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## INDIVIDUAL CONSULTANT PROCUREMENT NOTICE

Date: **12 October 2017**

**Country:** Republic of Moldova

**Description of the assignment:** Team of two National Experts to support the Biomass Sector Development Program (BSDP) and Policy Development for 2017-2022

**Project name:** Moldova Energy and Biomass Project (MEBP)

**Period of assignment/services:** November 2017 – March 2018

Proposals should be submitted online by pressing the "Apply Online" button, no later than **29 October 2017**.

Requests for **clarification only** must be sent by standard electronic communication to the following e-mail: [lina.acalugaritei@undp.org](mailto:lina.acalugaritei@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 first phase (2011-2014) of the Moldova Energy and Biomass Project (MEBP) with a budget of 14.56 million EUR project, funded by the European Union and UNDP and implemented by UNDP, contributed 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 entered its second phase in the framework of the Eastern Partnership Integration and Cooperation (EaPIC) programme, based on its continued high relevance and the clearly identified need to further support the consolidation of the emerging biomass market in the country. The extension timeframe spans until the end of 2017 with additional EU-funding of 9.41 million EUR.

Project's commitment to develop a competitive and sustainable sector continues through creating the demand side by subsidizing the development of solid biomass based heating systems around the country and supporting the development of competitive production and supply of biomass products and technologies.

One of the centerpieces of MEBP activities is to support developing the local legal and policy framework that would be prone to establishing a competitive basis for biomass market. Moldova is a net importer of energy products and a predominantly agricultural country where solid biomass potential could have an immediate application if proper policies and frames exist. Supporting local biomass production through

legal, financial and institutional instruments is one of the priorities of Government of Moldova (GOM) has set in its 2030 National Energy Strategy.

The first efforts to create systematic supply and demand started in early 2011 when the project (phase 1) was launched. The Government, through the Ministry of Economy and Infrastructure (MEI) established Energy Efficiency Department to develop policies and Agency for Energy Efficiency (AEE) to implement those policies through coordination and attraction of donor assistance, managing that assistance, coordinating and synergizing various sectors, players and value chains oriented to produce competitive and reliable renewable products and systems. Various efforts have been undertaken during the last years in order to align Moldovan legislation with EU *acquis communautaire*, promote various renewable initiatives in the country; commit to ambitious renewable targets within National Energy Sector Development Strategy, National Action Plan for Renewable Energy Sources 2013-2020, etc.

Despite some significant progress over the last few years, biomass potential isn't fully explored and remains vulnerable to market variations and non-functioning systems like legal support, subsidies, competitive and affordable finances, associative representation and lobbying, access to technical assistance, know-how and technology, etc. There remains as well, a need for continued support in view of consolidating the market and helping it adapt to a changing market environment, incl. changing quality requirements. At the same time the market of biofuels and biomass burning and processing technologies is of strategic importance to the country and public spending programmes, e.g. via the Energy Efficiency Fund, are being put in place. Private sector support mechanisms, be they publicly or donor funded, have to be carefully designed in order to avoid any market distortion, comply with state aid legislation and principles, while providing the right incentives to private sector agents.

In an effort to cover this sectorial planning and management gap, Ministry of Economy and Infrastructure and MEBP looks to hire a team of consultants namely: **Team Leader Technical Expert on Biomass** and a **Legal Expert**- that will support the Ministry of Economy and Infrastructure in developing the Biomass Sector Development Program (BSDP) for 2017-2022. The BSDP will be the guiding document for all relevant decision makers in envisioning and supporting the development of the sector. The period covered by the BSDP is 2017 -2022. The principal national counterpart leading the BSDP will be the Ministry of Economy and Infrastructure.

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

The overall purpose of this consultancy for the team of two experts is to Design a support mechanism for solid biomass market development, analyzing the existing Moldovan legislation and policies, international experiences, financial instruments, other methods and techniques to determine the gaps and opportunities that are necessary to boost solid biomass sector development. In close liaison with all relevant institutions, the team of experts will look to identify current gaps and to understand the perspectives of solid biomass market development.

The team of consultants will develop a study aiming at identifying all potential financial, fiscal, economic, legislative instruments for market stimulation and review their feasibility and suitability, and recommend options for the most promising package of interventions. The study will:

- Be based on a review of the existing assessments undertaken in this domain, e.g. a recent study on promoting eco-technology uptake;
- Design instruments in close collaboration with the partners foreseen to adopt and implement them subsequently, most importantly Ministry of Economy and Infrastructure, Ministry of Finance, Energy Efficiency Agency and Energy Efficiency Fund;
- Be based on lessons learned of successfully applied market development models in the sector in other European countries;
- Provide clear and practical guidelines for each of the instruments or set of instruments proposed, describe in detail the level of effort needed and steps in implementation such as, responsible institution, expected timeframe, necessary additional resources, expected impact, etc.

Upon carrying out the existing assessment, the team of experts will deliver a draft Biomass Sector Development Program (BSDP) that would support the national counterparts in drafting next 5 years of legislation and financial support programs.

For detailed information on each team member's roles and responsibilities, please refer to Annex 1 – Terms of Reference.

### **3. REQUIREMENTS FOR EXPERIENCE AND QUALIFICATIONS**

#### **Team Leader - Technical Expert on Biomass:**

I. Academic Qualifications:

- Advanced university degree (master's or similar) in Finance, Economy, Business or Public Administration, Energy Engineering or other related-fields;

II. Years of experience:

- Minimum 10 years of national and/or international consulting experience and/or policy drafting and analysis in the field of environment, energy efficiency and/or renewables;
- Hands-on experience in energy/environment policy drafting and analysis, strategic planning and monitoring;

III. Competencies:

- Demonstrated knowledge of the EU biomass/renewables market regulatory field;
- Familiar with various financial, fiscal, economic, legislative instruments for market stimulation
- Hands-on experience in solid biomass projects;
- In-depth knowledge of international best practice in renewables of biomass market development, policy and economic incentive mechanisms, with particular emphasis on the region: Balkan, Baltic or CIS;
- Proven understanding of Moldovan realities concerning the energy and biomass sector with its strengths, weaknesses and opportunities;
- Extensive research and analytical skills;
- Fluency in Romanian and Russian is required. Good command of written and spoken English would be an advantage;

IV. Personal qualities:

- Responsibility, creativity, flexibility and punctuality;
- Ability to solve difficult and challenging projects;
- 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.

#### **Legal expert:**

I. Academic qualifications:

- Advanced university degree (master's or similar) in Law or related disciplines;

II. Experience:

- At least 10 years of legal practice in public and/or private areas;
- Minimum 2 years of experience in drafting normative documents;
- Previous experience writing comprehensive business plans, defending business cases pertinent to the environment or energy field is a strong advantage;

III. Competencies, skills and work experience

- Strong professional background in relation to law and public administration;
- Demonstrated competencies in the development of laws, normative acts

- Demonstrated track record in research or other writing on governance analysis, public and/or justice sectors
- In-depth knowledge of Moldovan sectorial legislation, etc;
- Proven understanding of Moldovan realities concerning the biomass market with its strengths, weaknesses and opportunities;
- Excellent analytical and communication and reporting skills;
- Excellent computer skills (MS Word, Excel, etc);
- An excellent command of written and spoken English, Romanian and/or Russian is required.

#### IV. Personal qualities:

- Responsibility, creativity, flexibility and punctuality;
- Ability to solve difficult and challenging projects;
- 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;

UNDP Moldova is committed to workforce diversity. Women, persons with disabilities, Roma and other ethnic 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.

## 4. DOCUMENTS TO BE INCLUDED WHEN SUBMITTING THE PROPOSALS

Interested individual consultants must submit the following documents/information to demonstrate their qualifications:

1. Proposal, specifying the position applying for (Team Leader of Legal Expert) and explaining why they are the most suitable for the work, with specific reference to competencies and experience specified in the evaluation tables below;
2. Personal CV including past experience in similar projects and at least 3 references;
3. Financial proposal.
4. Offeror's Letter confirming Interest and Availability.

## 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 fees, taxes, travel costs, accommodation costs, communication, 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. All in-country travel will be covered and arranged by MEBP.

## 6. EVALUATION

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

### Team Leader - Technical Expert on Biomass:

- Advanced university degree (master's or similar) in Finance, Economy, Business or Public Administration, Energy Engineering or other related-fields;
- Minimum 10 years of national and/or international consulting experience and/or policy drafting and analysis in the field of environment, energy efficiency and/or renewables;

### Legal expert:

- Advanced university degree (master's or similar) in Law or related disciplines;
- At least 10 years of legal practice in public and/or private areas;
- Minimum 2 years of experience in drafting normative documents;

The short-listed individual consultants will be further evaluated based on the following methodology:

### Cumulative analysis

Evaluation shall be conducted separately for the Team Leader and the Legal Expert. The award of the contract shall be made to the individual consultants whose offers have 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.

### Evaluation criteria for Team Leader – Technical Expert on Biomass

Technical Evaluation Criteria	Scoring	Maximum Points Obtainable
Advanced university degree (master's or similar) in Finance, Economy, Business or Public Administration, Energy Engineering or other related-fields	Master Degree – 20; PhD – 30 pts	30
Minimum 10 years of national and/or international consulting experience and/or policy drafting and analysis in the field of environment, energy efficiency and/or renewables	10 years – 20 pts; add 5 pts. for each additional year up to max. 50 pts	50
Hands-on experience in energy/environment policy drafting and analysis, strategic planning and monitoring	3 relevant assignments undertaken in the past – 30 pts, 5 pts per project/assignment up to maximum 60 pts	60
Knowledge of the EU biomass/renewables market regulatory field, demonstrated by previously developed research papers and/or implemented assignments	10 points for each relevant project, up to maximum 50 pts	50
In-depth knowledge of international best practice in renewables or biomass market development, policy and economic incentive mechanisms, demonstrated by previously developed research papers and/or implemented assignments, with particular emphasis on the region: Balkan, Baltic or CIS	10 points for each relevant project, up to maximum 40 pts	40
Proven understanding of Moldovan realities concerning the energy and biomass sector with its strengths, weaknesses and opportunities	limited - ≤10 pts; satisfactory - ≤25 pts; extensive – ≤40 pts	40
Belonging to the under-represented groups within the UN Moldova (persons with disabilities, Roma and other ethnic,	Majority group – 0 pts, one under-represented group – 5 pts, to two or	10

linguistic or religious minorities, persons living with HIV, refugees and other non-citizens, as self-declared)	more groups – 10 pts.	
Fluency in Romanian and Russian is required. Good command of written and spoken English would be an advantage	Fluency in Romanian and Russian – 15 pts Fluency in English – add 5 pts	20
<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; Fmin – the lowest financial offer out of all the submitted offers qualified over the technical evaluation round; F – financial offer under consideration.		<b>200</b>

### Evaluation criteria for Legal Expert

<b>Technical Evaluation Criteria</b>	<b>Scoring</b>	<b>Maximum Points Obtainable</b>
Advanced university degree (master's or similar) in Law or related disciplines	Master Degree – 20; PhD – 30 pts	30
At least 10 years of legal practice in public and/or private areas	10 years – 20 pts; add 5 pts. for each additional year up to max. 50 pts	50
Minimum 2 years of experience in drafting normative documents	2 years – 20 pts; add 5 pts. for each additional year up to max. 50 pts	50
Previous experience writing comprehensive business plans, defending business cases pertinent to the environment or energy field is a strong advantage	3 relevant assignments undertaken in the past – 30 pts, 5 pts per project/assignment up to max. 50 pts	50
Demonstrated track record in research or other writing on governance analysis, public and/or justice sectors	10 pts for each relevant assignment undertaken in the past, up to max. 50 pts	50
Proven understanding of Moldovan realities concerning the biomass market with its strengths, weaknesses and opportunities	limited - ≤10 pts; satisfactory - ≤25 pts; extensive – ≤40 pts	40
Belonging to the under-represented groups within the UN Moldova (persons with disabilities, Roma and other ethnic, linguistic or religious minorities, persons living with HIV, refugees and other non-citizens, as self-declared)	Majority group – 0 pts, one under-represented group – 5 pts, to two or more groups – 10 pts.	10
An excellent command of written and spoken Romanian and Russian. Good command of written and spoken English would be an advantage	Fluency in Romanian and Russian – 15 pts Fluency in English – add 5 pts	20
<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; Fmin – 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**