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INDIVIDUAL CONSULTANT PROCUREMENT NOTICE

Date: 09 June 2016

Country: Republic of Moldova

Description of the assignment: National Consultant - Development of Schedule of Requirements and Technical Specifications for biomass heating installations Remote Monitoring System

Project name: Moldova Energy and Biomass Project

Expected duration of assignment: July 2016 – November 2016

Proposals should be submitted online by pressing the "Apply Online" button no later than **26 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.

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.

To achieve these objectives the focus of project activities will be on the following:

- 1) *Municipal biomass heating and fuel supply markets established:*
- 2) *Foundations laid for the establishment of efficient household heating and heat supply markets and private sector demand promoted:*
- 3) *Capacity built for growth of biomass markets at regional and local levels:*
- 4) *The opportunities and benefits of biomass energy for Moldova are well known; visibility of project results is promoted.*

During the first phase the Energy and Biomass Project installed biomass-fired heating systems in 144 public institutions in rural communities and 60 systems will be installed in the second phase of the project.

As an innovative approach for ensuring continuous and efficient operation of the biomass heating plants, and to ensure the monitoring of the heat supply a new Remote Monitoring System (RMS) will be designed and implemented.

The main function of the RMS will be to provide real-time information and to collect statistical data about the operation of biomass heating systems installed within both phases of the project. Among others the RMS will register temperatures and various indicators of heat meters in public institutions equipped with central biomass based heating systems. As result, additional and specific information about the quantity of produced and consumed energy will be provided, therefore contributing to the national strategic indicators regarding the overall energy consumption.

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

The overall objective of the consultancy is to develop the concept of the RMS as well as the Schedule of Requirements and Technical Specifications (Terms of Reference / Design Specifications / Data sheet) that will serve UNDP for tendering and contracting the works for designing, developing and implementation of the new RMS.

The selected consultant shall assume full responsibility for the entire process related to the creation of concept and development of the Schedule of Requirements and Technical Specifications of the RMS. The consultant 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, beneficiaries of the MEBP, etc. The Schedule of Requirements shall take into consideration the technical characteristics of the installed systems, technical quality parameters, possibility to add new systems, etc.

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: Informational Technologies, Engineering, Telecommunications, or other related field;

II. Years of experience:

- At least 5 years of experience in planning, design, development, implementation and maintenance of information systems;
- Previous experience in designing, development, implementation or maintenance of analogue Remote Monitoring Systems or similar Informational Systems is an asset;

III. Competencies:

- Demonstrated knowledge of the national and international policies and standards concerning the development of Informational and Telecommunication systems;
- Thorough comprehension of Remote Monitoring Systems or similar ICT Systems designing and implementation process;
- Ability to formulate technical / design specifications for software and hardware;
- Excellent interpersonal skills, as well as the ability to communicate effectively with all stakeholders and to present ideas clearly and effectively;
- Strong analytical and drafting skills;
- Proficiency in Romanian and English is required. Russian is an advantage;

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;

- (iii) **A summary list of previous assignments demonstrating candidate's experience in designing, development, implementation or maintenance of similar Remote Monitoring Systems / Informational Systems;**
- (iv) **List of Technical and design specifications for software and hardware similar to those required in the current solicitation developed in the past. Three most relevant specifications to be attached for reference.**

2. Financial proposal;

3. Personal CV including past experience in similar projects and at least 3 references.

5. FINANCIAL PROPOSAL

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 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: Informational Technologies, Engineering, Telecommunications, or other related field;
- At least 5 years of experience in planning, design, development, implementation and maintenance of information systems;

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: Informational Technologies, Engineering, Telecommunications, or other related field	University Degree – 15 pts Master's of higher – 30 pts	30
At least 5 years of experience in planning, design, development, implementation and maintenance of information systems	5 years – 20 pts, each additional year – 4 pts; up to max. 40 pts	40
Previous experience in designing, development, implementation or maintenance of analogue Remote Monitoring Systems or similar Informational Systems is an asset	Each assignment – 5 pts	30
Interview		
Demonstrated knowledge of the national and international policies and standards concerning the development of Informational and Telecommunication systems	Up to 40 pts	40
Thorough comprehension of Remote Monitoring Systems or similar ICT Systems designing and implementation process	Up to 50 pts	50
Ability to formulate technical / design specifications for software and hardware	Up to 50 pts	50
Excellent interpersonal skills, as well as the ability to communicate effectively with all stakeholders and to present ideas clearly and effectively	Up to 30 pts	30
Proficiency in Romanian, English and Russian	English, Romanian – 20pts, Russian – 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