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INDIVIDUAL CONSULTANT PROCUREMENT NOTICE

Date: 08 October 2015

Country: Republic of Moldova

Description of the assignment: National Consultant to Develop the Software for Processing and Managing Statistical Data on Solid Biomass

Project name: Moldova Energy and Biomass Project

Period of assignment/services: October 2015 – March 2016

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 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.

The decision of an entrepreneur, whether to become active in the biofuel or biomass technologies sector (and, thus, to benefit of MEBP's assistance), critically depends on availability of reliable information on the existent volume of the raw material, including estimations of the future biomass potential preferably broken down by type of raw material and region of the country.

In the national statistics, produced by the National Bureau of Statistics, only since 2013, the share of solid biomass is included under the aggregated figures of "bio fuels and wastes/ residues" as one of the sources of renewable energy mentioned in the annual Energy Balance of Moldova, with an additional disaggregation (in the "energetic products" chapter) by 3 types of solid biomass (firewood, waste wood, agricultural waste) and purposes of its consumption. Nevertheless, these data provide limited information on solid biomass availability, consumption, production/processing by types, purposes and involved actors (data respondents include only business establishments). These limitations impede the full alignment of Moldovan statistics to EU/international standards and diminish the level of data users' satisfaction with the required statistical information. Also, because of these

constraints a series of statistical indicators required within the National Development Strategy "Moldova 2020" and National Programme for Energy Efficiency 2011-2020 are missing.
In the first phase of MEB Project, an independent study, estimating the potential of biomass for business, was carried out.

While assessments like this have to be updated periodically, there remain underlying bottlenecks which also have to be addressed, namely:

- Currently no national methodology is in place for estimating biomass potential, nor are official statistical data produced and disseminated. This leads to large discrepancies in the figures being published by different sources, ultimately creating uncertainty for entrepreneurs and impacting investment decisions;
- Lack of statistical evidence and systematic data collection tools for agricultural and wooden biomass, which would enable the coherent, regular and sufficiently disaggregated estimations of biomass potential.

Respectively, one of the main instruments of local biomass market development during MEBP's Phase II will be to establish a modern and reliable statistical system that will measure the production, consumption and other developments of the solid biomass market. Such a system is to be developed in compliance with EU standards and being covered by statistical methodologies and toolkits which also respond to the national needs for evidences. The new methodology would reflect on the realities of the local business and residential sectors, and present the information that could be used for all interested parties like governmental and educational institutions, investors and business communities, etc. It would reflect on the biomass market production developments and potential, its consumption patterns, market participants, etc.

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 develop a software platform for the 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. The software will consist of the full set of statistical components that will ensure tracking, measurement and processing of all necessary data. The software product to be developed will correspond to NBS standards and should incorporate into the overall NBS data management system.

All of the electronic products developed under this effort will have to be approved and incorporated into NBS systems. More specifically, under the current assignment the UNDP Project, in cooperation with NBS, are looking for the following expertise on the part of the hired national consultant:

a) Develop the software that will host the insertion, approval and processing of statistical data collected during the statistical survey regarding solid biomass market potential, production and consumption within legal entities;
b) Develop the software that will host the insertion, approval and processing of statistical data collected during the statistical survey regarding solid biomass market potential, production and consumption within private households.

The contracted consultant, under the overall supervision of the Project Manager, in partnership with NBS, is expected to:

- Establish contact with the staff of NBS responsible for energy statistics with the results of previous activities undertaken so far by the NBS in the named field;
- Study the available materials related to energy statistics (questionnaires, methodologies, tools, publications, etc.), as well as the instruction on the software used by NBS;
- Propose own approach for the expected activities and results, as well as a detailed work plan that encompasses the above-mentioned objectives, and discuss them with Project stakeholder;
- Design the structure of the future programme and discuss it with the NBS team (statisticians, economists and NBS IT staff);
- Develop the software application for solid biomass including final (output) tables corresponding to NBS standards;
- Test the logical correlations and compatibility of the newly designed program with other NBS programs already existing ;
- Adjust the software and the logical correlations in compliance with the testing results;
- Install the developed software on NBS working stations;
- Train NBS staff (energy statistics department and IT specialist) to use the software application;

- Ensure assistance for software compliance and compatibility throughout 6 month after its launch;
- Hand-over of the software application, source code and all the related documentation, including the instructions/tutorial
- Other support activities as deemed necessary by the project team, related to this assignment.

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

3. REQUIREMENTS FOR EXPERIENCE AND QUALIFICATIONS

I. Academic Qualifications:
- University degree in computer science, statistics and/or other areas relevant for the assignment;

II. Years of experience:
- Minimum of 4 years of proven experience in software development;
- At least 2 records demonstrating practical experience of **work with statistical data**, evidences and informative materials in web programming, data/database modelling and optimization projects
- Experience in working with international organizations and UN agencies or NBS in particular would be an asset;

III. Competencies:
- Strong knowledge and understanding of e-Statistics, ICT issues, as well as best EU practice applied in national statistics activities aimed at efficient integration of data collection, imputation, processing and dissemination;
- Knowledge of the peculiarities of statistical sector (e.g. data collection process, methodologies used in enterprises statistics, etc.) would be an asset;
- Good communication and writing skills;
- Good interpersonal skills, solid judgment/decision making, initiative and creativity;
- Ability to work independently in a challenging environment;
- 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;
- 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 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 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 expected.

6. EVALUATION

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

- University degree in computer science, statistics and/or other areas relevant for the assignment;
- Minimum of 4 years of proven experience in software development or other relevant professional experience
- At least 2 records demonstrating practical experience of **work with statistical data**, evidences and informative materials in web programming, data/database modelling and optimization projects

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 computer science, economics, statistics and/or other areas relevant for the assignment	University Degree – 30 pts Master's of higher – 40 pts	40
Minimum of 4 years of proven experience in software development	4 years – 30 pts, each additional year – 2 pts; up to max. 40 pts	40
Proven practical experience of work with statistical data, evidences and informative materials in web programming, data/database modelling and optimizations	Minimum 2 similar assignments – 20 pts, each additional assignment – 5 pts, up to max. 40 pts	40
Experience in working with international organizations and UN agencies or NBS	10 pts if available	10
Interview		
Strong knowledge and understanding of e-Statistics, ICT issues, as well as best EU practice applied in national statistics activities aimed at efficient integration of data collection, imputation, processing and dissemination	limited –<10 pts, satisfactory – <30, extensive – <50 pts.	50
Knowledge of the peculiarities of statistical sector (e.g. data collection process, methodologies used in enterprises statistics, etc.)	limited –<10 pts, satisfactory – <25, extensive – <40 pts.	40
Demonstrated interpersonal and diplomatic skills, as well as the ability to communicate effectively with all stakeholders and to present ideas clearly and effectively	limited –<10 pts, good – <20, strong – <35 pts.	35
Demonstrated ability to work independently in a challenging environment	limited –<10 pts, good – <20, strong – <30 pts.	30
Excellent proficiency in Romanian and Russian. Knowledge of written and spoken English is an advantage	Romanian and Russian– 10 pts English – add 5 pts.	15
Maximum Total Technical Scoring		**300**
Financial Evaluation Scoring		

Evaluation of submitted financial offers will be done based on the following formula: **S = Fmin / 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