



INDIVIDUAL CONSULTANT PROCUREMENT NOTICE

Date: 09 February 2018

Country: Republic of Moldova, Chisinau

Description of the assignment: International Project Advisor/Team Leader

Project name: Moldova Sustainable Green Cities – Catalysing investment in sustainable green cities in the Republic of Moldova using a holistic integrated urban planning approach

Period of assignment/services: 163 working days spread over a one-year contract starting from beginning of March 2018.

Contract type: Individual contract

Proposal should be submitted online by pressing the “Apply Online”, **no later than February 25, 2018.**

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

1. BACKGROUND

These are the Terms of Reference (ToR) for the position “International project Advisor/Team Leader” under the UNDP-GEF Project titled: Moldova Sustainable Green Cities – Catalysing investment in sustainable green cities in the Republic of Moldova using a holistic integrated urban planning approach. The project document was signed with the Implementing Partner in October 2017 and the implementation period will extend over the next 5 years. Currently, during the project inception phase, UNDP Moldova and the Project Manager are recruiting the main staff positions under the project.

During the duration of this consultancy (163 work days over a period of one year), the International Project Advisor/Team Leader will report to the Project Manager and will provide day-to-day technical support to the project in view of establishing the mechanisms, operational standards and reference documents, necessary for the national implementation of the Component 1 of the Project and will provide general support to the project, will liaise with the main stakeholders and implement the Monitoring and Evaluation Plan (M&E) aligned with GEF rules.

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

The International Project Advisor/Team Leader will have overall responsibility over the day to day implementation of the activities under project's Component 1 and overall project advisory services and support to the Project Manager, including responsibility for the project's UNDP standard M&E aligned with UNDP/GEF rules.

For detailed information, please refer to the Terms of Reference.

3. REQUIREMENTS FOR EXPERIENCE AND QUALIFICATIONS

Academic qualifications:

- Master's degree in environmental studies, business administration, social sciences and/or other related fields.

Experience:

- At least 7 years professional experience in project/programme management and coordination, including project development and extensive use of M&E etc at national and international level.
- Demonstrable experience in implementing GEF and UNDP projects in Environment and Energy area or other international donor funded development projects;
- At least 5 years work experience with projects in environment, climate change field;
- Previous experience in project work in Moldova (project development and/or project management) and knowledge of national context is an asset;
- Knowledge of green cities concept and familiarity with at least one focus area of the project (e.g. energy efficiency in buildings, mobility/transport, waste management);
- Demonstrable experience in coordinating large multi-disciplinary consultants or project teams;
- Ability to lead strategic planning, results-based management and reporting;
- Analytical skills, communication and teamwork abilities;
- Excellent computer literacy (Word, Excel, Internet, Power Point);
- Proven experience in preparation of written reports in an accurate and concise manner in English;

Language requirements:

- Excellent knowledge of spoken and written English, knowledge of Romanian/Russian would be a strong asset.

4. DOCUMENTS TO BE INCLUDED WHEN SUBMITTING THE PROPOSALS

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

1. Proposal: Brief proposal explaining why you are the most suitable for this consultancy including confirmation on availability to take up assignment for the whole period.
2. Personal information (Personal History Form/P11) including past experience in similar projects.
3. Financial proposal (in USD, specifying the total lump sum amount as well as the requested amount of the fee per day).

5. FINANCIAL PROPOSAL

Lump sum contracts

The financial proposal shall specify a total lump sum amount for 163 days of mission in Chisinau, Moldova, including all travel related costs for international consultant, 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 will be disbursed in monthly instalments upon satisfactory performance and approval of deliverables as 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 all related costs e.g. fees, taxes, travel, phone calls etc.) and the number of anticipated working days. The consultant shall bare costs for all supplies needed for data collection and data processing including possession of his own personal computer.

6. EVALUATION

Initially, individual consultants will be short-listed based on the following minimum qualification criteria:

- Master's degree in environmental studies, business administration, social sciences and/or other related fields.
- At least 7 years professional experience in project/programme management and coordination, including project development and extensive use of M&E etc at national and international level.

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 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 210 points would be considered for the Financial Evaluation.

Criteria	Scoring	Maximum Points Obtainable
Technical		
Master degree in Environmental studies, Business Administration or Social Sciences	(Master's degree – 20 pts)	20
At least 7 years professional experience in project/programme management and coordination, including project development and extensive use of M&E etc at national and international level	(7 years- 15 pts each additional year 5 pts up to max 40 pts")	40

Previous experience with project work in EU and CIS countries, including Moldova; Relevant project work experience (project development and/or project management) in Moldova and knowledge of national context will be considered an advantage.	(5 year 10 pts; 7 years- 20 pts each additional year 5 pts up to max 30pts")	30
Demonstrable experience in implementing international donor funded development projects (in environment, climate change, low carbon development), including coordinating large multi-disciplinary consultants or project teams;	(5 year 10 pts; 7 years- 20 pts; each additional year 5 pts up to max 30 pts")	30
Experience with GEF and UNDP projects is considered an advantage.	(5-year 5 pts; 7 years- 10 pts; each additional year 5 pts up to max 15 pts")	15
Proven experience in preparation of written reports in an accurate and concise manner in English;	(< 5 year 5 pts; >5 years- 10 pts)	10
Interview (demonstrated technical knowledge and experience; communication/ interpersonal skills; initiative; creativity/ resourcefulness)		
Demonstrated knowledge of green cities concept and familiarity with at least one focus area of the project (e.g. energy efficiency in buildings, mobility/transport, waste management);	limited –<5 pts, satisfactory – <10pts, extensive – <15 pts.	15
Demonstrated experience and abilities to lead strategic planning, experience with adaptive management and multidisciplinary team coordination.	limited –<5 pts, satisfactory – <15pts, extensive – <30 pts.	30
Excellent written communication skills, with analytic capacity and ability to respond to donor requirements and apply RBM tools;	limited –<15 pts, satisfactory – <20 pts, extensive – <30 pts.	30
Effectiveness and ability to achieve results and deadlines in a timely manner, maintaining a high standard throughout	limited –<10 pts, satisfactory – <15 pts, extensive – <20 pts.	20
Proven experience in forging strategic partnerships, client-orientation approach and stakeholder engagement	limited –<10 pts, satisfactory – <20pts, extensive – <40 pts.	40
Fluency in oral and written English. Knowledge of Romanian or Russian is an asset .	(English – max 10 pts., Russian– max 10 pts. or Romanian – max 10 pts.)	20
Maximum Total Technical Scoring		300
Financial Evaluation Scoring		
Evaluation of submitted financial offers will be done based on the following formula: $S = F_{min} / F * 150$ 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.	
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Winning candidate

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

The United Nations Development Programme in 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.

Important notice

The applicant's who has the statute of Government Official / Public Servant, prior to appointment will be asked to submit the following documentation:

- a no-objection letter in respect of the applicant received from the government, and;
- 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.

ANNEXES:

ANNEX 1 – TERMS OF REFERENCES (TOR)

ANNEX 2 – INDIVIDUAL CONSULTANT GENERAL TERMS AND CONDITIONS