



INDIVIDUAL CONSULTANT PROCUREMENT NOTICE

Date: **11/February/2013**

Country: Republic of Moldova

Description of the assignment: National Consultants in Energy Performance Measurement of rural public buildings

Project name: Moldova Energy and Biomass Project

Period of assignment/services: March 2013 – November 2014

Proposals should be submitted online by pressing the "Apply Now" button, no later than 25 February 2013.

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.

1. BACKGROUND

The Moldova Energy and Biomass Project, a 4 year 14.56 million EUR project, funded by the European Union and UNDP 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 readily available waste biomass supplied from local agricultural enterprises. The project will also stimulate 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.

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

UNDP will contract up to 5 experienced National Consultants, for performing energy performance measurements of selected buildings in approx. 100 locations throughout Moldova during 2013-2014, in order to identify the current status of energy performance of the selected buildings, advice on potential cost-efficient measures to improve it, assess the energy and cost savings associated with the installation of a biomass fired boiler, advise on the location of the boiler, etc.

To maintain a clear focus on the objective of improving overall energy utilization, as well as the use of renewable sources of energy, the energy performance assessments will be performed in eight sequential steps. This approach is taken to insure adequate dialog between all stakeholders at key junctures during the project implementation, so that only energy conservation measures (ECMs), as well as the use of renewable source of energy, that are feasible from an operation and maintenance perspective are evaluated in-depth and incorporated into the final recommendations.

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

3. REQUIREMENTS FOR EXPERIENCE AND QUALIFICATIONS

I. Academic Qualifications:

- University degree in the field of Heating, Ventilation and Air Conditioning (HVAC) or energy related fields.

II. Years of experience:

- A minimum of 5 years of working experience within companies providing services related to energy management solution/automation projects, yielding energy savings, construction or other closely related activities;
- Proven experience in building energy management, inspection and assessment of their energy performance.

III. Competencies:

- Dynamic, hardworking, capable of handling projects individually and willing to travel throughout the country;
- Excellent analytical, communication and reporting skills;
- Excellent computer skills (MS Word, Excel, etc.);
- An excellent command of written and spoken Romanian and Russian is required;
- Ability to meet deadlines and prioritize multiple tasks.

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 (if applicable);
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 a daily fee in US Dollars, solicited for carrying out the energy performance assessment of one building within each category listed in the table below. Payments shall

be based upon output, i.e. upon delivery of complete Energy Performance Measurement reports per building as specified in the TOR.

Generic facility category	Indicative number of consultancy days per building:	Consultancy fee per day, price in USD
Small size facility (< 1800 m ²)	2.5 days	
Medium size facility (1800 – 3600 m ²)	3 days	
Large size facility (3600 – 5000 m ²)	3.5 days	

Payments will be made to the Individual Consultant on a monthly basis calculated to the number of assessed buildings and energy performance reports submitted and approved.

Travel

Transportation for all envisaged field trips will be provided by UNDP Moldova. However, in some cases when due to logistical constraints UNDP Moldova will not be able to provide transportation, the consultant may be required to undertake field trips with his/her own vehicle, with later compensation of expenses in accordance with UNDP current norms.

6. EVALUATION

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

- University degree in the field of Heating, Ventilation and Air Conditioning (HVAC) or energy related fields.
- A minimum of 5 years of working experience within companies providing services related to energy management solution/automation projects, yielding energy savings, construction or other closely related activities.
- Proven experience in building energy management, inspection and assessment of their energy performance.

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.

Criteria	Scoring	Maximum Points Obtainable
<u>Technical</u>		
University degree in the field of heating, ventilation and air conditioning or energy related fields	under-Master's – 40 pts, Master's – 60pts	60

5 years of working experience within companies providing services related to energy management solution/automation projects, yielding energy savings, construction or other closely related activities	(5-6 years – 50 pts, >6 years – 70 pts)	70
Proven experience in building energy management, inspection and assessment of their energy performance	each year of such experience – 10 pts	60
Excellent analytical, communication and reporting skills	no – 0 pts, yes – 20 pts.	20
Proven experience in working with international organizations (successful experience in working with UN agencies is an asset)	Each year of such work – 5 pts	20
Computer proficiency, including knowledge of MS Office products, ability to use Internet	No – 0 pts; Yes – 30 pts	30
Fluent in Romanian and Russian, English is an asset	Romanian and Russian – 30 pts, English: + 10 pts	40
Maximum Total Technical Scoring		300
<u>Financial</u>		
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). Five selected candidates with highest aggregated scores will be contracted for the assignments.

ANNEXES:

ANNEX 1 – TERMS OF REFERENCES (TOR)

ANNEX 2 – INDIVIDUAL CONSULTANT GENERAL TERMS AND CONDITIONS