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INDIVIDUAL CONSULTANT PROCUREMENT NOTICE

Date: 12 February 2016

Country: Republic of Moldova

Description of the assignment: National Consultant to update the Teachers Guide pertaining to "Renewable Energy Sources" Manual for 7th – 8th – 9th grade students

Project name: Moldova Energy and Biomass Project

Period of assignment/services: March – May 2016

Proposals should be submitted online by pressing the "Apply Online" button no later than **28 February 2016**.

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.

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, succeeded 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, 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 9.46million EUR.

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.

Getting the younger members of the society informed about the benefits of clean, low-cost energy that can be produced from renewable local sources, including biomass, will contribute to increasing the societal acceptance of biomass as a sustainable source of energy for Moldova and will bring a long-term change within the Moldovan society regarding energy efficiency and use of renewable materials.

In this context, educating the school children of 7th, 8th and 9th grades on renewable energy sources in general, and biomass in particular, within public schools from the MEBP target communities will contribute to the change of behaviour of the young generation.

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

Within the first phase of the Moldova Energy and Biomass Project (2011 – 2014), via its training and capacity development component, comprehensive educational activities for teachers and students from MEBP target localities were deployed. A Teacher's Guide (2012) and a Student Manual (2014) were developed to support the education initiative in schools. An optional course on "Renewable Energy Sources" for 7th-8th grade students was taught and more than 19000 students enhanced their knowledge in this regard. The optional course was taught based on an educational programme elaborated by a group of experts and endorsed by the Ministry of Education.

Within MEBP II phase, the Educational Initiative further expanded the activities within the "Educational Initiative" not only to the newly identified target communities by offering the optional course for 9th grade students but also updated and revised the Manual "Renewable Energy Sources". A subsequent revision of the Teachers' Guide pertaining to the Manual is further required.

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

3. REQUIREMENTS FOR EXPERIENCE AND QUALIFICATIONS

I. Academic Qualifications:

- University degree in Education, Social Sciences or other related field. An advanced degree or/and substantive relevant work experience would constitute an advantage;

II. Years of experience:

- At least 5 years of previous experience in elaborating school curricula, manuals, guides including for school courses;
- Extensive experience in developing teachers guides, educational plans, etc., pertaining to biology classes; environment protection; ecological education, and other school subject relevant to renewable energy and energy efficiency;

III. Competencies:

- Demonstrated understanding and knowledge of optional school program principles;
- Excellent analytical, writing, drafting and planning skills;
- Good understanding of the biomass market in Moldova would constitute an advantage;
- Strong interpersonal communication skills at all levels;
- 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

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:

- University degree in Education, Social Sciences or other related field;
- At least 5 years of previous experience in elaborating school curricula, manuals, guides including for school courses;

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.

Technical Evaluation Criteria	Scoring	Maximum Points Obtainable
University degree in Education, Social Sciences or other related field. An advanced degree or/and substantive relevant work experience would constitute an advantage	University Degree – 20 Master's – 25 pts PhD – 30 pts	30
At least 5 years of previous experience in elaborating school curricula, manuals, guides including for school courses	5 years – 30 pts, each additional year – 5 pts; up to max. 50 pts	50

Extensive experience in developing teachers guides, educational plans, etc., pertaining to biology classes; environment protection; ecological education, and other school subject relevant to renewable energy and energy efficiency	3 curricula developed and approved – 30; each additional curricula – 5 pts; up to max.50 pts	50
Interview		
Demonstrated understanding and knowledge of optional school program principles	Up to 40 pts.	40
Excellent analytical, writing, drafting and planning skills	Up to 30 pts.	30
Good understanding of the biomass market in Moldova would constitute an advantage	Up to 30 pts.	30
Strong interpersonal communication skills at all levels	Up to 30 pts.	30
Excellent proficiency in Romanian and Russian. Knowledge of written and spoken English is an advantage	Romanian and Russian – 20 pts English– 10 pts.	30
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	Up to 10 pts.	10
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