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INDIVIDUAL CONSULTANT PROCUREMENT NOTICE

Date: 21 October 2016

Country: Republic of Moldova

Description of the assignment: National consultant to implement activities under Business and Capacity Development Component

Project name: Moldova Energy and Biomass Project

Period of assignment/services: November 2016 – November 2017 (up to 100 days of consultancy)

Proposals should be submitted online by pressing the "Apply Online" button, no later than **06 November 2016**.

Requests for **clarification only** must be sent by standard electronic communication to the following e-mail: mihaile.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

The Moldova Energy and Biomass Project, funded by the European Union and implemented by UNDP, aims 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, namely biomass from agricultural wastes.

The project purpose is to increase the use of renewable energy technology significantly through fuel switching and energy efficiency. It primarily focuses on improving heating comfort levels in rural public sector buildings including schools and community centers by using biomass from agricultural wastes. The project also stimulates local markets for improved household heating; industrial cogeneration, and biomass-based briquetting, as well as raise local capacity in the biomass sector, and promote the benefits of biomass energy and the project.

After 3 years of project implementation, the project is being extended until end 2017. The main objective of the project extension 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.

The project consists of four inter-related components as follows:

Output 1. Municipal biomass heating and fuel supply markets established

This component will aim at installing at least 60 additional biomass-based municipal heating systems in Moldova, with focus on Transnistria, ATU Gagauzia, Taraclia district and small towns. The focus will be on the further development of the domestic biomass fuel market. Integrated renewable energy and energy efficiency solutions will be piloted.

Output 2. Foundations laid for establishment of efficient household heating, industrial cogeneration and biomass briquetting markets

At least 125 households and/or small business will be supported to procure modern and efficient biomass boilers under preferential conditions. Technical and financial support will be provided for the creation of 9 new PPPs throughout the country to foster PPPs for establishing biomass-based heating services and efficient operation and maintenance of the systems.

Output 3. Capacity built for growth of biomass markets at regional and local levels

The capacity development activities will continue to be a key element of the component being tailor-made and extended to Transnistria, Gagauzia and Taraclia district, as well as small towns. Vocational education and training (VET) sector will be addressed in view of a consolidated effort to equip the Moldovan labor force in support of the emerging markets. The school education activities on renewable energy and energy efficiency will be extended to small towns from Moldova, Taraclia district, Gagauzia and wherever feasible in Transnistria).

Output 4. The opportunities and benefits of biomass energy for Moldova are well known, visibility of project results is promoted

Wide-spread awareness raising activity on the opportunities and benefits of biomass energy will be further facilitated, with a specific focus on increasing the uptake of renewable energy technologies in ATU Gagauzia and Taraclia district, and Transnistria Region, and visibility of the partnership and impact of the action will be effectively promoted.

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

MEBP activities are cross-cutting and multiple striving to outreach the various sub-sectors and domains of the solid biomass sector. Most activities are new and innovative for the Moldovan environment and intend to set examples for replication or create proper and inductive conditions for replication and development.

The overall objective of the assignment is to provide continuous and substantive expertise in the implementation and monitoring of activities and initiatives undertaken within the *Output 2. Foundations laid for establishment of efficient household heating, industrial cogeneration and biomass briquetting markets and Output 1, activity 1.2 (establishment of fuel supply markets, quality assurance of solid biofuels, biomass-boiler monitoring system).*

The consultant will work in close cooperation with the Project Management Team (PMT) and will, under the overall supervision of the Project Manager, ensure the provision of development services and products (commensurate with the scope of the project) of the highest quality and standards to national counterparts and clients.

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

3. REQUIREMENTS FOR EXPERIENCE AND QUALIFICATIONS

Academic Qualifications:

- Master Degree or equivalent in business and/or public administration, economic and/or social management, energy or other closely related fields.

Experience:

- At least 5 years of relevant professional experience in: managing businesses and/or providing technical assistance for the development of new services/businesses, or implementation of socio-economic programs, local development reforms, or public administration is required;
- Experience in working with the public sector in rural communities and /or agricultural enterprises, is an asset;
- Experience in solid biomass projects is an asset.
- A strong history of leading sustainable high-impact strategic sourcing approaches;

Competencies and skills:

- Good technical understanding of renewable energy policies and technologies is required;
- Ability to communicate effectively, both orally and in writing, is required to obtain, evaluate and interpret factual data and to prepare accurate and complete reports and other documents;
- Ability to perform a variety of specialized tasks related to Results-Based Management, including support to design, planning and implementation of programme, managing data, reporting;
- Ability to provide input to business processes, re-engineering, implementation of new system, including new IT based systems;
- Knowledge and experience of working or doing analysis in the Moldova Energy related sectors, is a strong asset;
- 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.
- Proficiency in English and Romanian is required. Knowledge of Russian is an advantage;

Personal qualities:

- Well demonstrated team work and organizational and analytical skills;
- Responsibility, creativity, flexibility and punctuality;
- Remains calm, in control and good humored even under pressure
- Ability to solve difficult and challenging projects;
- Focuses on result for the client and responds positively to feedback;
- Demonstrates openness to change and ability to manage complexities;
- 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:

- Explaining why they are the most suitable for the work (up to 2 pages);
- Provide a brief methodology on how they will approach and conduct the work (up to 2 pages);

2. Financial proposal;

3. Personal CV (P11 form) 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

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.

All in-country travel costs will be covered and arranged by MEBP.

6. EVALUATION

Initially, individual consultants will be short-listed based on the following minimum qualification criteria:

- Master Degree or equivalent in business and/or public administration, economic and/or social management, energy or other closely related fields;
- At least 5 years of relevant professional experience in: managing businesses and/or providing technical assistance for the development of new services/businesses, or implementation of socio-economic programs, local development reforms, or public administration is required;
- Proficiency in English and Romanian.

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
Master Degree or equivalent in business and/or public administration, economic and/or social management, energy or other closely related fields	Master's or equivalent – 20 pts PhD – 30 pts	30
At least 5 years of relevant professional experience in: managing businesses and/or providing technical assistance for the development of new services/businesses, or implementation of socio-economic programs, local development reforms, or public administration is required	5 years – 30 pts; add 4 pts. for each additional year up to max. 50 pts	50
Interview	80 – demonstrated technical knowledge and expertise; 40 – communication/ interpersonal skills; 30 – initiative; 40 – creativity/ resourcefulness	190
Proficiency in English and Romanian. and Russian	Fluency in Romanian and English– 20 pts, knowledge of Russian – add 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