



TERMS of REFERENCE

UN Agency:	UNDP Moldova United Nations Development Programme
Title of the internship position:	Data collection and visualization intern
Program / Project / Section:	Moldova Energy and Biomass Project, Chisinau, Moldova
Reports to (officer in charge):	Training and Capacity Building Officer
Duration and Period of the Internship:	1 April – 30 June 2016 (3 months), with a possibility of extension
Weekly workload (hours / week):	16-20 hours / week

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, aimed 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 was extended in the framework of the Eastern Partnership Integration and Cooperation (EaPIC) programme, based on its continued high relevance, excellent performance and the clearly identified need to further support the consolidation of the emerging biomass market in the country. The extension timeframe is until 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.

To achieve these objectives the focus of EaPIC top-up activities under the existing project outputs, will be the following:

- **Output 1. Municipal biomass heating and fuel supply markets established**
This component will aim at installing at least 80 additional biomass-based municipal heating systems in Moldova, with focus on Transnistria, ATU Gagauzia, Taraclia district and small towns. An increased focus will be on the further development of the domestic biomass fuel market in view of ensuring sustainable supply, enhanced competition between producers, application of quality standards, certification of products and end-consumer protection. Integrated renewable energy and energy efficiency solutions will be piloted to demonstrate the suitability of modern biomass-based heating systems for small towns;
- **Output 2. Foundations laid for establishment of efficient household heating, industrial cogeneration and biomass briquetting markets**

Under output 2, at least 100 households and/or small business will be supported to procure modern and efficient biomass boilers under preferential conditions. Technical and financial support will be provided for the creation of 7 new PPPs throughout the country to foster PPPs for establishing sustainable biomass-based heating services and efficient operation and maintenance of the systems. LPAs, facility managers and boiler operators will receive technical training on management of biomass heating systems;

- Output 3. Capacity built for growth of biomass markets at regional and local levels
The capacity development activities will continue to be a key element of the component being tailor-made and extended to Transnistria, Gagauzia and Taraclia district, as well as small towns. Vocational education and training (VET) sector will be addressed in view of a consolidated effort to equip the Moldovan labour force in support of the emerging markets and technologies. The school education activities on renewable energy and energy efficiency, especially the Bioenergy Summer Camps, will be extended to small towns from Moldova, Taraclia district, Gagauzia and wherever feasible in Transnistria);
- Output 4. The opportunities and benefits of biomass energy for Moldova are well known, visibility of project results is promoted
Wide-spread awareness raising activity on the opportunities and benefits of biomass energy will be further facilitated, with a specific focus on increasing the uptake of renewable energy technologies in ATU Gagauzia and Taraclia district, and Transnistria Region, and visibility of the partnership and impact of the action will be effectively promoted.

Summary of key responsibilities

1. Support the MEBP team in data collection and analysis

- 1.1) Collect basic data about MEBP beneficiaries (biofuel producers, boiler dealers, community beneficiaries) on various issues;
- 1.2) Update the existing data - base pertaining to biofuel producer, beneficiaries, educational materials, communication materials, etc.

2. Support the MEBP team in preparing info-graphics and visual communication

- 1.2) Based on the available data, develops simple informational and visual graphic about MEBP activities;
- 1.2) Prepare various visual information and graphics for MEBP webpage, on-line platforms, including various educational and communication materials;
- 1.3) Provides data in up-dating MEBP Facebook page;
- 1.4) Assists in monitoring post-event media reflections;
- 1.5) Assists in photo-documentation of MEBP events and keeps the MEBP photo-gallery accurately updated;
- 1.6) Performs other duties as assigned by supervisor (s);

Eligibility requirements

Education

- At least secondary education (completed University degree is an advantage, but **is not** a mandatory requirement);

Minimum qualifications / skills and competencies

- Good oral and written communication skills;

- Ability to work well with diverse groups of people;
- Comfortable in talking and interacting with others;
- Core Values: Commitment, Diversity and Inclusion, Integrity;
- Core Competencies: Communication, Working with People, Drive for Results;
- Personal Qualities: Responsibility, Creativity, Flexibility, Punctuality;

Languages: Fluency in Romanian **or** Russian, both oral and written. Fluency in English – is an advantage, but **is not** mandatory.

This internship position seeks to fill in under-representation of the following groups: persons with disabilities, ethnic Gagauzians, Bulgarians, Roma, other minorities, and comes as a temporary special measure.

Internship package and working conditions

- Remuneration: this internship **is not** a paid position;
- Workplace conditions: the intern will have a workplace equipped with a computer and necessary stationery, and reasonably accommodated to special needs (in case of necessity);
- Urban transportation costs (in case of an intern with reduced mobility) – will be covered, in case of necessity;
- Inter-urban transportation costs (in case of an intern residing outside Chisinau) – will be covered, in case of necessity (one round trip once per month, as per UN reimbursement rules).