



## INDIVIDUAL CONSULTANT PROCUREMENT NOTICE

Date: **31 July 2018**

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**Country:** Republic of Moldova, Chisinau

**Description of the assignment:** National consultant for Green City lab establishment and business planning

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

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**Period of assignment/services:** 157 working days spread over a one-year contract starting from beginning of September 2018.

**Contract type:** Individual contract

Proposal should be submitted online by pressing the “Apply Online”, **no later than August 15, 2018.**

Requests for **clarification only** must be sent by standard electronic communication to the following e-mail: [Alexandru.rotaru@undp.org](mailto: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.

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### 1. BACKGROUND

The objective of the project is to catalyze investments in low carbon green urban development based on integrated urban planning approach, by encouraging innovation, participatory planning and partnerships between a variety of public and private sector entities.

The strategy of the project is to create, launch and support a new institutional mechanism called “Green City Lab” (GCL) as a vehicle for encouraging and supporting new innovative measures and approaches in addressing the urban development challenges and barriers

The project therefore will support the design, launching, and establishment of the Green City Lab to become the leading knowledge management and networking platform, clearing house, an facilitator of financing various green urban development projects, and a source of innovations and expertise to catalyze sustainable low carbon green city development in Moldova with a mission to transform Chisinau and other cities/towns in Moldova into modern green and smart European cities with improved quality of life for their citizens, while also demonstrating opportunities for sustainable economic growth.

The Green City Lab will be set up during the first two years of the project however it is expected to transition to an independent self sustaining entity, operating on a commercial basis, that does not rely on technical assistance funding alone, so that by the end of the project it can continue to operate and grow.

To achieve this status, the Green City Lab will need to forge new partnerships and alliances and generate revenues and carbon savings from other sources, beyond this project. The direct global environment benefits of the project are expected to reach at least 200,000 tons of CO<sub>2</sub>eq, resulting from the concrete pilot/demonstration projects in the building energy efficiency, transport and waste sectors. These are complemented by project's indirect GHG emission reduction impact at the estimated amount of 2.4 million tons of CO<sub>2</sub>eq by scaling up, replicating and mainstreaming the project results and activities, including those of the Green City Lab.

In this respect, close co-operation with the key stakeholders of the project, including Chisinau municipality, relevant ministries such as the Ministry of Agriculture, Regional Development and Environment, the Ministry of Economy and Infrastructure and the entities hosted by them, the State Chancellery and other related projects and initiatives such as the UNDP Social Innovation Hub project and the E-Government Center is sought from the very beginning. In addition, the GCL will seek to form strong partnerships with banks and with international financing institutions such as the EBRD, the World Bank, and the EIB.

The project's objective will be achieved through three key outcomes as follows:

Outcome 1: Fully operational and sustainable Green City Lab recognized by the key stakeholders as the leading innovation, knowledge management and networking platform and a source of expertise for catalyzing sustainable low carbon green city development in Moldova with secured funding to continue its operation after the UNDP/GEF project closure.

The National consultant for Green City lab establishment and business planning will be assigned with the implementation and advisory services for the achievement of the outputs falling under this outcome.

Outcome 2: Successfully completed pilot/demonstration projects facilitated by the GCL (described in details in the project document) with related monitoring, reporting and verification of the results in the areas of:

- integrated and participatory urban land use and mobility planning;
- residential building energy efficiency and renewable energy use;
- low carbon mobility; and iv) resource efficient waste management.

Outcome 3: Knowledge management and M&E to facilitate learning, scaling up and replication of project results.

Beside the standard UNDP M&E procedures and requirements, this component encompasses monitored and evaluated overall results of the project and lessons learnt with compiled KM materials, recommendations for the removal of the identified complementary barriers, including institutional and regulatory improvements, and related public outreach and TA to scale up, replicate and mainstream the project results.

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

The National consultant for Green City lab establishment and business planning will have overall responsibility over 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 business administration, economics, environmental economics, urban development and/or other related fields.

#### Experience:

- At minimum of 5 years of private sector experience related to corporate financial advisory, corporate finance, business administration and/or banking.
- Experience over the past five years in developing business plans including experience with financial analysis and financial modeling
- Demonstrated understanding of issues related to the municipal sector and green urban development (e.g – experience with municipalities as clients)
- Experience working with public private partnerships in the past 10 years as an advisor, partner or an investor
- Demonstrable experience in implementing similar GEF and /or UNDP projects or other international donor funded development projects will be an advantage;
- Ability to lead strategic planning, results-based management and reporting;
- Strong negotiation and communication abilities;
- Analytical skills, 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 Romanian and English;

#### Language requirements:

- Excellent knowledge of spoken and written English, knowledge of Romanian or Russian is mandatory.

### **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, including all travel related costs for national 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 business administration, economics, environmental economics, urban development and/or other related fields.
- At minimum of 5 years of private sector experience related to corporate financial advisory, corporate finance, business administration and/or banking.

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's degree in business administration, economics, environmental economics, urban development and/or other related fields.	(Master's degree – 20 pts )	20
At minimum of 5 years of private sector experience related to corporate financial advisory, corporate finance, business administration and/or banking.	(5 years- 15 pts each additional year 5 pts up to max 40 pts")	40
Experience over the past five years in developing business plans including experience with financial analysis and financial modeling	(5 year 10 pts; 7 years- 20 pts each additional year 5 pts up to max 30pts")	30
Demonstrated understanding of issues related to the municipal sector and green urban development (e.g – experience with municipalities as clients)	(5 year 10 pts; 7 years- 20 pts; each additional year 5 pts up to max 30 pts")	30
Experience working with public private partnerships in the past 10 years as an advisor, partner or an investor	(5-year 5 pts; 7 years- 10 pts; each additional year 5 pts up to max 15 pts")	15

Demonstrable experience in implementing similar GEF and /or UNDP projects or other international donor funded development projects will be an advantage;	(< 5 year 10 pts; >5 years- 15 pts)	15
<b>Interview</b> (demonstrated technical knowledge and experience; communication/ interpersonal skills; initiative; creativity/ resourcefulness)		
Ability to lead strategic planning, results-based management and reporting;	limited –<10 pts, satisfactory – <10pts, extensive – <20 pts.	20
Strong negotiation and communication abilities;	limited –<5 pts, satisfactory – <15pts, extensive – <30 pts.	30
Analytical skills, and teamwork abilities;	limited –<15 pts, satisfactory – <20 pts, extensive – <30 pts.	30
Excellent computer literacy (Word, Excel, Internet, Power Point);	limited –<10 pts, satisfactory – <15 pts, extensive – <20 pts.	20
Proven experience in preparation of written reports in an accurate and concise manner in Romanian and English;	limited –<10 pts, satisfactory – <20pts, extensive – <30 pts.	30
Fluency in oral and written English. Knowledge of Romanian or Russian is mandatory .	(English – max 10 pts., Russian– max 10 pts. or Romanian – max 10 pts.)	20
<b>Maximum Total Technical Scoring</b>		<b>300</b>
<b>Financial Evaluation Scoring</b>		
Evaluation of submitted financial offers will be done based on the following formula: <b><math>S = F_{min} / F * 150</math></b> 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.		<b>200</b>

### 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**