



INDIVIDUAL CONSULTANT PROCUREMENT NOTICE

30 October 2014

Country:	Turkey
Description of the Assignment:	Framework-based consultancy services on assessment and utilization of biomass potential in Southeast Anatolia Region and effective urban waste management
Project Names:	Utilization of Renewable Energy Resources and increasing Energy Efficiency in Southeast Anatolia Region (PHASE 2) Mitigating the Impact of the Syrian Crisis on the Host communities in Southeast Anatolia.
Period of Assignment/Services:	November 2014 – October 2015

Proposal should be submitted by email to ic.proposal@undp.org.tr no later than **10 November 2014**, COB.

Any request for clarification must be sent in writing, or by standard electronic communication to the address or e-mail indicated above. UNDP will respond in writing or 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 consultants.

1 BACKGROUND

Southeast Anatolia Project Regional Development Administration (GAP RDA) and United Nations Development Programme (UNDP) launched the second phase of the Utilization of Renewable Energy Resources and increasing Energy Efficiency in Southeast Anatolia Region (the Project) in 2012.

One of the main objectives of the Project is to utilize the biomass potential of the Region which is generated by the agricultural residues and the animal manure.

On the other hand, UNDP currently implements a project addressing the challenges faced by the host communities due to the Syrian crisis and its spillover effects. One of the main challenges identified is the lack of existing capacities of the Municipalities that host the Syrian influx to provide waste management services to the increased population living within the area of their mandate. UNDP plans to further expand and develop this initiative.

For further details, please see Annex 1 (Terms of Reference).

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

The scope of the work includes provision of “*Framework-based consultancy services on assessment and utilization of biomass potential in Southeast Anatolia Region and effective urban waste management*” (the Assignment). The main responsibility of the Individual Consultant (IC) is to provide UNDP and GAP RDA as well as other relevant partners with high caliber consultancy services while conducting analysis, designing intervention modalities and implementation of the key activities of the Project on assessment and utilization of biomass potential of the SEA Region, as well as conducting needs assessment for urban waste management capabilities of select municipalities and development of urban waste management models.

The IC will work on a framework contract basis. Specific expectations from the IC will be articulated in the service requests to be made by UNDP during the course of the contract.

For further details, please see Annex 1 (Terms of Reference).

3 REQUIREMENTS FOR EXPERIENCE AND QUALIFICATIONS

Please see Annex 1 (Terms of Reference).

4 DOCUMENTS TO BE INCLUDED WHEN SUBMITTING THE PROPOSALS

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

- A one-page Letter of Interest, explaining why they are the most suitable for the work
- Financial Proposal (please see section 5, below and Annex II)
- Personal updated CV, including past experience in similar projects and at least 3 references

5 FINANCIAL PROPOSAL

The interested individual consultants must submit their financial proposals by following the guidance and the standard template provided in Annex 2. Any deviation from the standard text may lead to disqualification.

6 EVALUATION

The evaluation will be based on cumulative analysis (i.e. technical qualifications and price proposal). The weight of the technical criteria is 70%; the weight of the financial proposal is 30%. Candidates that obtain a minimum of 70 pts out of a maximum 100 pts will be considered for the financial evaluation. Candidates that do not meet the minimum requirements will be disqualified.

Criteria	Weight	Maximum Points	Weighted Score
Technical	70%	100 pts	70
<i>General Qualifications</i>	<i>14%</i>	<i>20 pts</i>	<i>14</i>
<i>General Professional Experience</i>	<i>21%</i>	<i>30 pts</i>	<i>21</i>
<i>Specific Professional Experience</i>	<i>35%</i>	<i>50 pts</i>	<i>35</i>
Financial	30%	100 pts	30

7 ANNEXES

The following annexes are an integral part of this procurement notice. In case of any conflict between the provisions of the Annex III and the procurement notice and/or Annex I and/or Annex II, the provisions of Annex III are applicable.

- Annex 1: Terms of Reference
- Annex 2: Price Proposal Guideline and Template
- Annex 3: General Conditions of Contract for Individual Consultants

Annex 1: Terms of Reference

1 BACKGROUND

UNDP (United Nations Development Programme) is the UN's global development network, an organization advocating for change and connecting countries to knowledge, experience and resources to help people build a better life. UNDP is on the ground in 177 countries and territories, working with them on their own solutions to global and national development challenges. As they develop local capacity, they draw on the people of UNDP and its wide range of partners. UNDP's global focus is helping countries build and share solutions to the challenges of: (a) Democratic Governance; (b) Poverty Reduction; (c) Crisis Prevention and Recovery; (d) Environment and Energy and (e) HIV/AIDS. UNDP helps developing countries attract and use aid effectively. In all its activities, UNDP encourages the protection of human rights and the empowerment of women.

Within the aforementioned global context, UNDP Turkey works for Democratic Governance and Growth without Poverty. For more than 50 years the UNDP has worked in close partnership with the Turkish Government and numerous national and international institutions, including NGOs, academics and the business community.

UNDP Turkey aims to find practical solutions to Turkey's development challenges and manages projects together with the Turkish Government and other partners to address them. Since 1986 it has implemented over 80 programs across the country. In addition, the UNDP has played a major role in response to crises and disasters in Turkey and the surrounding region.

UNDP Turkey's strategy for 2011-2015, formulated with and agreed by the Turkish Government, highlights three core areas, through which UNDP supports the implementation of Turkey's development agenda through project implementation and policy advice. These are: 1) capacity building for democratic governance; 2) action and advocacy for poverty reduction; and 3) environment and sustainable development. In addition to these core areas, UNDP Turkey is emphasizing the role of women, private sector, capacity development and information and communication technology in its policies and programmes.

With the latest changes in the global arena and in Turkey, UNDP Turkey has repositioned itself to be in line with the new UNDP Strategic Plan 2014-2017, changing needs of Turkey and Tenth National Development Plan, in order to target development challenges and priorities of the country.

UNDP Turkey has repositioned to contribute through three core areas: 1) Inclusive and Democratic Governance (IDG); 2) Inclusive and Sustainable Growth (ISG); and 3) Climate Change and Environment (CCE); and in addition to these core areas, UNDP Turkey is emphasizing the role of Strategic Partnerships that cut across the entire country programme as well as regionally and globally.

The ISG Portfolio is geared towards addressing structural economic problems, such as productivity, innovation, the middle-income trap, multi-dimensional poverty, energy security and regional disparities, as well as challenges with social, environmental and economic repercussions, such as urbanization.

Within the scope of the Local Socio-Economic Development Cluster of the ISG portfolio, UNDP and the GAP RDA (Southeast Anatolia Project Regional Development Administration) are jointly implementing the “Utilization of Renewable Energy Resources and increasing Energy Efficiency in Southeast Anatolia Region (PHASE 2)” Project. The Project is funded fully by the Government of Turkey.

Likewise the first phase of the Project, the overall objective of the second phase of the Project is to improve the competitiveness of the Southeast Anatolia Region in a sustainable and socially equitable manner by improving the capacity for better utilization of renewable energy resources and by increasing the energy efficiency in the Southeast Anatolia Region.

One of the main objectives of the Project is to utilize the biomass potential of the Region which is generated by the agricultural residues and the animal manure. In this sense, with a view to achieve this specific objective, a series of activities have been implemented within the scope of the Project, including

- i.* Development of a methodology for the biomass potential assessment and collation of the available data,
- ii.* Assessment of the biomass potential of the SEA Region and identification of the appropriate technologies to generate heat and power out of biomass,
- iii.* Development of the agricultural waste management and collection model and geographical optimization for the location(s) of the pilot biomass power plant(s),
- iv.* Preparation of a fully fledged feasibility study for the demonstrative biomass power plant(s) up to 500 KW capacity along with financing and operationalization plan(s).

Data collected as part of the regional biomass assessment study has shown that thermal and advanced thermal conversion; focused on anaerobic fermentation (biogas production), pelletization (solid fuel production), and thermal gasification (syngas production) are the most efficient conversion ways of biomass to energy. The potential biomass resources of the GAP Region constitutes of animal manure available for biogas production, lignocellulosic agricultural wastes available for syngas production, and other agricultural wastes without lignocellulosic content. As a result of the preliminary works conducted, Şanlıurfa, Gaziantep, Kilis, and Şırnak, in particular with its huge forestry area, are seen as suitable provinces for the application of gasification (syngas) technology. On the other side, provinces of Adıyaman, Kilis and Gaziantep have a significant biomass potential, to develop mid-to-large size biogas plant(s), due to high concentration of cattle farming.

Feasibility studies have been conducted in select destinations suitable for conversion of energy from agriculture waste in various parts of the SEA Region. Technical and economic aspects of potential micro-level biomass plants to be located at individual establishments, as well as macro-level facilities that operate on agricultural wastes collected from multiple sources have been analyzed. Further steps towards development and identification of institutional structures,

financial models, business plans, facility layouts, and technical specifications of equipment will be undertaken, to establish demonstrative biomass plants in select focal points. The activities to be carried out in the next term include, but are not limited to, the following:

- i.* Conduct of laboratory analyses of available feedstock, i.e. agricultural wastes, animal manure, or any combination, to define calorific values, combustion residues, gas generation capacities etc.,
- ii.* Definition of site-specific biomass-to-energy conversion technologies and facility sizes, taking into consideration the local needs and requirements,
- iii.* Conduct of feasibility analyses and development of financial models and support systems,
- iv.* Development of ownership/institutional structures and management models,
- v.* Preparation of short, medium, and long term business plans and operational plans,
- vi.* Facility layout designs and identification of fully-fledged technical specifications of the equipment to be employed,
- vii.* Monitoring the installation, commissioning, and operation of demonstrative power plants,
- viii.* Design and delivery of training and awareness raising programmes on production of energy out of biomass.

In line with the requirements of other ongoing projects/initiatives being implemented within the scope of the Local Socio-Economic Development Cluster of the ISG Portfolio, studies for the analyses and strategic planning of urban waste management as well as development of waste management models/systems at the municipal level is also included within the scope of the present assignment.

In order to ensure quality and efficiency of these activities, current assignment (“The Assignment” hereinafter) is formulated for mobilization of relevant expertise in respective stages from conceptualization to monitoring of relevant activities on assessment and utilization of biomass potential of the SEA Region and analyses and planning of urban waste management models.

2 OBJECTIVE AND SCOPE

The ultimate purpose of this assignment is to promote the biomass energy utilization potential of the Southeast Anatolia Region (aka SEA Region) by implementation of replicable demonstrative investment(s) (i.e. Biomass Power Plant). The assignment also aims at developing a fully fledged agricultural waste management and collection model for the efficient utilization of the regional potential on biomass at select destinations.

Within the scope of the present assignment, the primary biomass feed stock will be taken into consideration (i.e. agricultural residues/wastes and animal manure). As such, the energy crops which fall within the category of primary biomass feed stock will not be included. The land use (commercial forests, pasture etc.) and the economic sectors (i.e. food production, wood and wood production etc.) will not be covered in the scope of the present assignment either.

As noted above, present assignment will also include analytical and strategic studies on collection, management and mitigation of urban wastes at the municipal level in the Southeast

Anatolia Region as well as development of models for more efficient systems, with the changing population dynamics.

In order to achieve this objective, an Individual Consultant (IC) will be hired on a framework contract basis through this generic Terms of Reference and be requested to provide consultancy services and develop corresponding deliverables based on the specific service requests made to the IC by the UNDP during the course of the contract.

3 ACCRONYMS AND ABBREVIATIONS

Unless otherwise noted;

- *The Project* refers to Utilization of Renewable Energy Resources and increasing Energy Efficiency in Southeast Anatolia Region (PHASE 2)
- *The Assignment* refers to the present Assignment
- *w/d* refers to working days
- *EE* refers to energy efficiency
- *GAP RDA* refers to Southeast Anatolia Regional Development Administration
- *IC* refers to the Individual Consultant,
- *RE* refers to renewable energy
- *Region* refers to SEA Region
- *PMU* refer to the Project Management Unit
- *UNDP* refers to United Nations Development Programme Country Office in Turkey,

4 DUTIES AND RESPONSIBILITIES OF THE INDIVIDUAL CONSULTANT (IC)

As noted in Section 2, UNDP will mobilize an individual consultant (IC) on a framework contract basis. The following duties and responsibilities are *indicative* and *subject to further detailing* through specific service requests to be made by UNDP during the course of the contract duration.

Within the scope of the Assignment; the IC is expected to provide consultancy services for the below listed generic activities:

- Conduct of laboratory analyses of available feedstock, i.e. agricultural wastes, animal manure, or any combination, to define calorific values, combustion residues, gas generation capacities etc.,
- Identification of site-specific biomass-to-energy conversion technologies and facility sizes, taking into consideration the local needs and requirements,
- Conduct of feasibility analyses and development of financial models and support systems,
- Development of ownership/institutional structures and management models,
- Preparation of short, medium, and long term business plans, facility layout designs and identification of fully-fledged technical specifications of the equipment to be employed,
- Monitoring the installation, commissioning, and operation of demonstrative power plants,
- Design and delivery of training and awareness raising programmes on production of energy out of biomass.
- Conduct of analyses and development of models for the collection, management and mitigation of urban wastes at the municipal/provincial levels.

If required by the UNDP and the GAP RDA, the IC could be requested to provide additional consultancy services on topics related to her/his expertise area for other activities of the Project, as well as other relevant projects such as the project on the Host communities.

The IC will report to the Local Socio-Economic Development Cluster Lead and the assigned managers of the projects at the UNDP in which the IC will be retained. The IC will work closely with the PMU at UNDP.

5 DUTIES AND RESPONSIBILITIES OF THE UNDP

UNDP will provide all relevant background documents. UNDP is not required to provide any physical facility for the work of the IC. However depending to the availability of physical facilities (e.g. working space, computer, printer, telephone lines, internet connection etc.) and at the discretion of the UNDP and GAP RDA such facilities may be provided at the disposal of the IC. UNDP and/or GAP RDA will facilitate meetings between the IC and other stakeholders, when needed. UNDP will cover travel and accommodation costs of the IC.

6 DELIVERABLES

The Assignment will include interim and final deliverables, which will be defined in the specific service requests to be made by UNDP to the IC.

All reports should be submitted in the Turkish Language. UNDP may request executive summaries of some select deliverables in the English Language.

7 ESTIMATED INPUTS BY THE INDIVIDUAL CONSULTANT (IC)

The IC is expected to invest (*at maximum*) **120** working/days.

8 REQUIRED QUALIFICATIONS

The required qualifications and/or experience are presented below:

General Qualifications

- University degree in relevant fields of engineering and/or natural sciences.
- **Asset:** advance degrees in relevant field.
- Proficient in Turkish, Conversant in English,
- Advanced computer skills in using applications, such as word processors, spreadsheets etc.

Professional Experience

- A minimum of 10 years of professional experience is required.
- Professional experience of more than 15 years is an **asset**.
- International professional experience of more than 3 years is an **asset**.

Specific Experience

- At least 5 years of specific experience in bio-energy sector and/or waste management,
- Specific experience in conceptualization, design, implementation and/or monitoring of at least 2 projects which is based on generation of power and energy out of biomass,
- Specific experience in analyses and planning of urban waste management,

- At least 2 years of specific experience in delivery of consultancy services on generation of power and energy out of biomass,
- Experience in delivery of at least 3 training programs on legislative framework, techniques and technologies of generation of power and energy out of biomass,
- Specific experience in working with public sector, SMEs, NGOs and academia,
- **Assets:** (i) More than 5 years of specific experience in biomass, (ii) Previous experience in Southeast Anatolia Region.

9 TIMING AND DURATION

The Assignment is expected to be launched in November 2014 and be completed by the end of October 2015.

10 PLACE OF WORK

Place of work for the assignment is Ankara and the Southeast Anatolia Region.

11 PAYMENTS

The contract to be signed between UNDP and successful candidate(s) will **not** entail a financial commitment from UNDP. UNDP's financial commitment will be established on an *ad-hoc* basis every time as services are officially requested by UNDP.

Payment terms and conditions will be specified in the specific service requests. Payment terms and conditions along with the daily fee rate (indicated in the contract) and number of days invested (***not to exceed maximum number of days in the service request***) will be the basis of payment to the IC. Payments will be made against submission of the deliverable(s) in the specific service requests by the IC and approval of such deliverables by UNDP and GAP RDA. Travel and accommodation arrangements will be made by the Project and related costs will be borne by the Project.

Annex II: Price Proposal Guideline and Template

The prospective IC should take the following explanations into account during submission of his/her price proposal.

- You are asked to propose your professional **daily fee rate**, which will be multiplied by the number of working/days indicated in the Terms of Reference to establish the **total contract amount**.
- The fee rate should be indicated in Turkish Liras (TL).
- The fee rate should be indicated in gross terms and hence should be inclusive of costs related to tax, social security premium, pension, visa (if needed) etc.
- UNDP will not make any further clarification on costs related to tax, social security premium, pension, visa etc. It is the applicants' responsibility to make necessary inquiries on these matters.
- The payments to be made will be calculated on the actual number of working/days to be invested and reported (through timesheets) by the consultant for fulfillment/delivery of corresponding activities/deliverables. The number of working/days to be reported by the consultant cannot be more than the number of working/days, indicated in the service request allocated for the fulfillment/delivery of corresponding activities/deliverables.
- Travel and accommodation costs will be borne by UNDP.
- Once proposed and accepted, **the fee rate cannot be changed**.
- Please (a) copy the below text into a word processor, (b) indicate your daily fee rate as explained above, (c) do not change any part of the standard text (changing the standard text may lead to disqualification), (d) sign the document, (e) scan the signed version of the price proposal, and (f) send it as an attachment back to UNDP by replying to this email.

Price Proposal Submission Form

To: United Nations Development Programme

Ref: Framework-based consultancy services on assessment and utilization of biomass potential in Southeast Anatolia Region and effective urban waste management.

Dear Sir / Madam,

I, the undersigned, offer to provide professional consulting services to UNDP within the scope of the referred Assignment.

Having examined, understood and agreed to the Procurement Notice and its annexes, the receipt of which are hereby duly acknowledged, I, the undersigned, offer to deliver professional services, in conformity with Annex I (Terms of Reference) of the Procurement Notice.

My *daily consultancy fee rate* is: _____ Turkish Lira

I understand that

- My daily fee rate will be multiplied by the applicable number of units to establish the contract amount.
- My services will be received *on a framework basis* and that signature of a contract would *not* establish a financial commitment from UNDP.
- A financial commitment from UNDP will only be established at the time of service request and only for *the number of maximum working/days* indicated in the service request,
- The number of working/days indicated in the service requests, allocated for each payment/deliverable is the *maximum* number of working days, and I agree to fulfill/deliver the relevant activities/deliverables at most within those maximum amounts of working/days.

I confirm that the price (daily fee rate) that I quote is **gross**, and is inclusive of all legal expenses, including but not limited to social security, income tax, pension, visa etc., which shall be required applicable laws.

I agree that my proposal shall remain binding upon me for 30 days.

I understand that you are not bound to accept any proposal you may receive.

[Signature]

Date:

Name:

Address:

Telephone/Fax:

Email: