



INDIVIDUAL CONSULTANT PROCUREMENT NOTICE

10 September 2015

Country: Republic of Moldova

Description of the assignment: National Consultant to develop the School Curricula for the Optional Course on "Renewable Energy Sources" for 7th – 8th – 9th grade pupils

Project name: Moldova Energy and Biomass Project

Period of assignment/services: October – November 2015 (25 consultancy days)

Proposals should be submitted online by pressing the "Apply Online" no later than **24 September 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.

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, aimed 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 was extended in the framework of the Eastern Partnership Integration and Cooperation (EaPIC) programme, based on its continued high relevance, excellent performance and the clearly identified need to further support the consolidation of the emerging biomass market in the country. The extension timeframe is until end of 2017 with additional EU-funding of 9.46million EUR.

The main objective of the project extension 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 under the existing project outputs, will be the following:

- **Output 1. Municipal biomass heating and fuel supply markets established**
This component will aim at installing at least 80 additional biomass-based municipal heating systems in Moldova, with focus on Transnistria, ATU Gagauzia, Taraclia district and small towns. An increased focus will be on the further development of the domestic biomass fuel market in view of ensuring sustainable supply, enhanced competition between producers, application of quality standards, certification of products and end-consumer protection. Integrated renewable energy and energy efficiency solutions will be piloted to demonstrate the suitability of modern biomass-based heating systems for small towns;
- **Output 2. Foundations laid for establishment of efficient household heating, industrial cogeneration and biomass briquetting markets**
Under output 2, at least 100 households and/or small business will be supported to procure modern and efficient biomass boilers under preferential conditions. Technical and financial support will be provided for

the creation of 7 new PPPs throughout the country to foster PPPs for establishing sustainable biomass-based heating services and efficient operation and maintenance of the systems. LPAs, facility managers and boiler operators will receive technical training on management of biomass heating systems;

- **Output 3. Capacity built for growth of biomass markets at regional and local levels**
The capacity development activities will continue to be a key element of the component being tailor-made and extended to Transnistria, Gagauzia and Taraclia district, as well as small towns. Vocational education and training (VET) sector will be addressed in view of a consolidated effort to equip the Moldovan labour force in support of the emerging markets and technologies. The school education activities on renewable energy and energy efficiency, especially the Bioenergy Summer Camps, will be extended to small towns from Moldova, Taraclia district, Gagauzia and wherever feasible in Transnistria);
- **Output 4. The opportunities and benefits of biomass energy for Moldova are well known, visibility of project results is promoted**
Wide-spread awareness raising activity on the opportunities and benefits of biomass energy will be further facilitated, with a specific focus on increasing the uptake of renewable energy technologies in ATU Gagauzia and Taraclia district, and Transnistria Region, and visibility of the partnership and impact of the action will be effectively promoted.

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

Getting the younger members of the society informed about the benefits of clean, low-cost energy that can be produced from renewable local sources, including biomass, will contribute to increasing the societal acceptance of biomass as a sustainable source of energy for Moldova and will bring a long-term change within the Moldovan society regarding energy efficiency and use of renewable materials.

In this context, educating the school children of 7th, 8th and 9th grades on renewable energy sources in general, and biomass in particular, within public schools from the MEBP target communities will contribute to the change of behavior of the young generation.

Within the first phase of the Moldova Energy and Biomass Project (2011 – 2014), via its training and capacity development component, comprehensive educational activities for teachers and pupils from MEBP target localities were deployed. A Teacher's Guide (2012) and a Pupil Manual (2014) were developed to support the education initiative in schools. An optional course on "Renewable Energy Sources" for 7th-8th grade pupils was taught and more than 19000 pupils enhanced their knowledge in this regard. The optional course was taught based on an educational programme elaborated by a group of experts and endorsed by the Ministry of Education. However, with the last legal requirements, a school curriculum for the optional course approved by the National Committee for Curricula is needed.

Within MEBP II phase, the Educational Initiative will be further implemented and expanded not only to the newly identified target communities but also by offering the optional course for 9th grade pupils.

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

3. REQUIREMENTS FOR EXPERIENCE AND QUALIFICATIONS

I. Academic Qualifications:

- University degree in Education, Social Sciences or a closely related field;

II. Years of experience:

- At least 7 years of progressive experience in school education management, teaching or education programme development;
- Minimum 3 school curricula developed in the past pertaining to biology classes, environment protection, ecological education or other school subject relevant to renewable energy and energy efficiency.

III. Competencies:

- Demonstrated understanding and knowledge of optional school program principles;

- Excellent analytical, writing, drafting and planning skills;
- Strong interpersonal communication skills at all levels;
- Good understanding of the biomass market development in Moldova would constitute an advantage;
- 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 (outlining the specific curricula developed) 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 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).

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-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 Education, Social Sciences or a closely related field;
- At least 7 years of progressive experience in school education management, teaching, education programme development;
- Minimum 3 school curricula developed in the past pertaining to biology classes, environment protection, ecological education or other school subject relevant to renewable energy and energy efficiency.

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
Degree in Education, Social Sciences or other related field;	University Degree – 20; Master's – 25 pts; PhD – 30 pts	30
Experience in school education management, teaching, education programme development	7 years – 30 pts, each additional year – 2 pts; up to max. 40 pts	40
Experience in developing school curricula pertaining to biology classes, environment protection, ecological education or other school subject relevant to renewable energy and energy efficiency	3 curricula developed and approved – 50 pts; each additional curricula – 5 pts; up to max.70 pts	70
Interview		
Demonstrated understanding and knowledge of optional school program principles;	Up to 40 pts	40
Excellent analytical, writing, drafting and planning skills	Up to 30 pts	30
Good understanding of the biomass market in Moldova would constitute an advantage;	Up to 30 pts	30
Strong inter-personal and communication skills	Up to 30 pts	30
Excellent proficiency in Romanian and Russian. Knowledge of written and spoken English is an advantage	Romanian and Russian– 20 pts English – add 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