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## Moldova Energy and Biomass Project

### Terms of Reference

#### National consultant to develop the guidelines for Sustainable Solid Biofuel Procurement

Duty station:	Chisinau, Moldova
Reference to the project:	Moldova Energy and Biomass Project /MEBP
Contract type:	Individual Contract (IC)
Duration of the assignment:	March 2016 – June 2016

#### A. BACKGROUND

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 community leadership is vital to the success of project intervention. Within the first MEBP phase comprehensive training modules and educational materials - for managers of public institutions and connected to biomass-based heating systems - were developed. Topics covered by the training' modules and educational materials included: general principles of operation, necessary maintenance routines, optimum building heating system operation regular and sustained performance monitoring (including standard forms and reports).

However, as the monitoring efforts undertook by the MEBP team has shown, the public institutions experience difficulties in ensuring constant supply of qualitative biofuel. In order to enable municipal leaders from the beneficiary communities, i.e. mayors, municipal council members, teachers, managers of public institutions (schools, kindergartens, health care institutions, etc.) to effectively manage the operation of biomass-based heating installations, additional capacity building activities are required with specific emphasis on biofuel procurement and effective management of biofuel supply contracts.

#### B. OBJECTIVE, KEY ACTIVITIES AND EXPECTED OUTPUTS

In order to address the need for information and in-depth knowledge of the municipal leaders on effective management and operation of the biomass-based heating systems from the project-assisted communities, the Energy and Biomass Project is seeking to contract a local consultant for developing a **Sustainable Solid Biofuel Procurement Guideline** focusing on specifics of public procurement and solid biomass quality parameters required by biomass burning technologies with subsequent delivery of three regional workshops on the subject for Local Public Authorities.

In order to achieve the stated objective, the consultant is expected to develop the content of the **Sustainable Solid Biofuel Procurement Guideline** with pertinent template documents to be used the LPAs and to deliver **three regional**

**workshops for LPAs** on how to use the guideline. The selected consultant shall assume full responsibility for the entire process related to the development of the Guideline, workshops agenda and content. The contractor will be assisted by the MEBP team in the process of consultation with the main actors in the field: Ministry of Economy, Energy Efficiency Agency, and managers of public institutions.

The Guideline is expected to be a practical document that would facilitate the public procurement of solid biofuel for heating purposes in public institutions. It will serve as a reference material for managers and operation staff involved in the procurement process regardless their experience in the area, being in line with the existing legal-framework and offering practical guidance to all local authorities willing to procure solid biofuel.

To meet the objective of the present assignment, the selected contractor will perform the following activities:

- I. *Develop, in coordination with MEBP specialists the concept, methodology, content of the Sustainable Biofuel Procurement Guideline and the recommended set of documents*
  - 1.1. Develop and coordinate with the Project Management Team (PMT) the Work Plan of the entire contract period, with timelines set for the development of the Technical Guide content;
  - 1.2. Familiarize with the project documents regarding training and capacity building efforts undertook previous years and envisioned for 2016-2017 for the respective target groups ( municipal leaders and managers of public institutions);
  - 1.3. Undertake at least six site-visits meeting with local communities' leaders and managers in order to discuss the current modus-operandi.
  - 1.4. Identify the knowledge gaps of the respective groups, assess and understand their specific knowledge needs regarding solid biomass procurement.
  - 1.5. Analyse the supply chain risks and formulate corresponding mitigation measures in all three stages of sourcing life-cycle: strategy development, assessment & selection, contract management.
  - 1.6. Generate well thought out positions on critical sourcing issues in relation to market conditions as well as legal, financial and administrative prerogatives applicable to public procurement of biofuel by various types of beneficiaries: schools, kindergartens, health centres, community centres, LPA offices, etc.
  - 1.7. Develop a template tendering package for the procurement of biofuel taking into account the existing legal requirements in the field as well as the template biofuel supply contract including the general and special conditions of contract with specific emphasis on ensuring steady and constant supply of biofuel. The package should expressly include key contract management principles and instruments for biofuel quality assurance;
  - 1.8. Develop the draft content of the Sustainable Biofuel Procurement Guideline including the set of documents and recommendations as stated above along with a brief "DO's and DON'T's" of public procurement of solid biomass for heating purposes.
- II. *Organize and conduct three one-day training workshops for the municipal leaders and managers of public institutions:*
  - 2.1 Prepare, in coordination with the MEBP specialists, the agenda of the training, content, visual aids and handouts for the training participants, including case-studies, simulation practice and other relevant materials;
  - 2.2 Provide the print-ready version of the trainings' modules, handouts for the training participants, including case-studies and other relevant materials;
  - 2.3 Respond promptly to queries from UNDP regarding the status of trainings, provide delivery data and indicators, and participate in information briefings with the PMT whenever needed;
  - 2.4 Facilitate and assist on site logistics for the trainings including: venues, provision of audio-visual equipment as required, hand-outs for training participants, etc.;
  - 2.5 Develop Training Evaluation Forms and ensure proper filling in by participants and conduct evaluation after each training/collect feedback;
  - 2.6 Submit periodic reports to PMT including gender disaggregated data regarding the trainings' participants;
  - 2.7 Mainstream gender equality throughout training activities.

The guideline will primarily take into consideration the following aspects:

1. Competitive tendering, including Collaboration framework for conducting joint procurement activities by several institutions in order to achieve an economy of scale;
2. Contracting and contract management, including contract annulment in case of failure to respect the quality, delivery and price criteria of solid biomass;
3. Quality control (checking quality and condition of the supplied fuel), quality certification, etc.

The consultant will reflect his/her findings and recommendations through the prism of the existing legal-framework related to public procurement and biomass quality control. For higher impact and relevancy of the intervention the consultant will analyse the results, lessons learned and best practices in managing biomass-burning boilers at the community level, effective intra-communal cooperation models in the first phase of MEBP and incorporate them in the Guide. Together with PMT, take part in meetings with relevant stakeholders to discuss and share ideas regarding the proposed content and lessons learned from previous interventions. The contractor will consult the guideline and the recommended set of documents with main stakeholders, namely the Ministry of Economy, Energy Efficiency Agency, the Public Procurement Authorities were applicable and managers of public institutions.

The consultant will additionally assist the PMT with the design concept of the Guide (printing of the guide will be done on project's expense).

Upon accomplishment of the assignment the consultant will be required to produce one Final Report. The Report needs to be submitted in electronic version and shall comprise:

- A narrative section to reflect the main findings of the consultant, the extent to which contract objectives have been attained, a description of the methodology and approach, and main findings with respect to the content of the Sustainable Procurement Guideline and the recommended set of documents;
- Summary of the sector analysis conducted: including knowledge gap assessment;
- Summary of the Evaluation Forms filled in by all participants, and the evaluation forms as such;
- A photographic portfolio of the assignment;
- Summary of lessons learned for future interventions;
- General Conclusion and Recommendations.

#### **Expected Outputs:**

1. **Sustainable Biofuel Procurement Guideline** including:
  - Procurement strategy description
  - Supply chain risk matrix
  - Template tendering package
  - Template biofuel supply contract with general and special conditions of contract;
  - Contract management principles and instruments;
  - Collaboration framework for conducting joint procurement of biofuel;
  - "DO's and DON'T's" of public biofuel procurement.
2. **Three regional workshops conducted**
3. **Final narrative report**

#### **C. DELIVERY TIMEFRAME**

Deliverables/Milestones		Timeframe
1.	Work Plan developed	25 March 2016
2.	Site visits conducted and supply chain risk matrix developed	15 April 2016
3.	Draft content of the Sustainable Public Procurement guideline for solid biofuel acquisition and recommended set of documents developed and coordinated with the main stakeholders	30 April 2016
4.	Draft Content of the training materials / agenda and handouts developed	10 May 2016
5.	Three regional trainings conducted	25 May 2016
6.	Final report submitted and approved	30 May 2016

#### **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. **Printing** of the guideline and any training materials will be covered by the PMT. The logistics of the regional workshops will be also covered by the PMT. All documents will be developed in Romanian. Whenever required the Project will translate the documents into Russian and the consultant will ensure the documents are adequately translated.

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**

In particular the consultant must meet the following qualification criteria:

##### *Education*

- University Degree in Business, Public Administration, Law, Finance, or related field;
- MBA or recognized International/National Certification in Procurement or Supply Chain Management is an advantage.

##### *Experience*

- At least 5 years of professional experience in Purchasing and Contract Negotiation, developing tender documents, soliciting bids, performing bid analysis, contract negotiation and contract review.

##### *Competencies and skills*

- A strong history of leading sustainable high-impact strategic sourcing approaches;
- Strong analytical and drafting skills, including cost models analysis;
- Practical understanding of the knowledge gaps / experience in developing guidelines, support documents for public tenders and educational materials for Local Public Administration;
- Good training and facilitation skills. Ability to present ample information in a simple and concise manner;
- 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.