



TERMS OF REFERENCE

Title:	National consultant on providing remote assistance for public and private users of solid biomass boilers
Project:	“Multidimensional response to emerging human security challenges in Moldova UNDP Moldova”
Duty Station:	Chisinau, Republic of Moldova
Contract Type:	Individual Contract (IC)
Duration:	up to 87 working days during May2024 – September 2024

BACKGROUND INFORMATION

Moldova is facing a compound crisis of energy and food security, curtailed economic growth, growing inflation, limited institutional capacities and divisions in society, aggravated by the continuing socio-economic impact of the COVID-19 pandemic and the war in Ukraine. The refugee crisis presents an additional challenge that requires sustained attention and support from the international community. Without urgent intervention, the deepening socio-economic, energy, food and human security crises has the potential to derail the trajectory of development, and drastically increase human suffering of people in Moldova, whether Ukrainian refugees, third country nationals, or Moldovan citizens (including those from minority ethnic groups). There are risks of massive outmigration and brain drain, as an immediate impact of the worsening of the socio-economic situation, depleting the country of its major asset: human capital.

The overall objective of the intervention is to protect human security and enhance the resilience of the Republic of Moldova, in order to address the multifaceted and interconnected challenges of the current socio-economic, food and energy shocks. The three specific objectives are:

Specific objective 1: To enhance people’s energy security through access to affordable energy that supports livelihoods and energy-efficient production.

Specific objective 2: To enhance food security by supporting the government to implement its Food Security Strategy, thereby strengthening the capacities of agricultural producers affected by the compound crises.

Specific objective 3: To enhance community security by capacitating the police service and community actors to deliver on the principles of social cohesion and peaceful coexistence.

With this project, UNDP ensures that immediate humanitarian assistance is complemented by development efforts across three core insecurities (Energy, Food, Community) to protect and maintain vital systems, structures and a capacity to support Moldova’s resilience. Ultimately, the advancement of human security in Moldova will give rise to more tangible and sustainable results that comprehensively address root causes and drivers behind current and emerging challenges, identify priorities based on the actual needs, vulnerabilities and capacities of the governments,

institutions and the target group of people, and advance solutions that strengthen the protection and empowerment of all peoples and communities.

The project is financed through the Japan Supplementary Budget for a period of 1 year and the total budget of the Specific Objective 1 is around 2.2. mln USD.

The Specific Objective 1/Component 1 will create pre-requisites for secure and affordable energy supply to improve people's living conditions and of the productions processes. The activities under Objective/Component 1 of the project range from capacity building for biomass boilers operators to grant scheme for households, biomass producers, SMEs and revamping of related platforms to enable access to biomass-related information such as follows:

The foundations of the solid biofuels sector in the Republic of Moldova were laid between 2012 and 2017 when, through a multidimensional approach, several projects aimed at creating a solid biofuels market were implemented. Thus, in 2017 in the Republic of Moldova there was a demand for solid biofuels in the form of pellets and briquettes provided by approximately 320 public institutions and over 1200 domestic consumers, there were over 70 producers of solid biofuels, there was a laboratory for checking the quality of solid biofuels, there were training programs ranging from school children to solid biofuel plant operators. After 2018, the solid biofuels sector experienced a recession, this being influenced by several factors such as the very low price of natural gas, the precarious institutional framework to ensure the continuity of the launched initiatives, the lack of political support for the sector, etc.

The energy crisis affecting the Republic of Moldova starting in the fall of 2021 highlighted the importance of the biofuels sector for the national economy but also from the point of view of energy security. At the same time, it demonstrated the need for the unconditional development of this sector in the situation where the stable supply of energy resources of the country still remains a challenge.

In terms of producing of solid biofuels, official data shows a production volume of solid biofuels that varies between 21.7 thousand tons in 2021 and 30.6 million tons in 2020, the average for the analyzed period being 25.5 thousand tons. The average volume of solid biofuels imported in the period 2019-2021 is 4299 tons of which 2305 tons represent briquettes and 1994 tons pellets. The average volume of biofuels exported during this period is 221 tons and is represented only by pellets. Considering this, there is an average volume of biofuels available on the market of approximately 29.57 thousand tons, 24.4% out of which are imported.

According to the statistical data, a minimum volume of 21.8 thousand tons of solid biofuels was consumed in 2020 and a maximum of 28.3 thousand tons consumed in 2021. There are 265 public institutions consumers of solid biofuels, totaling an installed capacity of 57 MW and 1159 households that have solid biofuel plants with a total installed capacity of 26.2 MW.

There were identified several problems within the solid biofuels producing sector, e.g. difficulties in diversifying raw material sources; accessibility of the equipment for the collection and primary preparation of raw materials, low financial and administrative capacities of economic agents to manage the situation of diversification of raw material sources; high rates for the credits, low interest of the local public authorities, state-owned enterprises and other state entities that, as a result of their activity, generate biomass waste, to send for solid biofuels production, etc.

At the same time with the support of the project in the first quarter of 2024, the site on the solid biofuels market was relaunched. It can be accessed from <https://bio.goweb.md/>

The platform allows both solid biomass producers and consumers to find the most suitable products and technologies related to the given sector. During the energy crisis in the fall of 2022, both public institutions and solid biomass consumers had an information vacuum related to access to biomass material, but also lack of a communication link at the level of specialized central public authorities.

The newly created institution, the National Center for Sustainable Energy, is to consolidate at the central level a sustainable and long-lasting link between the public authorities that have central management on solid biomass, but also the local producers of pellets and briquettes.

Considering this, UNDP Moldova, through the Project “Multidimensional response to emerging human security challenges” (Human Security Project), Objective 1/Component 1 - To enhance people’s energy security through access to affordable energy that supports livelihoods and energy-efficient production is providing support to improve the regulatory framework that will contribute to an improved raw material supply and to development of the solid biofuel market.

DUTIES AND RESPONSIBILITIES

a. Scope of work

The national consultant will provide technical assistance to the CNED in organizing the consultation process of local public authorities that manage solid biomass thermal power plants, in preparing them for the next heating season.

The duties of the specialist include the technical support provided to the CNED (with physical presence at the office), which include the following basic tasks, but will not be limited to:

- Participation in activities regarding the implementation and monitoring of the normative framework regarding the promotion of the use of biofuel;
- Identification of normative acts and policy documents necessary to develop/revise in order to legalize thermal power plants cultivation and harvesting;
- Participation in the development of normative acts and policy documents aimed at promoting biofuel consumption;
- Development of a database for the main actors of the solid biofuels market (central and local public authorities that have central management, the residential sector, the private sector, etc.);
- Providing informative and advisory assistance to central and local public administration authorities, legal and natural persons in the field of biofuel;
- Provision of remote informational support, through the call center, to public authorities for heating season 2024-2025;
- Providing support for placing information on the website of the biomass market in the Republic of Moldova;
- Facilitation of contact between solid biofuel producers and final consumers through the solid biomass portal in Moldova.
- Provision of necessary technical support to the end users of the solid biomass thermal power plants with the repair and maintenance companies of the power plants.
- Providing the necessary support in the implementation of the financing programs implemented by CNED;
- Support for the promotion and implementation of biomass measures;
- Support for the development of financing mechanisms developed by CNED;
- Participation in the analysis and identification of the beneficiaries who will implement projects in the field of biomass;

- Other technical support upon request from the CNED,

In general, the consultant will play a vital role in promoting the biomass infrastructure and industry, stimulating efficiency, communication and technology integration in both the public and private sectors.

b. Deliverables and Timeline

The consultant is expected to produce the following deliverables:

No.	Deliverables	Timeframe
1.	Deliverable 1. Development of the activity plan and the technical assistance methodology offered to the CNED (<i>up to 2 working days</i>);	May 2024
2.	Deliverable 2. Review or development of normative or policy acts in the field of solid biofuels (minimum 3 normative acts/or policy acts/or internal documents) (<i>up to 20 working days</i>);	June-August 2024
3.	Deliverable 3. Creation, maintenance and development of databases in the field of biofuel, including for the distribution of information to end consumers, central and local authorities and other interested parties in the field. (<i>up to 29 working days</i>);	June-August 2024
4.	Deliverable 4. At least 320 advisory interventions granted to the public, private or residential sector. (<i>up to 29 working days</i>);	June-September 2024
5.	Deliverable 5. Participation in relevant meetings, promotion or implementation the biomass programs (at least 1 biomass program) (<i>up to 5 working days</i>);	June -September 2024
6.	Deliverable 6. Final Report of activities with the inclusion of rigorous recommendations and conclusions (<i>up to 2 working days</i>);	September 2024

MANAGEMENT ARRANGEMENTS

This is a part-time consultancy. The timeframe for the work is May 2024 – September 2024.

The consultant will work from the premises of the CNED office. He/she will use data available in Romanian, English and Russian, and will produce all the deliverables in English

All deliverables must be quality reviewed and accepted by Team Leader and UNDP's Energy/Environment Cluster Lead. The payments will be disbursed in several instalments, upon the completion of the deliverables.

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 instalments 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 the daily fee, taxes, and number of anticipated working days) (see Annex 2 of the Offeror's Letter Confirming Interest and availability).

QUALIFICATIONS AND SKILLS REQUIRED

I. Education

- University Degree in civil engineering, energy, construction engineering or other related areas.

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II. Years and sphere of experience:

- At least five (5) years of work experience in the energy field of the Republic of Moldova;
- Extensive knowledge in the field of solid biomass and biomass power plants;
- Proven experience in preparing technical procedures and/or technical reports;
- Proven experience regarding the legal and normative framework of biomass in the Republic of Moldova
- Proven experience in organizing and leading meetings with a wide range of stakeholders;
- Experience working with UN agencies is an advantage.
- Strong leadership and team management skills;

Skills and Competencies:

- Excellent quantitative and qualitative research skills;
- Proven capacity to produce reports and analyses in Romanian;
- Consistently ensures timeliness and quality of work;
- Innovative and creative thinking;
- Consistently approaches work with energy and a positive, constructive attitude;
- Excellent interpersonal and teamwork skills;
- Displays cultural, gender, religion, race, nationality and age sensitivity and adaptability;
- Ability to facilitate group processes, including when tensions arise.

Language:

- Proficiency in Romanian and Russian. Knowledge of English is an asset.

Proven commitment to the core values of the United Nations respecting differences of culture, gender, religion, ethnicity, nationality, language, age, HIV status, disability, and sexual orientation, or other status. Please mention in CV if you belong to the group(s) under-represented in the UN Moldova and/or the area of assignment.

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.

Application Process:

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

1. Proposal, explaining why he/she is most suitable for the work, including past experience in similar assignments, providing a brief information on above qualifications and methodology on how he/she will approach and conduct the work (if applicable).
2. [OFFEROR'S LETTER TO UNDP CONFIRMING INTEREST AND AVAILABILITY FOR THE INDIVIDUAL CONTRACTOR \(IC\) ASSIGNMENT](#)
3. CV with at least three names for a reference check.

Important notice:

The applicants who have the statute of Government Official / Public Servant prior to appointment will be asked to submit the following documentation:

1. a no-objection letter in respect of the applicant received from the Government, and;
2. the applicant is certified in writing by the Government to be on official leave without pay for the entire duration of the Individual Contract.

A retired government official is not considered in this case a government official, and as such, may be contracted.

Evaluation:

The individual consultant will be evaluated on a Pass/Fail basis for the following criteria:

- Citizen of the Republic of Moldova;
- University Degree in civil engineering, energy, construction engineering or other related areas;
- At least five (5) years of work experience in the energy field of the Republic of Moldova.

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 if the technical and financial 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.

Criteria	Scoring	Maximum Points Obtainable
<u>Technical</u>		
University Degree in civil engineering, energy, construction engineering or other related areas.	Bachelor's University Degree – 20 pts; Master's degree – 30 pts. PhD – 40 pts.	40
At least five (5) years of work experience in the energy field of the Republic of Moldova	5 years – 40 pts., each additional year – 10 pts., up to max. 80 pts;	80
Extensive knowledge in the field of solid biomass and biomass power plants	At least 2 projects – 30 pts; for each additional project – 5 pts; up to max. 50 pts;	50
Proven experience regarding the legal and normative framework of biomass in the Republic of Moldova	Development or participation in the development at least 2 normative acts (government decisions, regulations, or draft laws, etc.)– 60 pts; for each additional acts – 5 pts; up to max. 80 pts;	80
Romanian, Russian and English is required for this assignment	10 pts. per language, up to max. 30 pts;	30
Belonging to the group(s) under-represented in the UN Moldova and/or the area of assignment*	(no – 0 pts., to one group – 5 pts.)	5
Proven experience in organizing and leading meetings with a wide range of stakeholders.	no – 0 pts., yes – 10 pts.	10
Experience working with UN agencies is an advantage.	no – 0 pts., yes – 5 pts.	5
Maximum Total Technical Scoring		300
Financial		
Evaluation of submitted financial offers will be done based on the following formula: $S = F_{min} / F * 200$ S – score received on financial evaluation;		200

Fmin – the lowest financial offer out of all the submitted offers qualified over the technical evaluation round;	
F – financial offer under consideration	

**Under-represented group in the area of assignment are women. Under-represented groups in UN Moldova are persons with disabilities, LGBTI, ethnic and linguistic minorities, especially ethnic Gagauzians, Bulgarians, Roma, Jews, people of African descent, people living with HIV, religious minorities, especially Muslim women, refugees, and other non-citizens*

Winning candidate

The winning candidate will be the candidate who has accumulated the highest aggregated score (technical scoring + financial scoring)