

TERMS OF REFERENCE

Job title:	National Consultant on Selection of Agricultural Colleges to Establish Demonstrational Solid Biomass Production and Heating Facilities
Duty station:	Chisinau
Reference to the	Moldova Energy and Biomass Project (MEBP)
Contract type:	Individual Contract (IC)
Contract Duration:	27 October 2015 – 30 November 2015

I. 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 of analysis, 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 and production processes to demonstrate a closed cycle system. 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.

II. Objectives, Key activities and expected outputs

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.

College selection criteria should permit assessing applicants' ability to implement full-fledged biomass production process from farming to processing and further to installation of biomass heating systems. In short, the colleges have to own or long-term lease farmland for production of solid biomass, as well as be fully operational from agricultural equipment standpoint. Further on, the selection process should touch upon Agricultural colleges' ability to host biomass heating systems in an efficient manner, i.e. building compliance to energy efficiency standards or its potential to do so.

The consultant will develop the application and selection process that has to be approved by the Contest Selection Committee (CSC). CSC will be set up by MEBP and will consist of various stakeholders that are knowledgeable and versed in agricultural educational matters: Ministry of Education, Ministry of Agriculture and Food Industry, Agricultural State University of Moldova, etc.

Upon the selection and approval of final candidates, the consultant will support them in drafting project proposals and budgets on the implementation stages for the selected schools.

To summarize the objectives and the activities of the assignment, the National Consultant on Selection of Agricultural Colleges to Establish Demonstrational Solid Biomass Production and Heating Facilities will be required to perform the following:

- Review and analyze all existing agricultural colleges that could potentially host/implement a vertically integrated solid biomass fuel production and consumption cycle
- Design selection criteria and regulation that includes application form, evaluation form, assessment rules to select winner(s)
- Inform about the contest and encourage potential applicants to apply
- Participate in the CSC sittings and assist evaluators with better understanding of proposed pilot project concepts
- Ensure full impartiality and unbiased assessment
- Draft project proposals and budgets for the selected candidates on grant implementation stages
- Coordinate of all outputs with project management team
- Assist MEBP throughout the whole selection process (including trips throughout the country, meetings, phone interviews and other activities that are necessary to carry out the contract)
- Draft final report on all activities and outputs

Expected outputs:

- List of all agricultural colleges/professional schools that could be potential applicants
- Contest regulation and procedure, including but not limited to application form, evaluation form, assessment criteria, etc.
- Integrated report on evaluation of participants and selection of winner colleges/professional schools
- Complete Project Proposals of the winning institutions
- Final report on all activities and outputs

III. Timeframes, Schedules and Deliverables

The following timeframes and deliverables are expected from the Consultant's service provision:

Item no.	Activity / Deliverable	Estimated workload	Deadline
1.	Mapping and listing of all relevant Agricultural Colleges/ Professional Schools in Moldova and present it to MEBP	2 days	29 October 2015

2.	Draft a regulation for selection of winner(s) that includes selection criteria, application and evaluation form, assessment rules. Presentation of created list of colleges/professional schools and competition package to CSC for approval	5 days	05 November 2015
3.	Site-visits to colleges/schools to confirm operations status and encourage participation	5 days	13 November 2015
4.	Presentation of applicants to CSC for assessment and selection of winner(s)	1 days	17 November 2015
5.	Prepare technical proposals and budgets on implementing pilot projects for two selected candidates	4 days	24 November 2015
6.	Submit integrated report on evaluation of participants and selection of winner colleagues/professional schools. Final report on all activities and outputs	3 days	30 November 2015

Note: Exact dates for deliveries will be confirmed upon the selection of the candidate. The volume of work has been estimated at **20 working days for whole assignment** during which all the activities and outputs/results envisaged under the present assignment are expected to be performed. The mentioned number of working days has been estimated as being sufficient/ feasible for the envisaged volume of work to be completed successfully and is proposed as a guideline for the duration of assignment, and it can not be used as criteria for completion of work/assignment. The provision of envisaged deliverables approved by the Project Team would be the only criteria for the Contractor's work being considered completed and eligible for payment/s.

IV. Organizational setting

The Contractor will work under the direct supervision of the Business Officer – Business and Capacity Development and overall supervision of MEBP Project Manager. MEBP will put at the contractor's disposal all available materials and necessary information for the achievement of tasks and will facilitate the meetings, as needed.

The payment for services provided by the Consultant under the MEBP will be made on a lump-sum basis upon the service delivery and acceptance by MEBP according to the timeframes stated above.

All in-country transportation related to this assignment will be provided by MEBP, upon preliminary coordination.

V. Qualifications and Skills required:

Education:

- Master degree, or equivalent 5 years of university studies, in the field of Agricultural, Energy Engineering, Economics, Business Administration or related-fields

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

Competencies and Skills:

- Proven knowledge of Moldovan agricultural education system
- Proven understanding of solid biomass production and consumption peculiarities and trends
- Comprehensive knowledge and understanding of competitions' conducting and evaluation instruments
- 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