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INDIVIDUAL CONSULTANT PROCUREMENT NOTICE

Date: 28 January 2016

Country: Republic of Moldova

Description of the assignment: Development of a Technical Guide for Sound Operation of Combined biomass-based and solar collectors systems for provision of hot water

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 of the Moldova Energy and Biomass Project (MEBP) 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, based on its continued high relevance and the clearly identified need to further support the consolidation of the emerging biomass market in the country, entered its second phase in the framework of the Eastern Partnership Integration and Cooperation (EaPIC) programme. The extension timeframe spans until the end of 2017 with 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.

As the first phase (2011 – 2014) of MEBP demonstrated, strong and well informed operational staff of the biomass-based and solar systems for provision of hot water is vital for ensuring the life-long cycle of green technologies. In order to enable the municipal leaders and operators of the biomass-based heating systems and solar systems for provision of hot water from the newly selected communities, i.e. mayors, municipal council members, managers of public institutions (schools, kindergartens, health care institutions, etc.) to effectively manage the operation of green technologies installations in their

communities, the project will continue to deliver training programs for all beneficiary communities. However, additional educational material shall be developed to serve as self-learning tools for the operational staff.

Within the first MEBP phase comprehensive training modules and educational materials for operators of the biomass-based heating systems were developed. Topics covered by the training' modules and support materials included: general principles of operation, necessary maintenance routines, optimum building heating system operation (including such issues as overheating and under heating of various floors of the building), regular and sustained performance monitoring (including standard forms and reports), and sound management of fuel suppliers (including competitive tendering (standard tender formats), contracting (standard contracts), quality control (checking quality and condition of supplied fuel), and storage).

The second phase of the project also envisions combined systems (biomass heating systems and solar collectors for hot water provision) therefore additional educational support materials shall be developed to answer the knowledge and educational needs of the operators and manager of public institutions.

The content of the Technical Guide for Sound Operation of Combined biomass-based and solar collectors for provision of hot water systems should be need-based and would seek to respond to the practical aspects of managing combined systems. The Guide will be distributed during the capacity building activities and should serve as self-teaching material.

To accommodate the needs of information and training for the above mentioned beneficiaries, UNDP Moldova Energy and Biomass Project is seeking to contract a national expert to develop the educational materials for operators of combined biomass-based heating and solar collectors for provision of hot water system.

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 address the need for information and in-depth knowledge of the operators and public institution managers on effective management and operation of combined systems from the project-assisted communities. The consultant needs to design and develop a **Technical Guide**, focusing on technological and economic aspects and taking into consideration the knowledge needs of the following target groups:

1. Municipal leaders, members of local councils, public servants from mayors' offices, managers of public buildings (directors of the schools, kindergartens, health care institutions etc.) from target communities have enhanced their knowledge and expertise in the area of sound management of biomass based installations for heating and solar systems for provision of hot water at community level.
2. The operators of the biomass-based municipal heating systems and solar systems for provision of hot water are equipped with skills, knowledge and understanding regarding green technologies, thus enabling them to ensure optimal functioning and maintenance of the boiler and solar systems installed in the public buildings from beneficiary communities.

In order to achieve the stated objectives, the consultant is expected to develop the content of the **Technical Guide** and provide inputs to the design process. The selected consultant shall assume full responsibility for the entire process related to the development of the Guide's content. The contractor will be assisted by the MEBP team in the process of consultation with the main actors in the field: Energy Efficiency Agency, Academia, operators and managers of public institutions.

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

3. REQUIREMENTS FOR EXPERIENCE AND QUALIFICATIONS

I. Academic Qualifications:

- University Degree in Technical Sciences, Engineering, Mechanics, Energy, Agriculture, Rural Development or related field;

II. Years of experience:

- At least 5 years of experience in heating/energy engineering or closely related field
- Hands-on experience in writing instructions, Standard Operating Procedures, operation manuals is a strong advantage;
- Experience in developing training and educational materials in the field of renewable energy, energy efficiency, engineering is an asset.

III. Competencies:

- Strong analytical and drafting skills. Ability to present ample information in a simple and concise manner;
- Good training and facilitation skills;
- Practical understanding of the knowledge gaps and needs of the biomass-based and solar collectors systems operators;
- Excellent interpersonal skills, as well as the ability to communicate effectively with all stakeholders and to present ideas clearly and effectively;
- 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:

- University Degree in Technical Sciences, Engineering, Mechanics, Energy, Agriculture, Rural Development or related field;
- At least 5 years of experience in heating/energy engineering or closely related field.

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 Technical Sciences, Engineering, Mechanics, Energy, Agriculture, Rural Development or related field	University Degree – 15 Master's or higher – 20 pts	20
At least 5 years of experience in heating/energy engineering or closely related field	5 years – 30 pts, each additional year – 2 pts; up to max. 40 pts	40
Hands-on experience in writing instructions, Standard Operating Procedures, operation manuals is a strong advantage	Up to 40 pts	40
Experience in developing training and educational materials in the field of renewable energy, energy efficiency, engineering is an asset	Up to 20 pts	20
Interview		
Strong analytical and drafting skills. Ability to present ample information in a simple and concise manner	Up to 40 points	40
Good training and facilitation skills	Up to 40 pts	40
Practical understanding of the knowledge gaps and needs of the biomass-based and solar collectors systems operators	Up to 35 pts	35
Excellent interpersonal skills, as well as the ability to communicate effectively with all stakeholders and to present ideas clearly and effectively	Up to 35 pts	35
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.	Up to 15 pts	15

Excellent proficiency in Romanian and Russian. Knowledge of written and spoken English is an advantage;	Romanian and Russian – 10 pts English – 5 pts.	15
Maximum Total Technical Scoring		300
Financial Evaluation Scoring		
Evaluation of submitted financial offers will be done based on the following formula: $S = F_{min} / F * 200$ 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