



INDIVIDUAL CONSULTANT PROCUREMENT NOTICE

Date: 15 February 2018

Country: Republic of Moldova

Description of the assignment: Developing the Guideline on best practices in setting Public-Private Partnership for providing thermal energy out of solid biomass

Project name: Moldova Energy and Biomass Project

Period of assignment/services: March - June 2018 (50 consultancy days)

Proposals should be submitted online by pressing the "Apply Online" button at the link <http://www.undp.md/jobs/jobdetails/607/>, no later than **01 March 2018**.

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

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. MEBP Phase One (2011-2014) with a budget of 14.56 million EUR concentrated on demand creation through setting up solid biomass-based heating systems in public and private sectors. At the same time, another significant effort concentrated on development of the private sector that would meet the growing demand for biomass. Presently, main source of biomass in Moldova constitutes agricultural and wood processing waste: straw, sun flower, orchard and vineyard pruning, wood processing and other waste or by-products.

In 2015, MEBP entered into 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 2018 with additional EU-funding of 9.46million EUR.

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

During the first phase (2011 – 2014) a new type of Public Private Partnership (PPP) for the provision of sustainable heat delivery services to public institutions based on biomass installations through a private partner was piloted. The opportunities and risks associated with running such projects were analyzed at the stage of piloting a PPP in the district of Leova. The pilot clearly demonstrated the feasibility of the overall model. A replicability study demonstrated that there is potential for other well-functioning PPPs to be established and identified the prerequisites for replicating heat service provision through PPPs in Moldova, including the core success elements like sustainability of offered services, provision of professional operation and maintenance services, quality control of the fuel and mutual profitability. Thus in 2015-2017, two new PPPs for provision of thermal energy out of biomass sources to public institutions have been established in Nisporeni and Ungheni districts.

In this context, the Moldova Energy and Biomass Project is seeking to hire a service provider to develop a Guideline

on best practices in establishing and running PPPs for providing thermal energy out of solid biomass.

The general objective of the requested consultancy services is to develop within the framework of the Moldova Energy and Biomass Project a practical Guide on best practices for establishing and running PPPs that will reflect the experience of the 3 PPPs created with the support of MEBP, main lessons learned, available procedures and practices, practical recommendations for other public and private stakeholders wishing to initiate a PPP. This will include, but will not be limited to aspects like advising on the technologies to be applied, recommended equipment, biomass fuel and all other elements of the total price of the heat delivered, evaluation of demand for heat delivery, etc. All recommendations will be in line with the "Law on private and public partnership" nr.179, as of 10.07.2008 and the Government Decision nr.476 as of 04.07.2012," Approval of Regulation regarding general conditions and procedures of selection of private partner".

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

3. REQUIREMENTS FOR EXPERIENCE AND QUALIFICATIONS

Academic Qualifications:

- University Degree in Technical Sciences, Mechanics, Energy and/or Agriculture, or related studies;

Years of experience:

- At least 5 years of experience in developing business plans, feasibility studies, producing analytical reports and conducting surveys/market researches, manuals and guides;

Competencies:

- Good knowledge and understanding of the energy sector in Moldova as well as service delivery at district/local level;
- Good understanding of the legal framework and procedures for establishing Public-Private Partnerships in Moldova;
- Experience in providing similar consulting services to creation of PPPs and good understanding of heat delivery service are strong advantages;
- Proven ability to gather, analyse information and provide practical recommendations based on results;
- Advanced training and facilitation skills, mastery of interactive participatory training techniques and adult learning methods;
- Excellent interpersonal and diplomatic skills, as well as the ability to communicate effectively with all stakeholders and to present ideas clearly and effectively;
- Knowledge with solid biomass market development dynamics;
- Excellent proficiency in Romanian and Russian. Knowledge of written and spoken English is an advantage.
- 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:

- (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.

5. FINANCIAL PROPOSAL

Lump sum contracts

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 travel 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-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:

National Consultant:

- University Degree in Technical Sciences, Mechanics, Energy and/or Agriculture, or related studies;
- At least 5 years of experience in developing business plans, feasibility studies, producing analytical reports and conducting surveys/market researches, manuals and guides;

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

Cumulative analysis

Evaluation shall be conducted separately for International and National Consultants. 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.

Evaluation criteria for National Consultant

Technical Evaluation Criteria	Scoring	Maximum Points Obtainable
University Degree in Technical Sciences, Mechanics, Energy and/or Agriculture, or related studies;	University Degree – 20 Master's – 30 pts PhD – 40 pts	40
At least 5 years of experience in developing business plans, feasibility studies, producing analytical reports and conducting surveys/market researches, manuals and guides;	5 years – 40 pts, each additional year – 2 pts; up to max. 60 pts	60
Interview		
Good understanding of the legal framework and procedures for establishing Public-Private Partnerships in Moldova.	3 assignments – 30 pts, each additional year – 2 pts; up to max. 50 pts	50

Experience in providing similar consulting services to creation of PPPs and good understanding of heat delivery service are strong advantages; energy, energy efficiency and/or agricultural sector;	3 assignments – 20 pts, each additional year – 2 pts; up to max. 30 pts	30
Proven ability to gather, analyse information and provide practical recommendations based on results;	3 assignments – 20 pts, each additional year – 2 pts; up to max. 30 pts	30
Advanced training and facilitation skills, mastery of interactive participatory training techniques and adult learning methods;	Up to 30	30
Excellent interpersonal and diplomatic skills, as well as the ability to communicate effectively with all stakeholders and to present ideas clearly and effectively;	Up to 25 pts	25
Excellent proficiency in Romanian and Russian. Knowledge of written and spoken English is an advantage	Romanian, Russian 25pts. English 10 pts	35
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