



INDIVIDUAL CONSULTANT PROCUREMENT NOTICE

Date: 21 July, 2015

Country: Republic of Moldova

Description of the assignment: National consultant to develop the statistical methodology to account for renewable sources of energy and, namely solid biomass potential

Project name: Moldova Energy and Biomass Project

Period of assignment/services: August 2015- November 2016, during up to 60 working days

Proposals should be submitted online by pressing the "Apply Online" button, no later than **31 July 2015**.

Requests for **clarification only** must be sent by standard electronic communication to the following e-mail: ecaterina.culev@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.

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

The main **objective** of this assignment is to assist National Bureau of Statistics of Moldova to set up a statistical mechanism on data collection and production of official statistical indicators on available volume, consumption and production of solid biomass by both, business establishments and the residential sector (population households), for private and industrial purposes. This will consist of the full set of statistical components required for a data production process, including: the concepts and definitions, methodological framework, appropriate toolkit (consisting of questionnaires and filling-in instructions), interviewers' manual and training materials, field-visits schedule, etc.

The national consultant is to engage in elaboration of the methodological framework and toolkit for 2 statistical surveys which should comply with the EU requirements and international standards in energetic statistics. Also, the national development and regulatory framework, as well as the concerned data users' informational needs, will be

taken into consideration by the hired consultant when delivering the expected outputs. Therefore, the assignment is to be undertaken in close collaboration with the National Bureau of Statistics and its conceptual guidance (as main implementer of this activity), and in consultation with the Ministry of Economy, Agency for Energy Efficiency, Ministry of Agriculture and Food Industry, academia, private sector, etc. as it regards the definitions and concepts to be used and gathering of appropriate feedback on delivered products.

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

3. REQUIREMENTS FOR EXPERIENCE AND QUALIFICATIONS

Expert:

I. Academic Qualifications:

- University **degree** in statistics, economics, sociology and/or other science related to areas of assignment.

II. Years of experience:

- At least 5 years of professional **experience** in the areas related to **statistics**
- **Experience** related to **methodological work** (development of methodologies for calculation of indicators, designing of questionnaires, research articles, thematic analysis, assessments, evaluations, reviews, policy advise, legislation adjustments, etc.)
- Practical experience in development of analytical papers including the **use of statistical data**, evidences and informative materials
- Experience in energy or related statistics (collection and/or production) (*would be an asset*)
- Experience of collaboration with Government institutions, preferably in area/s relevant for the present assignment;
- Experience in working with development partners and UN agencies in particular

III. Competencies:

- Knowledge and **practical** experience of **work** with statistical analysis software (SPSS, STATA) and ability to work with large datasets, on-line web-based applications (*would be an asset*)
- Familiarity with the **national context** (legal and policy framework) related to the areas of assignment concern and international practice
- Excellent proficiency in Romanian and Russian. Knowledge of written and spoken English is an advantage
- Ability to analyse, plan, communicate effectively orally and in writing, draft reports, solve problems, organize and meet expected results, adapt to different environments (cultural, economic, political and social)

IV. Personal Qualities:

- Good interpersonal skills, solid judgment/decision making, initiative and creativity;
- Availability to work with UN and Project's national stakeholders during the indicated/approved period;
- Proven commitment to the core values of the United Nations, in particular, respecting differences of culture, gender, religion, ethnicity, nationality, language, age, HIV status, disability, and sexual orientation, or other status. Adherence to UN's values and ethical standards.

4. DOCUMENTS TO BE INCLUDED WHEN SUBMITTING THE PROPOSALS

Interested individual consultants must submit the following documents/information to demonstrate their qualifications:

1. Technical Proposal explaining how applicant responds to each of the qualification requirements and why he/she is the most suitable for the work, as well as a short vision on achievement of tasks;
2. Financial proposal (in USD, specifying a total lump sum amount and the number of anticipated working days)
3. Personal information (as a detailed CV or as a Personal History Form /P11) including records on past experience in similar projects/assignments and concrete outputs obtained;

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 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 number of anticipated working days, etc.).

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 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.

During the contract period no travel is required.

6. EVALUATION

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

- University Degree in statistics, economics, sociology and/or other science related to areas of assignment, or related studies;
- At least 5 years of professional **experience** in the areas related to **statistics**;
- **Experience** related to **methodological work** (development of methodologies for calculation of indicators, designing of questionnaires, research articles, thematic analysis, assessments, evaluations, reviews, policy advise, legislation adjustments, etc.).

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

Cumulative analysis

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.

Technical Evaluation Criteria	Scoring	Maximum Points Obtainable
University Degree in statistics, economics, sociology and/or other science related to areas of assignment, or related studies;	University Degree – 30 Master's – 40 pts	40
At least 5 years of professional experience in the areas related to statistics;	5 years – 30 pts; each additional year – 2 pts; up to max. 50 pts	50
Experience related to methodological work (development of methodologies for calculation of indicators, designing of questionnaires, research articles, thematic analysis, assessments, evaluations, reviews, policy advise, legislation adjustments, etc.)	< 5 years – up to 15 pts; 5 years – up to 30 pts, each additional year – 2 pts; up to max. 50 pts	50
Practical experience in development of analytical papers including the use of statistical data, evidences and informative materials	< 3 years – 10 pts; 3 years – 30 pts, each additional year – 2 pts; up to max. 40 pts	40
Experience of collaboration with Government institutions, preferably in area/s relevant for the present assignment	Up to 30 points	30
Experience in working with development partners and UN agencies in particular	Up to 20 points	20
Knowledge and practical experience of work with statistical analysis software (SPSS, STATA) and familiarity with the national context (legal and policy framework) related to the areas of assignment concern and	Up to 40 points	40

international practice		
Excellent proficiency in Romanian and Russian. Knowledge of written and spoken English is an advantage	Romanian and Russian – 20 pts English – 10 pts.	30
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