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INDIVIDUAL CONSULTANT PROCUREMENT NOTICE

Date: 26 May 2016

Country:	Republic of Moldova
Description of the assignment:	National Consultant - Local Training Service Provider for Moldovan Biomass Private Sector
Project name:	Moldova Energy and Biomass Project
Duration of initial assignment:	June 2016 – December 2016 (80 days of consultancy)
Expected duration of assignment:	June 2016 – November 2017 (160 consultancy days, 80 days each year) subject to extension upon positive accomplishment of the initial assignment

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

Moldova Energy and Biomass Project (MEBP) funded by the European Union and implemented by UNDP was launched in 2011 with the goal to develop the biomass market in Moldova. MEBP Phase One (2011-2014) with a budget of 14.56 million EUR concentrated on demand creation through setting up solid biomass-based heating systems in public and private sectors. At the same time, another significant effort concentrated on development of the private sector that would meet the growing demand for biomass. Presently, main source of biomass in Moldova constitutes agricultural and wood processing waste: straw, sun flower, orchard and vineyard pruning, wood processing and other waste or by-products.

In 2015, MEBP entered into 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 local biomass fuel market developed rapidly over the last 4 years. Some positive signals can be easily spotted on the market, including the increasing number of entrepreneurs, the steadily growing number of consumers ready to switch to biomass for household heating, the growing number of institutions ready to adopt other sources of energy for heating, etc. Despite its increasing popularity, the solid biomass market continues to struggle with various limiting factors throughout its sub-sectors: boiler producers, bio-fuel producers, biomass heating system maintenance service providers, etc. All of these sectors are in need to develop their capacities in terms of technology, client relations management and regular maintenance of existing systems and improving the quality of their products. Local R&D and extension service are at their incipient stages and are underfinanced, which makes its outreach weak and unable to live up to the challenges of today.

The issue of assuring the quality of biomass fuel is critical in the current stage of market development in Moldova. While a few years ago only several demonstration production sites were in place, currently more than 120 biomass pellets and briquettes producing companies are operational in Moldova. However, the quality of their end - product is not uniform and in many cases does not meet fuel quality standards and consumers' expectations. This situation has serious implications for the continuing positive development of the market that has been voiced by authorities, practitioners and end-consumers alike.

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

The overall objective of the assignment is to facilitate the delivery of the trainings packages by the International Training Service Provider (ITSP) and coordinate the delivery of local Training and Technical Assistance Program.

In order to achieve the stated objective, the selected consultant will assume primary responsibility for the entire process related to the organization of the trainings and technical assistance including all logistical aspects of conducting and delivering the TTAP activities, provision of advisory support to MEBP team in the process of recruiting local experts.

LTSP will provide analytical and advisory support to the MEBP team by ensuring the overall coordination of the training program. The selected local consultant is expected to act as a liaison person between the UNDP Moldova, ITSP, international and local experts and the beneficiaries.

Another important aspect of LTSP responsibility will include induction of hired trainers into Moldovan biomass production aspects, details of the assignment and participate and monitor the delivery of training activities. LTSP could serve as an interpreter for international experts in the event UNDP/MEBP decides so.

The overall objective of the assignment consists of the following major components:

1. *Provide support for the delivery of the International Training and Technical Assistance Program for Biomass Private Sector,*
2. *Coordinate the organization and delivery of local expertise component within the framework of TTAP;*
3. *Other general aspects of delivering the Training and Technical Assistance Program (TTAP)*

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

3. REQUIREMENTS FOR EXPERIENCE AND QUALIFICATIONS

I. Academic Qualifications:

- University Degree or higher education in one or a combination of the following fields: Economics, Engineering, Business Administration, Agriculture, or other closely related field;

II. Years of experience:

- At least 7 years of professional experience in the agriculture, energy efficiency and/or renewable sectors;
- At least 5 years of experience in a consultancy, team leading, multiple stakeholder coordination function pertaining to institutional development, capacity building and training programs;
- Previous experience in working with international development partners and stakeholders in sector development programs, especially in the area of capacity building, is an asset;

III. Competencies:

- Excellent written and oral communication and presentation skills, ability to present ideas clearly and effectively;
- Ability to facilitate complex training assignments comprising international and local expertise;
- Skills in organizing targeted workshops and training programs for public or private institutions;
- Familiarity with the Moldovan solid biomass sector development status and perspectives;
- Capability to ensure logistical support associated with training preparation and delivery (transportation, IT and audio-visual equipment);
- Proficiency in Romanian, Russian and English;

IV. Personal qualities:

- 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;
- Responsibility, creativity, flexibility and punctuality.

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

The financial proposal will specify the daily fee, travel expenses and per diems quoted in separate line items, and payments are made to the Individual Consultant based on the number of days worked.

Travel

The consultant is expected to undertake frequent field trips to beneficiary communities in Moldova over the entire period of contract. Transportation for all envisaged field trips will be provided by UNDP.

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 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 or higher education in one or a combination of the following fields: Economics, Engineering, Business Administration, Agriculture, or other closely related field;
- At least 7 years of professional experience in the agriculture, energy efficiency and/or renewable sectors;
- At least 5 years of experience in a consultancy, team leading, multiple stakeholder coordination function pertaining to institutional development, capacity building and training programs.

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

Cumulative analysis

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 or higher education in one or a combination of the following fields: Economics, Engineering, Business Administration, Agriculture, or other closely related field	University Degree – 15 pts Master's of higher – 30 pts	30
At least 7 years of professional experience in the agriculture, energy efficiency and/or renewable sectors	7 years – 20 pts, each additional year – 4 pts; up to max. 40 pts	40
At least 5 years of experience in a consultancy, team leading, multiple stakeholder coordination function pertaining to institutional development, capacity building and training programs	5 years – 20 pts, each additional year – 4 pts; up to max. 40 pts	40
Previous experience in working with international development partners and stakeholders in sector development programs, especially in the area of capacity building, is an asset	Each assignment – 2 pts	10
Interview		
Excellent written and oral communication and presentation skills, ability to present ideas clearly and effectively	Up to 40 pts	40
Ability to facilitate complex training assignments comprising international and local expertise	Up to 40 pts	40
Skills in organizing targeted workshops and training programs for public or private institutions	Up to 40 pts	40
Familiarity with the Moldovan solid biomass sector development status and perspectives	Up to 30 pts	30
Proficiency in Romanian, Russian and English	English, Romanian, Russian – 10 pts. each	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