



INDIVIDUAL CONSULTANT PROCUREMENT NOTICE

Date: 26 June 2018

Country: Republic of Moldova

Description of the assignment: International Consultant to develop the Project Identification Form (PIF) for a GEF full-sized Project on Sound Hazardous Waste Management, including POPs

Period of assignment/services: August 2018 – October 2018 (18 w.d. including one-week mission in Moldova)

Proposals should be submitted online by pressing the "Apply Online" button, no later than 13th of July 2018.

Requests for **clarification only** must be sent by standard electronic communication to the following e-mail: catalin.corman@undp.org and silvia.pana-carp@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

Overall, Moldova lacks an integrated approach for waste management. The approved National Waste Management Strategy identifies that most of the country's waste end up on authorized dumpsites, while the existing waste storage sites are managed inappropriately. Furthermore, the classification of waste is not in line with the international practice provided by the Basel Convention and EU norms, more specifically in the definition of hazardous properties of wastes.

Hazardous waste management is also deficient in the country. The quantities of various hazardous waste streams are mainly tracked under the Basel Convention Reporting. As such for the year 2017, around 1,775,269 tons were reported under this MEA, which includes also the estimated hazardous waste in the mixed municipal wastes.

Medical and electronic wastes are of equal concern given that due to lack of disposal equipment and facilities these get deposited on dumpsites or burned in the open.

Based on the above and following the request from the Government of Moldova to conceptualize the appropriate measures in such area as hazardous waste management, including POPS, UNDP is seeking a qualified candidate to initiate an analysis in the respective field and design a relevant Project Identification Form for eligible areas of the GEF-7 Cycle, Chemicals and Waste Focal Area, including re-working of previously prepared PIF and identification of scale-up opportunities.

The work will include exploration of integrated project approaches with other focal areas funded by the GEF such as linkages to climate change mitigation opportunities in energy efficient transition (CFL-to-LED lamps) or waste management.

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

The responsibility of the international consultant is to work with the Government of Moldova and relevant stakeholders, to scope and then develop a project proposal that would be eligible for the funding under GEF-7, and is technically feasible according to GEF and UNDP criteria. In doing this, the international consultant will be supported by the assigned UNDP officer.

More specifically, the consultant will identify potential areas and interventions generating a Global Environmental Benefit as related to the GEF-7 Programming Document for Chemicals and then draft and fully develop a Project Identification Form (PIF) document.

In particular, the PIF must demonstrate consistency with the emerging GEF POPs strategy for GEF-7 and with GEF eligibility criteria (e.g. incrementality, scale-up and partnerships, mobilization of co-financing, cost-effective greenhouse gas mitigation, etc.).

The proposed project will also demonstrate that it contributes to the implementation of Moldova's priorities mentioned in NIP and related national policy strategies and action plans.

It is envisaged that the mentioned above enterprise shall primarily deal with the hazardous waste in the country (at first phase excluding the healthcare waste).

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

3. REQUIREMENTS FOR EXPERIENCE AND QUALIFICATIONS

I. Academic Qualifications:

- Advanced university degree in chemical and waste management, POPs, environmental management or relevant disciplines.

II. Experience:

- At least three (3) drafted proposals UNDP/GEF project PIFs and documents in the area of the Stockholm Convention on sound POPs management;
- Expert knowledge of GEF operating and strategic principles, especially as related to GEF-6 programme cycle;
- Proven working experience in the field of POPs, pesticides, e-waste and medical waste;
- Experience of working with UNDP and/or other international organizations on the identified areas;
- Experience working in the Eastern Europe and CIS region;
- Demonstrated experience in capacity development initiatives, notably at the systemic and institutional levels;
- Demonstrated ability of analytical and report drafting work.

III. Competencies:

- Good communication and presentation skills;
- Extensive experience analysing data and preparing analytical reports;
- Ability to work with a broad range of individuals of diverse institutions and levels;
- Proven experience in undertaking similar assignments.
- Demonstrated written and spoken proficiency in English;
- Ability to work in a team, excellent analytical and communication skills;
- Good inter-personal and facilitation skills.

- Fluent proficiency in English (the knowledge of Russian and Romanian 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.

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.

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 (max 1 page);
2. Financial proposal;
3. Personal CV/P11 form 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 fees, taxes, travel costs, accommodation costs, communication, 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 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:

- Advanced university degree in chemical and waste management, POPs, environmental management or relevant disciplines;
- At least three (3) drafted proposals UNDP/GEF project PIFs and documents in the area of the Stockholm Convention on sound POPs management.

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 a minimum of 210 points would be considered for the Financial Evaluation.

Criteria	Scoring	Maximum Points Obtainable
<u>Technical</u>		
Advanced university degree in chemical and waste management, POPs, environmental management or relevant disciplines;	(Master's – 10 pts, PhD – 20 pts)	20
At least three (3) drafted proposals UNDP/GEF project PIFs and documents the area of the Stockholm Convention on sound POPs management;	(3 proposals – 15 pts, each additional proposal 5 pts, up to 35 pts)	35
Expert knowledge of GEF operating and strategic principles, especially as related to GEF-6 programme cycle;	(each engagement – 5 pts, up to 20 pts.)	20
Proven working experience in the field of POPs, pesticides, e-waste and medical waste;	(each engagement – 5 pts, up to 15 pts.)	15
Experience of working with UNDP and/or other international organizations on the identified areas;	(no – 0 pts; yes – 10 pts)	10
Demonstrated experience in capacity development initiatives, notably at the systemic and institutional levels;	(each engagement – 5 pts, up to 20 pts.)	20
Demonstrated ability of analytical and report drafting work;	(each report – 5 pts, up to 15 pts.)	15
Experience working in the Eastern Europe and CIS region;	(no – 0 pts; yes – 10 pts)	10
Fluency in English, Romanian and Russian orally and in writing;	(Romanian and Russian – 5 pts each; English – 5 pts)	15
Interview (demonstrated technical knowledge and experience; communication/ interpersonal skills; extensive experience analyzing data and preparing analytical reports).	(up to 70 pts – demonstrated technical knowledge and experience; up to 20 pts – communication/ interpersonal skills; up to 40 pts - extensive experience analyzing data and preparing analytical reports)	130
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., to two or more groups – 10 pts.)	10
Maximum Total Technical Scoring		300
<u>Financial</u>		
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