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INDIVIDUAL CONSULTANT PROCUREMENT NOTICE

Date: 05 October 2015

Country: Republic of Moldova

Description of the assignment: Communication Consultant to assist Moldova Energy and Biomass Project in implementation of the communication & visibility campaign in Transnistria

Project name: Moldova Energy and Biomass Project – phase II

Period of initial assignment: October – December 2015 (22 days of consultancy)

Expected Period of assignment: October 2015 – November 2017 (up to 150 days of consultancy, subject to extension upon positive accomplishment of the initial assignment)

Proposals should be submitted online by pressing the "Apply Online" button, no later than **18 October 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 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.

The first phase of the Project was implemented by UNDP during 2011-2014. However, in the context of a clearly identified need to further support the consolidation of the emerging biomass market in the country, the European Union allocated additional 9.46 million EUR funding to the project, in the framework of the Eastern Partnership Integration and Cooperation (EaPIC) programme. Therefore, as of December 2014 the project entered into its second phase with an extension timeframe until November 2017. 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 project activities will be on the following:

- 1) Municipal biomass heating and fuel supply markets established

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

For Transnistria a specific communication and media activities will be carried out in order to create a positive attitude for the biomass based energy, to increase the number of supporters for the use of renewable energy and to increase the involvement level of the community, fuel and technical equipment suppliers in switching to the biomass based technologies.

In order to ensure the success of the communication activities in Transnistria, Moldova Energy and Biomass Project seeks to hire a media and communication consultant for the left bank of the Nistru river.

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

The main objective of the assignment is to develop and oversee the implementation of a communication and visibility campaign/activities in the left bank of the Nistru river in line with EU/UNDP visibility guidelines throughout the duration of the Moldova Energy and Biomass Project (2015- 2015). Provide proactive support to the Programme team and its beneficiaries in order to publicize as much as possible the activities of the Programme in the region in close coordination with the project Communications Officer.

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

3. REQUIREMENTS FOR EXPERIENCE AND QUALIFICATIONS

Education:

- University degree in communications, media, development or related field.

Experience:

- A minimum of 5 years of professional coordination/ public relations/communications/ journalism experience
- Experience in the coordination and administration of communication activities in an international organization or non-governmental organization would be an asset
- Proven experience in working with media from the left bank of the Nistru River.

Competencies:

- Excellent communication skills, with analytic capacity and ability to synthesize project outputs and relevant findings for the preparation of analytical documents
- Proven ability to manage diverse and complex tasks required. Ability to achieve results and meet strict deadlines in an effective manner, maintaining a high quality standard throughout
- Outstanding drafting skills
- Strong coordination and facilitation skills
- Demonstrated Ability to interact with governmental agencies/civil society organizations, good interpersonal skills and organizational proficiency Excellent organizational, inter-personal, communication and administrative skills
- Proven understanding of Renewable Energy Sector and Biomass field specifically is an advantage
- 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

Language requirements:

- Fluency in Russian language, including excellent writing skills. Knowledge of English and Romanian will constitute 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) Duly filled in and signed Personal History Form (P11), including info on past experience in similar assignments, and contact details of at least 3 reference persons
 - (ii) Provide a brief methodology on how they will approach and conduct the work
 - (iii) Samples of developed documents linked to the requested assignment
2. Financial proposal;
3. Personal CV including past experience in similar projects and at least 3 references.

5. FINANCIAL PROPOSAL

The financial proposal will specify the daily fee, travel expenses and per diems quoted in separate line items, and payments are made to the Individual Consultant based on the number of days worked.

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:

- University degree in communications, journalism, development or other related field;
- A minimum of 5 years of professional coordination/ public relations/communications/ journalism experience;
- Proven experience in working with media from the left bank of the Nistru River;
- Excellent command of Russian.

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 |
|---|---|----------------------------------|
| Degree in communications, journalism, other related field. | University Degree – 20 Master's of higher – 30 pts | 30 |
| Professional experience in communication, journalism or public relation | 5 years – 30 pts, each additional year – 5 pts; up to max. 50 pts | 50 |
| Proven experience in working with media from the left bank of the Nistru River | At some extent – < 30 pts; extensive – < 50 pts | 50 |
| Experience in similar assignments with UN and/or other donor organizations | Yes – 20 pts; No – 0 pts | 20 |
| Interview (demonstrated technical knowledge and experience; communication/ interpersonal skills; initiative; creativity/ resourcefulness) | | |
| Effective communication skills; ability to think creatively to develop and implement innovative solutions in a challenging environment | Up to 40 pts | 40 |
| Proven ability to manage diverse and complex tasks required. Ability to achieve results and meet strict deadlines in an effective manner, maintaining a high quality standard throughout | Up to 35 pts | 35 |
| Demonstrated Ability to interact with governmental agencies/civil society organizations, good interpersonal skills and organizational proficiency | limited – <5 pts, satisfactory – <20pts, extensive – <40 pts. | 40 |
| Proven understanding of Renewable Energy Sector and Biomass field specifically | limited – <10 pts, satisfactory – <15 pts | 15 |
| Fluency in Russian language, including excellent writing skills. Knowledge of English and Romanian will constitute an advantage | Russian – 10 pts English and Romanian – 5 pts each | 20 |
| 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