



*Empowered lives.
Resilient nations.*

INDIVIDUAL CONSULTANT PROCUREMENT NOTICE

Date: 28 January 2016

Country: Republic of Moldova

Description of the assignment: National Consultant on the development of the Road Map and Action Plan for establishing the Training Centre for Boiler Operators

Project name: Moldova Energy and Biomass Project

Period of assignment/services: February - April 2016

Proposals should be submitted online by pressing the "Apply Online" button no later than **14 February 2016**.

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.

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 9.46million EUR.

The main objective of the project extension 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.

In view of consolidated efforts to support the emerging solid biomass and green technologies markets, the corresponding labour force sector has to be engaged. In this context, a series of partners and stakeholders have voiced the need to further assess the possibilities for establishing a **Training Centre for Operators** in the biomass-based boiler rooms. The absence of systematic, centralized and institutionalized educational programme for operators hinders the well-functioning of the biomass-based heating systems poses serious obstacles for managers of public institutions administrating the solid biomass heating systems. Moreover, systemic problems such high turnover of operators and required retraining, poor motivation of boiler operators due to low remuneration lead to inadequate operation of boiler plants.

UNDP in Moldova • 131, 31 August 1989 str., Chisinau 2012, Moldova

Tel: (+ 373 22) 22 00 45 • Fax: (+373 22) 22 00 41 • E-mail: registry.md@undp.org • www.undp.md

These set of problems requires a long-term intervention that would answer the knowledge needs of operators and would change the current *modus operandi* status.

In order to better shape MEBP's plans to support the labour force involved in the consolidation of the solid biomass market in Moldova in a way that complements the current efforts of the Energy Efficiency Agency and its development partners, MEBP seeks to contract a local consultant to conduct a skills needs assessment together with a targeted assessment of the knowledge gaps and needs of the operators in the biomass-based boiler rooms. Based on this assessment, the MEBP's intervention in the sector will be further specified. All efforts to be undertaken by MEBP in this respect will be performed in close coordination with and under the overall guidance of the Energy Efficiency Agency and will be aligned to the on-going efforts to capacitate the solid biomass market.

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

The main objective of the assignment is to support MEBP in its efforts to identify the most appropriate strategy for establishing a Training Centre for operators in the biomass-based boiler rooms, with regards to the skills, knowledge and abilities required for the operating different biomass boilers. The consultant will, among others, identify the type of the institution that can host the Training Centre, the number of educational hours needed, the frequency of the trainings, the synergies with the national educational system and not less important aspects related to remuneration, contracts and professional degree as specified by the Ministry of Labour, Family and Social Protection. Based on the findings and feedback from stakeholders, the consultant will develop a roadmap and an action plan detailing MEBP's intervention and the detailed activities to be undertaken in order to establish the Training Centre.

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

3. REQUIREMENTS FOR EXPERIENCE AND QUALIFICATIONS

I. Academic Qualifications:

- University degree in Education Management, Social Sciences, Environmental science or other related fields. An advanced degree would constitute an advantage;

II. Years of experience:

- At least 5 years of previous experience in consultancy in the area of capacity development, inter-sectorial research and designing interventions and experience in adult education sector;

III. Competencies:

- Demonstrated understanding and knowledge of adult education principles;
- Familiarity with local educational system;
- Good understanding of the renewable energy and energy efficiency sector in Moldova would constitute an advantage;
- Excellent analytical, writing, drafting, planning and budgeting skills;
- Strong interpersonal communication skills at all levels;
- Ability to achieve results and deadlines in a timely manner, maintaining a high standard throughout;
- Excellent proficiency in Romanian and Russian. Knowledge of written and spoken English 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.

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) Explaining why they are the most suitable for the work;
- (ii) 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

Lump sum contracts

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.

6. EVALUATION

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

National Consultant:

- University degree in Education Management, Social Sciences, Environmental science or other related fields;
- At least 5 years of previous experience in consultancy in the area of capacity development, inter-sectorial research and designing interventions and experience in adult education sector.

The short-listed individual consultants will be further evaluated based on the following methodology:

Cumulative analysis

Evaluation shall be conducted separately for International and National Consultants. 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 Education Management, Social Sciences, Environmental science or other related fields. An advanced degree would constitute an advantage;	University Degree – 20 Master's – 30 pts PhD – 40 pts	40
At least 5 years of previous experience in conducting inter-sectorial research and designing interventions and experience in adult education sector;	5 years – 40 pts, each additional year – 2 pts; up to max. 50 pts	50
Interview		
Demonstrated understanding and knowledge of adult education principles;	Up to 35 points	35
Familiarity with local educational system	Up to 20 pts	20
Excellent analytical, drafting, planning and budgeting skills	Up to 35 pts	35
Good understanding of the renewable energy and energy efficiency sector in Moldova would constitute an advantage;	Up to 30 pts	30
Strong inter-personal communication skills at all levels	Up to 30 pts	30
Ability to achieve results and deadlines in a timely manner, maintaining a high standard throughout;	Up to 30 pts	30
Excellent proficiency in Romanian and Russian. Knowledge of written and spoken English is an advantage;	Romanian and Russian – 20 pts English – 10 pts.	30
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