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INDIVIDUAL CONSULTANT PROCUREMENT NOTICE

Date: 23 February 2016

Country: Republic of Moldova

Description of the assignment: National consultant to develop the guidelines for Sustainable Solid Biofuel Procurement

Project name: Moldova Energy and Biomass Project

Period of assignment/services: March - May 2016

Proposals should be submitted online by pressing the "Apply Online" button no later than **09 March 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 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.

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

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 by 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.

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

3. REQUIREMENTS FOR EXPERIENCE AND QUALIFICATIONS

I. Academic Qualifications:

- 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;

II. Years of experience:

- At least 5 years in Purchasing and Contract Negotiation. Experienced with developing tender documents, soliciting bids, performing bid analysis, contract negotiation and contract review;

III. Competencies:

- 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;
- 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 Business, Public Administration, Law, Finance, or related field;
- At least 5 years in Purchasing and Contract Negotiation. Experienced with developing tender documents, soliciting bids, performing bid analysis, contract negotiation and contract review

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 Business, Public Administration, Law, Finance, or related field. MBA or recognized International/National Certification in Procurement or Supply Chain Management is an advantage	University Degree – 30 Master's or specialized certification in Procurement– 50 pts	50
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	5 years – 40 pts, each additional year – 4 pts; up to max. 60 pts	60
Interview		
A strong history of leading sustainable high-impact strategic sourcing approaches	Up to 40 points	40
Strong analytical and drafting skills, including cost models analysis	Up to 40 pts	40
Practical understanding of the knowledge gaps / experience in developing guidelines, support documents for public tenders and educational materials for Local Public Administration	Up to 40 pts	40
Good training and facilitation skills. Ability to present ample information in a simple and concise manner	Up to 30 pts	30
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 10 pts	10
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

