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TERMS OF REFERENCE

Job title:	National consultant to implement activities under Business and Capacity Development Component
Duty station:	Chisinau
Reference to the Project:	Moldova Energy and Biomass Project (MEBP)
Contract type:	Individual Contract (IC)
Contract Duration:	11 months (July 2017 – May 2018)
Estimated workload:	100 days of consultancy

I. 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 4 years of project implementation, the project has been 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.

II. OBJECTIVE AND KEY ACTIVITIES

The overall objective of the assignment is to provide continuous and substantive expertise in the implementation and monitoring of the activities undertaken within the *Output 2: Foundations laid for establishment of efficient household heating, industrial cogeneration and biomass briquetting markets* and *Output 1, and 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.

In particular, the activities include:

Municipal biomass fuel-supply

- a) Provide technical support to municipal authorities and potential fuel suppliers in the areas of fuel supply management, formulation of fuel supply contracts and quality control of fuel supplies. Ensure commitment of key stakeholders, including local agricultural entrepreneurs.

Market development for biomass heating, industrial co-generation and biomass briquetting

- a) Work with other members of the PMT to engage with relevant national authorities on addressing the policy, legislation and regulation issues pertaining to the development of biomass energy and fuel supply markets;
- b) Facilitate establishment and smooth implementation of all necessary procedures for sustainable PPPs establishment in the selected districts of Ungheni and Nisporeni, including:
 - Provide support to the public authorities in drafting the PPP contract by acting as a liaison between the legal consultation company and LPA;
 - Provide support to the private partner in elaborating annual work plan and estimative budget for the PPP implementation;
 - Monitor the implementation of the PPP contracts during the 2017-2018 heating season.
- c) Facilitate the Inter-Municipal Cooperation (IMC) as a promising model of efficient and sustainable service delivery in biomass heating at the local level, including:
 - Coordinate the elaboration of the feasibility study;
 - Coordinate the elaboration of the technical specification for the launch of the IMC;
 - Oversee the procurement and installation process of the equipment within the selected IMC;
 - Consult and provide technical assistance to the LPA within the implementation of the IMC;
- d) Ensure collaboration with other members of the PMT and Energy Efficiency Agency to launch of the electronic platform for biomass trading, including:
 - Population of the e-platform with relevant information about solid biomass producers and biomass boilers assemblers;
 - Persuade the biomass producers, boilers assemblers, LPAs, private consumers to place their announcement on the e-platform;
 - Promote the content of the e-platform within relevant events, media activities, trainings, etc. to transform it into vibrant and functional tool;

- Provide trainings to LPAs, public authorities and consumers on how to make use of this platform.
- e) Support to Taul Agricultural College and Orhei Professional School to finalize the vertically-integrated biomass heating systems;
 - Provide technical support and assistance within the process of installation of the briquetting production line;
 - Provide technical support within the process of installing and maintenance of the biomass heating system;
 - Monitor the implementation of the vertically-integrated biomass systems and provide on request consultancy and trainings;
- f) Support the creation of partnerships in the view of promotion of a sustainable biomass market development, speeding up growth in the efficient use of biomass for heating and enhancing technology transfer, improving connections and business linkages between producers, consumers and third parties involved in the process;
- g) Provide technical support in the biofuel market research (consumer needs, attitudes and motivations, products already available on the local market and how these meet needs, products available internationally **and 'fit' for local markets, stakeholders' analysis**) and market monitoring (including price development).

Training, education, media and outreach

- a) If required, provide support and cooperate with Training and Capacity Building Project Officer to develop the capacities of the Biomass Association to apply for GEF funds;
- b) **Provision of key data, achievements, information of public interest to the Project's** Communication Officer related to business development sector
- c) Contribute to the wide dissemination and visibility of project achievements. Support mechanisms for exchange of information, experience and lessons learned at the local and national levels.

III. Expected outputs:

- a) 1 PPP established (Nisporeni)
- b) Electronic platform for biomass trading fully operational
- c) Taul Agricultural College and Orhei Professional School vertically-integrated biomass heating systems fully operational
- d) 1 IMC implemented

IV. Timeframes, Schedules and Deliverables

The following timeframes and deliverables are expected **from the Consultant's service provision**:

	Deliverable	Timeframe/ Deadline
1.	1 feasibility study on IMC finalized	15 July 2017
2.	Electronic platform for biomass trading operational	01 October 2017
3.	1 PPP established	30 October 2017
4.	2 vertically-integrated biomass systems operational	tentative 30 March 2018
5.	1 IMC implemented	tentative 30 April 2018

The volume of envisaged work has been estimated at 100 working days. The actual involvement of the consultant may vary.

V. Organizational setting

Under the overall guidance and supervision of the Project Manager, the National Consultant contributes to the effective and efficient implementation of the *Moldova Energy and Biomass Project*.

The incumbent applies and promotes client-oriented approach consistent with UNDP rules and regulations.

The National Consultant works in close collaboration with the Engineer Project Officer, Community Mobilization Project Officer, Training and Capacity Building Officer, and the rest of the Project Team, and other project teams in the Country Office (CO) for effective achievement of results, anticipating and resolving complex programme/project-related issues and information delivery.

MEBP will put at **the contractor's disposal all available materials and necessary information for the achievement of tasks** and will facilitate the meetings, as needed

The payment for services provided by the Consultant under the MEBP will be made on a basis of monthly timesheets, supported by narrative reports and approved deliverables submitted to and accepted by the Project Manager.

All in-country transportation related to this assignment will be provided by MEBP, upon preliminary coordination.

VI. Qualifications and skills required:

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: energy and energy efficiency sector, managing businesses and/or providing technical assistance for the development of new associations/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/sector is an asset.

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;
- 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;

The UN Moldova is committed to workforce diversity. Women and men, persons with different types of disabilities, LGBT, Roma and other ethnic, linguistic or religious minorities, persons living with HIV, as well as refugees and other non-citizens legally entitled to work in the Republic of Moldova, are particularly encouraged to apply.