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## INDIVIDUAL CONSULTANT PROCUREMENT NOTICE

Date: 29 September 2016

**Country:** Republic of Moldova

**Description of the assignment:** National Consultant on Solid Biomass Production

**Project name:** Moldova Energy and Biomass Project

**Period of assignment/services:** October 2016 – November 2017 (40 consultancy days)

Proposals should be submitted online by pressing the "Apply Online" button no later than **16 October 2016**.

Requests for **clarification only** must be sent by standard electronic communication to the following e-mail: [mihail.maciuca@undp.org](mailto: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.

### 1. BACKGROUND

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.

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, quality insurance laboratories, etc. All of these sectors are in need to develop their capacities in terms of technology, client relations management, safety management in production, regular maintenance of existing systems and improving the quality of their products. Local Research and development (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.

At this stage, the issue of assuring the quality of biomass fuel is critical for the biomass market development in Moldova. While a few years ago only several demonstration production sites were in place, currently more than 80 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.

The solid biomass fuel producers sector started to develop very fast reaching a total number of 120 companies and in the last two years becomes evident some realities. A growing number of them are exposed to the bankruptcy risks due to lack of raw material, low efficiency of the production process, lack of business development strategy, etc. There are also often heard complaints from the consumers about the quality of the pellets and briquettes. All these are serious concerns about the sustainability of the sector. Actual tendencies show that the production capacities tend

to be concentrated to several big companies whose activities do not depend only by solid biofuels production. In order to stimulate the competition on the solid biofuel market with the effect of availability of qualitative and affordable price products in all parts of the country, the companies require technical assistance.

The efficiency of the production process is one of the priority subjects that have to be approached in order to offer on the market a competitive product. Efficiency of the production process can be improved starting from the stage of collecting the biomass until the phase of delivery of the final products to the consumer. As the solid biofuel producing technologies develops continuously, the local companies needs to be informed about the latest innovations and solutions available. It is important to consider that the technical improvements within the companies have to put on the first place the safety management in solid biomass production.

All aspects mentioned above have a significant impact on the progressive development of the companies in the sector and partly miss from the day-by-day operation practices.

In an effort to build local capacities and increase the sustainability of the sector, MEBP has launched a comprehensive Training and Technical Assistance Program (TTAP) consisting of international and local components. The role of the international component is to ensure proper transfer of latest know-how and expertise, as well as share the best international practices in the field of biomass management and production. The TTAP is need-based and would seek to respond to the practical aspects of improving standard operating procedures of pellets and briquettes producers that could serve as role models for their peers in the biomass market. Therefore, a number of 35-45 companies will be invited to participate to thematic workshops and capacity building activities.

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

The overall objective of this assignment is to build the knowledge and capacities of Moldovan biofuel producers in solid biomass production process and safety management of the solid biofuel production. This will be achieved through a series of trainings related to transfer of knowledge and know-how and by supporting and facilitating the adaptation processes by means of providing practical advice and on-the-job training.

The objectives of the ToR will be realized in two phases. In the first phase, the consultant will work closely with a team of international experts from Norway and Romania in providing trainings and technical assistance to the solid biomass producers in the period October 2016 – December 2016. The objective of this activity is to benefit from the international expertise in the solid biomass production sector, to ensure the transfer of European knowledge and know-how. When necessary, the consultant will provide inputs and informative briefs for the international experts regarding the solid biomass production processes in Moldova.

The second phase of the assignment - March 2017 – November 2017 – envisages that the expert will continue to provide trainings and technical assistance for the solid biomass producers building upon the first phase' experience, conclusions and outcomes, but without the participation of the international support. The objectives of this activity is to continue to provide technical assistance to solid biomass produces based on the international training 'methodology.

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 and/or Agriculture, or related studies;

### **II. Working experience:**

- At least 7 years of professional experience in the agriculture, energy efficiency and/or renewable sectors;
- At least 3 years of hands-on experience in solid biomass production;
- Extensive experience in training materials development and/or conducting training and capacity building activities for farmers, agricultural processors and/or solid biomass producers;

### **III. Competencies and skills:**

- Demonstrated expertise in solid biomass production technologies, processes and constraints;
- Knowledge with solid biomass market development dynamics;

- Advanced training and facilitation skills, mastery of interactive participatory training techniques and adult learning methods;
- 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;
- Excellent proficiency in Romanian and Russian. Knowledge of written and spoken English is an advantage.

IV. Personal qualities:

- Excellent interpersonal and diplomatic skills, as well as the ability to communicate effectively with all stakeholders and to present ideas clearly and effectively;
- 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.

4. Summary list of training materials developed and/or training and capacity building activities conducted in the past for farmers, agricultural processors and/or solid biomass producers.

#### **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**

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 and/or Agriculture, or related studies;
- At least 7 years of professional experience in the agriculture, energy efficiency and/or renewable sectors;
- At least 3 years of hands-on experience in solid biomass production;

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 applicant 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.

<b>Technical Evaluation Criteria</b>	<b>Scoring</b>	<b>Maximum Points Obtainable</b>
University Degree in Technical Sciences, Engineering, Mechanics, Energy and/or Agriculture, or related studies	University Degree – 20 Master's or higher – 30 pts	30
At least 7 years of professional experience in the agriculture, energy efficiency and/or renewable sectors	7 years – 30 pts; each additional year – 2 pts, up to max. 40 pts	40
Extensive experience in training materials development and/or conducting training and capacity building activities for farmers, agricultural processors and/or solid biomass producers	5 pts. each assignment	40
<b>Interview</b>		
Demonstrated expertise in solid biomass production technologies, processes and constraints	Up to 50 pts.	50
Knowledge with solid biomass market development dynamics	Up to 40 pts.	40
Advanced training and facilitation skills, mastery of interactive participatory training techniques and adult learning methods	Up to 50 pts.	50
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 20 pts.	20
Excellent proficiency in Romanian and Russian. Knowledge of written and spoken English is an advantage	English, Russian 20 pts. English – add. 10 pts	30
<b>Maximum Total Technical Scoring</b>		<b>300</b>
<b>Financial Evaluation Scoring</b>		
Evaluation of submitted financial offers will be done based on the following formula: <b><math>S = F_{min} / F * 200</math></b> S – score received on financial evaluation; F <sub>min</sub> – the lowest financial offer out of all the submitted offers qualified over the technical evaluation round; F – financial offer under consideration.		<b>200</b>

#### 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**