



## INDIVIDUAL CONSULTANT PROCUREMENT NOTICE

**Date: 16 October 2015**

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**Country:** Republic of Moldova

**Description of the assignment:** National Consultant on Content Development for Solid Biomass Market Website

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

**Period of assignment/services:** 15 November 2015 – 31 May 2016 (80 days of consultancy)

Proposals should be submitted online by pressing the "Apply Online" button, no later than **01 November 2015**.

Requests for **clarification only** must be sent by standard electronic communication to the following e-mail: [mi hail.maciuca@undp.org](mailto:mi hail.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 9.41 million EUR.

As outlined under the Situation Analysis the local biomass fuel market developed rapidly over the last 4 years. Some positive signals can be easily spotted on the market, incl. the increasing number of entrepreneurs, the steadily growing number of consumers ready to switch to biomass for household heating, the growing number of institutions ready to adopt other sources of energy for heating, etc. Nevertheless, a major bottleneck remains the access to reliable information on both consumer and producer side. If not addressed, the risk of slowing down the positive dynamics of sector development is high.

As part of the EaPIC top-up the project therefore intends to focus on increasing access to information by developing an integrated (Business-to-Business B2B and Business-to-Consumers B2C) electronic platform ready to deliver reliable, multidimensional information about biomass being used as fuel. Being the first dedicated resource of this type, it is expected that the platform will have a central role in facilitating the set-up of a local market for alternative sources of energy respectively in the sales of biomass fuel, biomass boilers and equipment. It will provide support for the undecided segment of the population in taking an informed decision of switching from fossil fuels to a valid and locally available alternative. The platform will provide information for:

- 1) Matching demand and supply, connecting biofuel consumers and producers. This phase will include a biomass producer registry providing detailed information about products and prices to facilitate matchmaking between suppliers of biomass fuel and potential buyers.
- 2) Households/businesses interested in installing boilers, providing information on available technologies, their characteristics and performance, and producers and retailers available on the market. This is complemented by

information on available incentive schemes (e.g. subsidy and grant schemes or preferential loan products from commercial banks, etc.).

3) Information for fuel producers, boiler assemblers/producers and equipment producers, including information on latest technologies and inventions, international market development and trends, including through connections with international and regional knowledge and trading platforms in the sector.

4) Policy and decision makers and market stakeholders in form of market analysis. This will include data on biofuel prices, quality, and quantity and their development, based on a systematic and regular market monitoring. Market trends for boilers and fuel production equipment will be another important part.

Basically, a web portal deployed to respond to the needs of different stakeholders will be created with the project's technical and financial support. More specifically,

- A modular approach will be followed, ensuring that each of the modules described above responds to the needs of the target group and that post-project ownership and maintenance is ensured. The platform and its modules will be developed with project support and will be gradually transferred to a national partner. A number of local institutions having a market development mandate have already expressed interest in continuing this effort. The selection of the partner(s) hosting the platform or selected modules will be done in close consultation with all market stakeholders.

- Based on needs and feasibility assessments, interactive tools for producers to sell and for consumers to buy biomass fuel, boilers, auxiliary equipment, etc. may be introduced as part of the portal.

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

The Consultant will work under the direct supervision of the Business Officer – Business and Capacity Development and overall supervision of MEBP Project Manager. MEBP project 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 consultant will be responsible for elaboration and structuring of technical part of information according to web-content structure. However he/she will have to work in close liaison with website communication specialist employed to act as chief-editor of the website.

The consultant will have full access to MEBP project's resources and will use all available means to deliver high quality of website content. Consultant's work will consist of desk research, analysis, technical analysis of engineering, farming, economic and marketing data, phone and personal interviews of various market players to collect information, identify and represent best practices in the field of solid biomass. All information will have to be up-to-date and represent on-going market developments in terms of players, tendencies, technical requirement, financial instruments, etc.

More specifically the Consultant on Content Development for Solid Biomass Market Website will be required to perform the following tasks:

- Review existing solid biomass market and legislation
- Update the lists for different market players (farmers, biomass fuel producers, boilers, LPAs, etc)
- Review all financial instruments available on the local market including donor and commercial lending
- Provide the technical content for chapters included in Attachment 1 that touch upon engineering, farming, economic, marketing and business data for solid biomass market
- Develop narrative, economic calculations, contact database, other relevant data included but not limited to Attachment 1
- Put together all the requested information in a proper language and electronic format for further editing
- Coordinate of all outputs with project staff
- Take a proactive approach in the project and do not limit to the above statements but come up with innovative ideas or proposals to develop a client-oriented, dynamic website if such needs are identified
- Maintain and adjust content 6 months after project launch

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

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

### **I. Academic Qualifications:**

- University degree in the field of Economics, Agricultural or Energy Engineering, Economics, Business Administration or other related-fields;

II. Experience:

- At least 5 years of hands-on experience at the national level in developing and/or consulting projects on solid biomass, engineering, renewable energy, agriculture or related fields is required
- Experience in economic, agricultural or engineering sector analysis/researches and reporting
- Previous experience in website development would be an advantage

III. Competencies:

- Good knowledge of Moldovan eco-agriculture, biomass renewable technologies and local biomass market
- Knowledge of international best practice in biomass market would be an asset
- Good analytical skills
- Excellent computer skills (MS Word, Excel, etc),
- 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
- Excellent command of written and spoken Romanian, Russian and English.

#### **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 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.

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:

- University degree in the field of Economics, Agricultural and/or Energy Engineering, Business Administration or other related-fields
- At least 5 years of hands-on experience at the national level in developing and/or consulting projects on solid biomass, engineering, renewable energy, agriculture or related fields

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>
University degree in the field of Economics, Agricultural and/or Energy Engineering, Business Administration or other related-fields	Bachelor Degree – 30; Master's degree or relevant specialized certification – 40 pts	40
At least 5 years of hands-on experience at the national level in developing and/or consulting projects on solid biomass, engineering, renewable energy, agriculture or related fields	5 years – 30 pts; add 2 pts. for each additional year up to max. 50 pts	50
Experience in economic, agricultural or engineering sector analysis/researches and reporting	3 years – 30pts; add 5pts for each additional year up to 50pts; less than 3 years – 0pts	50
<b>Interview</b>		
Knowledge of international best practice in biomass market	limited –<10 pts, satisfactory – <20, extensive – <30 pts.	30
Knowledge of Moldovan eco-agriculture, biomass renewable technologies and local biomass market	limited –<10 pts, satisfactory – <30, extensive – <40 pts.	40
Research and analytical skills	limited –<10 pts, satisfactory – <20, extensive – <30 pts.	30
Computer skills (MS Word, Excel, etc.)	limited –<10 pts, satisfactory – <20, extensive – <30 pts.	30
Excellent command of written and spoken Romanian, Russian and English	Fluency in English – 15 pts., knowledge of Russian and/or Romanian – add 15 pts	30
<b>Maximum Total Technical Scoring</b>		<b>300</b>
<b>Financial Evaluation Scoring</b>		
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.		<b>200</b>

#### 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**