015

Country: Republic of Moldova

Description of the assignment: International Independent Civil Engineer

Project name: Moldova Energy and Biomass Project

Period of assignment/services: 30 June 2015 – 30 June 2017 (160 days of consultancy)

Proposals should be submitted online by pressing the "Apply Online" button, no later than **17 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 Moldova Energy and Biomass Project, funded by the European Union and implemented by UNDP 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.

During the first phase of the project implemented by UNDP Moldova through 2011-2014 were installed 141 thermal heating systems (11 more than the originally planned 130) primarily burning biomass fuel from agricultural wastes for provision of heating in schools, kindergartens and community centers.

As of December 2014, the project entered into the second phase with the main objective to scale up the successful activities from the first phase of the project and extend them to so far not covered or underrepresented regions and to support the further consolidation of the biomass market. Among other outputs, it aims at installing at least 80 additional heating systems primarily burning biomass briquettes and pellets from agricultural wastes in the municipal buildings (schools, kindergartens, community centers, etc.), with specific focus on Transnistria, ATU Gagauzia, Taraclia district and small towns. Additionally though, in a number of 21 of selected communities the project plans to pilot integrated energy saving and energy-efficiency solutions by installing combined solar/biomass technologies.

In addition to fuel switching, the heat supply distribution piping, connecting boilers and building heating systems, will be renewed to decrease energy losses. Heat supply points in the municipal buildings will be renewed where modern heat temperature control and heat metering equipment will be installed. This increases energy efficiency by better heat supply temperature regulation e.g. decreasing of temperature during night time and during weekends.

To that end, UNDP has launched an international competition for the selection of specialized engineering/design companies which will develop the detailed design documentation (including technical solution as well as tender/construction documents: drawings, BOQs, cost estimations) necessary for tendering and for construction/installation of heating systems fuelled with solid biomass. Where applicable, the heating systems will be additionally equipped with solar hot-water installations, providing reliable heating and domestic hot water to selected municipal buildings. UNDP will subsequently announce tenders for selection of contractors to perform construction/installation works as well as to provide supply, delivery and installment of the equipment.

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

The overall objective of the consulting services is to provide technical assistance and advisory support services related to the review of existing design documentation and bids evaluation related to the construction/installation of the Biomass based boiler plants and solar hot-water installations. The consultant will revise and certify the completeness and compliance of the design documents developed by the selected design companies (technical drawings, Bill of Quantities (BoQ), Cost estimates and other available documentation) as well as the completeness and accuracy of the bids received in the subsequent tenders for construction works against relevant technical standards and project requirements.

More specifically the International Civil Engineer will be required to perform the following tasks:

Phase I: Tender preparation:

- Review technical project documentation prepared by the design company including relevant drawings, technical descriptions and specifications;
- Assess the relevance and completeness of the volume and description of works as well as specifications and quantity of materials used in the BoQs;
- Identify overall quality and relevance of the BoQ and cost estimates prepared by the design company;
- Provide written report (certification) confirming whether the drawings, BOQs and cost estimations are complete and compliant with the level of services required also stating the identified shortcomings and suggested recommendations.

Phase II: Bids Evaluation:

- Participate in the evaluation of bids;
- Analyze measures, quantities and description of items in the offers against the original BOQ;
- Analyze and review the offered unit rates against the cost estimate in correlation with BoQs and to assess whether they are realistic;
- Analyze and review if the offered technical specifications are in accordance to the advertised ones;
- Assess as to how much the offer deviates from internal estimates and possible reasons in case of significant deviations;
- Provide written report on the aforementioned aspects.

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

3. REQUIREMENTS FOR EXPERIENCE AND QUALIFICATIONS

I. Academic Qualifications:

- Bachelor Degree in Civil, Energy or Heating Engineering, Architecture or other related field. Higher degree or professional certification in specialized area is an asset;

II. Experience:

- Minimum of 7 years of progressively responsible professional experience in the area of managing and/or supervision of constructions, infrastructure development projects;
- Minimum 2 years of experience in conducting expert technical evaluation of energy project designs and/or elaboration of tender documentation and technical specifications on independent advisory basis;

III. Competencies:

- Demonstrated technical knowledge of constructions field.
- Knowledge of procurement, tendering and contracting regulations, requirements of international organizations such as UNDP, EC and International Financial Institutions etc.
- Experience in working in complex energy, heating and/or civil works projects.
- Comprehensive knowledge of biomass heating implementation specifics is a strong advantage.
- Good knowledge of and experience in the region, in particular in CIS countries is a strong advantage
- An excellent command of English is required. Knowledge of Romanian and/or Russian is a strong asset.

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 (up to 2 pages);
- Provide a brief methodology on how they will approach and conduct the work (up to 2 pages);

2. Financial proposal;

3. Personal CV (P11 form) 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>Estimated workload</u>	<u>Price per unit</u>	<u>Total Amount</u>
1. Completeness and compliance of the design documents (drawings, BOQs, cost estimates) of the selected biomass and solar hot-water heating projects analyzed and their compliance with relevant technical standards certified	1 working day per site, up to 80 sites		
2. Bids received as result of competitive processes evaluated in terms of completeness and compliance with the solicitation documents, realism of quoted prices certified	1 working day per site, up to 80 sites		
TOTAL			

Travel

No travel is envisaged for the current assignment.

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 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:

- Bachelor Degree in Civil, Energy or Heating Engineering, Architecture or other related field;
- Minimum of 7 years of progressively responsible professional experience in the area of supervision of constructions, infrastructure development projects;
- Minimum 2 years of experience in conducting expert technical evaluation of energy project designs and/or elaboration of tender documentation and technical specifications on independent advisory basis.

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:

- 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 – 70% (350 pts);

* Financial Criteria weight – 30% (150 pts).

Only candidates obtaining a minimum of 245 points would be considered for the Financial Evaluation.

Technical Evaluation Criteria	Scoring	Maximum Points Obtainable
Bachelor Degree in Civil, Energy or Heating Engineering, Architecture or other related field. Higher degree or professional certification in specialized area is an asset	Bachelor Degree – 20; Master's degree or relevant specialized certification – 30 pts	30
Minimum of 7 years of progressively responsible professional experience in the area of managing and/or supervision of constructions, infrastructure development projects	7 years – 30 pts; add 2 pts. for each additional year up to max. 40 pts	40
Minimum 2 years of experience in conducting expert technical evaluation of energy project designs and/or elaboration of tender documentation and technical specifications on independent advisory basis	2 years – 20 pts; add 5 pts. for each additional year up to max. 30 pts	30
Interview		
Demonstrated technical knowledge of constructions field	limited – <10 pts, satisfactory – <25 pts, extensive – <40 pts.	40
Knowledge of procurement, tendering and contracting regulations, requirements of international organizations such as UNDP, EC and International Financial Institutions etc.	limited – <10 pts, satisfactory – <25 pts, extensive – <40 pts.	40
Experience in working in complex energy, heating and/or civil works projects	limited – <10 pts, satisfactory – <30, extensive – <50 pts.	50
Comprehensive knowledge of biomass heating implementation specifics is a strong advantage	limited – <10 pts, satisfactory – <25 pts., extensive – <45 pts.	45
Good knowledge of and experience of in the region, in particular in CIS countries is a strong advantage	limited – <10 pts, satisfactory – <25, extensive – <40 pts.	45
An excellent command of written and spoken English is required. Knowledge of Romanian and/or Russian is a strong asset	Fluency in English – 15 pts., knowledge of Russian and/or Romanian – add 15 pts	30
Maximum Total Technical Scoring		
Financial Evaluation Scoring		
Evaluation of submitted financial offers will be done based on the following formula: $S = F_{min} / F * 150$ 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.		150

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