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TERMS OF REFERENCE

Job title:	National Consultant to develop the Road Map and Action Plan for establishing the Training Centre for Boiler Operators
Duty station:	Chisinau, Moldova
Reference to the project:	Moldova Energy and Biomass Project, Phase II
Contract type:	Individual Contract (IC)
Period of assignment:	February - April, 2016

A. BACKGROUND and CONTEXT OF THE ASSIGNMENT:

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. 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.

B. OBJECTIVE, KEY ACTIVITIES AND EXPECTED OUTPUTS:

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.

In order to achieve the stated objective, the consultant is expected to perform the following tasks:

1. Conduct an assessment of the ***kinds of professional skills, abilities and knowledge mandatory for operators in the biomass-based boiler rooms necessary to ensure the well-functioning of various biomass heating systems.*** For this purpose, under the leadership of MEBP and EEA, support the preparation and participate in targeted consultations and design-thinking workshops with operators in the biomass-based boiler rooms employed in public institutions, managers of these public institutions, engineers, and other key stakeholders active in the renewable energy sector, specifically biomass and energy efficiency, in order to get their inputs.
2. Conduct a review of the education providers, which might be potential partners and supplier/hostess of the Training Centre to meet the professional needs of the operators in the biomass-based boiler rooms;
3. Based on the conclusions reached after the completion of Activities 1, and 2, conduct an extensive analysis of existing training programmes and modules offered currently by the most active actors on the biomass market - AEE, MEBP, biomass boilers manufactures companies, in order to identify the number of educational hours and frequency of the trainings;
4. In parallel, study best practices at regional and international level on educational opportunities for operators in biomass-based boiler rooms. Identify most relevant examples for Moldova, given Moldova's biomass potential for energy generation, and the biomass market development trends (both supply and demand sides). Provide specific examples of countries, that can be replicated in Moldova, and which shall be incorporated in the Final activity report;
5. Under the MEBP and AEE leadership, participate in meetings with the relevant departments of the Ministry of Education, Ministry of Labour, Family and Social Protection in order to consult MEBP's support and agree jointly on interventions related to biomass boiler operators professional degree, minimum remuneration, etc.;

6. At the request of MEBP team, participate in the meetings with the Energy Efficiency Agency – the key institutional partner of MEBP– in order to secure their inputs with regards to MEBP’s interventions in establishing the Training Centre for Operators in the boiler rooms;
7. Depending on the outcomes of the meetings held and studies conducted, and taking into consideration the time-framework and available resource, develop a Roadmap, an Action Plan and a preliminary budget for MEBP’s efforts to establish a Training Centre for Operators.

Based on the budgetary implications, versus the overall impact, MEBP will determine the most suitable intervention in cooperation with its partners.

Expected outputs:

- Roadmap for establishing the Training Centre for Operators
- Action Plan with a preliminary budget for establishing a Training Centre for Operators

C. DELIVERY TIMEFRAME

Deliverable	Timeframe
Work plan for the assignment	29 February 2016
Outline of the Capacity Needs Assessment report (including such elements as skills, knowledge, HR, trainings, host)	10 March 2016
Capacity Needs Assessment consulted with main stakeholders and approved	22 March 2016
A Roadmap and detailed Action Plan and approximate budget necessary for the establishment of the Training Centre for Operators (that would specify host institution, length of the training programme, etc.)	05 April 2016
Final report submitted	15 April 2016

Note: Exact dates for deliveries will be confirmed upon the selection of the candidate. The volume of work has been estimated at **25 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.

D. MANAGEMENT ARRANGEMENTS:

Organizational Setting: The consultant will work in close cooperation with the Training and Capacity Building Officer and under the overall guidance of the Project Manager of Moldova Energy and Biomass Project. PMT 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.

E. QUALIFICATION REQUIREMENTS

Education

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

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;

Competencies and skills

- 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.