



## INDIVIDUAL CONSULTANT PROCUREMENT NOTICE

**Date: 08 October 2015**

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**Country:** Republic of Moldova

**Description of the assignment:** National Consultant on Selection of Agricultural Colleges to Establish Demonstrational Solid Biomass Production and Heating Facilities

**Project name:** Moldova Energy and Biomass Project

**Period of assignment/services:** 27 October 2015 – 30 November 2015

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](mailto: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.

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### 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, contributed 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 9.41million EUR.

One of the key development interventions throughout the program is piloting the use of biomass for heat generation for production processes in the framework of Agricultural Colleges and Professional Schools: as a starting point, an analysis of all colleges and schools will be undertaken, identifying available raw materials, production processes, heat energy demand and heat load, and potentials for integrating biomass technologies. Based on the results, two institutions will be selected for the realization of pilot projects with the aim of demonstrating the application of biomass technologies in production processes. Preference will be given to institutions with own available raw materials (to demonstrate a closed cycle system) and production processes. This pilot process will serve as a model with high replication potential in the private sector. The scope of the pilots encompasses both the production of biomass fuel, i.e. for example establishment of a briquetting line, and installation of a biomass boiler for heat provision. Based on the pilots, replication guidelines will be produced and further replication promoted, incl. in partnership with MoSEFF or other partners offering financing and assistance for the realization of such projects. Close synergies will be established with the VET activities under component 3 (Activity 3.5), either having the VET partner institution selected as pilot site and/or by linking the VET activities with the pilot schools and colleges for hands-on exposure for training purposes.

MEBP looks to hire a local consultant to identify two local agricultural colleges where to establish the pilot/'demo' lots for educational/production processes.

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

Main objective of the assignment is to assess the potential and assist in the selection of two Agricultural Colleges that could host and implement a small scale, full-cycle, vertically integrated system of production to consumption of solid biomass fuels. The consultant will identify and map all pre-university level institutions operating in Moldova. The mapping process includes identification of all the major operational data related to institutional performance like: number of students, specialties, land, plant and equipment, biomass production capacity, assessment of buildings to be heated. Upon mapping of all institutions, the consultant will visit the applicants in order to ensure that all collected information represents best the situation on the ground.

Based on the capacity assessment of the agricultural colleges, the consultant will develop selection criteria for interested colleges to apply. As part of the competition process, he/she will design and develop the competitors' assessment mechanism and regulation that will govern the whole process from the announcement to selection of the winners. Competition regulation should also include the applicants' evaluation criteria that clearly should define the assessment process and the selection of winning candidates.

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

## **3. REQUIREMENTS FOR EXPERIENCE AND QUALIFICATIONS**

- I. Academic Qualifications:
  - Master degree, or equivalent 5 years of university studies, in the field of Agricultural, Energy Engineering, Economics, Business Administration or related-fields
- II. Experience:
  - At least 10 years of experience in agriculture, agriculture training and / or agricultural policy development
  - Experience in managing or working in solid biomass production activities is a strong advantage
- III. Competencies and skills:
  - Proven knowledge of Moldovan agricultural education system
  - Proven understanding of solid biomass production and consumption peculiarities and trends
  - Experience in conducting, participating and evaluating competitions
  - Good analytical and report writing skills
  - Excellent command of written and spoken Romanian and Russian. English would be 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

## **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 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. Transportation for in country travels will be provided by UNDP.

All in-country transportation related to this assignment will be coordinated with and covered by MEBP.

## **6. EVALUATION**

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

- Master degree, or equivalent 5 years of university studies, in the field of Agricultural, Energy Engineering, Economics, Business Administration or related-fields
- At least 10 years of experience in agriculture, agriculture training and / or agricultural policy development

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.

<b>Technical Evaluation Criteria</b>	<b>Scoring</b>	<b>Maximum Points Obtainable</b>
Master degree or equivalent in the field of Agricultural or Energy Engineering, Economics, Business Administration or related-fields	Master or equivalent – 20; PhD – 40 pts	40
At least 10 years of experience in agriculture, agriculture training and / or agricultural policy development	10 years – 40 pts; add 2 pts. for each additional year up to max. 60 pts	60
Experience in managing or working in solid biomass or agricultural production activities	limited – <10 pts, extensive – <25 pts.	25
<b><u>Interview</u></b>		
Proven knowledge of Moldovan agricultural education system	limited – <5 pts, satisfactory – <15 pts, extensive – <30 pts.	30
Proven understanding of solid biomass production and consumption peculiarities and trends	limited – <10 pts, satisfactory – <30, extensive – <60 pts.	60
Comprehensive knowledge and understanding of competitions' conducting and evaluation instruments	limited – <10 pts, satisfactory – <20 pts., extensive – <35 pts.	35
Analytical and report writing skills	limited – <10 pts, good – <20, strong – <35 pts.	35
Excellent command of written and spoken Romanian and Russian. English would be an advantage	Fluency in Russian and Romanian – 10 pts., knowledge of English – add 5 pts	15
<b>Maximum Total Technical Scoring</b>		<b>300</b>
<b>Financial Evaluation Scoring</b>		

<p>Evaluation of submitted financial offers will be done based on the following formula:</p> <p><b><math>S = F_{min} / F * 200</math></b></p> <p>S – score received on financial evaluation;</p> <p>Fmin – the lowest financial offer out of all the submitted offers qualified over the technical evaluation round;</p> <p>F – financial offer under consideration.</p>	<b>200</b>
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#### 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**