



## INDIVIDUAL CONSULTANT PROCUREMENT NOTICE

Date: **2 January 2013**

**Country:** Republic of Moldova

**Description of the assignment:** National Consultant, Reform of the environmental pollution charge system

**Project name:** Strengthening capacities to undertake Environmental Fiscal Reform to meet national and global environmental priorities

**Period of assignment/services:** Starting 28 January 2013, estimated volume of work – 40 days

Proposals should be submitted **on-line**, no later than **15 January 2013**.

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

The medium size Project „Strengthening capacities to undertake Environmental Fiscal Reform to meet national and global environmental priorities” is financed by the Global Environment Facility (GEF), with UNDP Moldova as GEF Implementing Agency and the Ministry of Environment of the Republic of Moldova as Executing Partner.

This project sets out to build capacities for implementing environmental fiscal reforms (EFR) that will produce increased national and global environmental benefits through the adoption of selected charges, subsidies, fees, fines, taxes and other appropriate instruments. It will initiate and pilot EFR instruments targeted to meeting Rio Convention objectives and ensure their integration within national plans and policies, especially in national taxation and decentralization process in Moldova. The reforms will focus on creating conditions, financial incentives and disincentives, and decreased opportunity costs to undertake actions that deliver environmental outcomes. The expected outcome is that EFR will be adopted as an important element of Moldova’s development policy, whereby improved economic, financial and fiscal instruments and their use would strengthen regulatory and other approaches to environmentally sound and sustainable development, with a particular emphasis of meeting obligations under the three Rio Conventions (Climate Change, Biodiversity, and Desertification). The project will also contribute to and complement a broader national decentralization reform process, including policy planning at the national level, redesigning of competencies and responsibilities of local and sub-national governments and reforming local government revenue systems.

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

The assignment will include analysis of current pollution charge system with a review of existing environmental charges and taking into consideration lessons learnt in international and local practice with the focus on facilitation of eco-technology investments and continued earmarking of charge revenues to the National Environmental Fund.

Besides a desk review of the relevant documents the National Consultant will assist the International Consultant in his two missions to the country in full collaboration with the UNDP Country Office. The missions will include consultations with key partners in the Government of Moldova, responsible for pollution charge system as well as relevant sectorial ministries, including those involved in planning and finance and if needed relevant national institutions, including research and academia.

For the fulfillment of the above-mentioned objectives, a National Consultant will be selected as a response to this ToR in order to support the international consultant in:

- Undertake analysis of existing legal and institutional framework related to the pollution charge system;
- Undertake analysis of environment related policies;
- Elaborate a detail reform concept proposal on an improved pollution charge payment system;
- Provide recommendations on improved legal and institutional framework
- Bring in lessons learnt in international and local practices for efficient pollution charge system operation
- Advise on overall EFR reform efforts and implementation of EFR instruments supported by the project, including oversight of project activities related to the reform of subsidies in the agriculture and energy sector, ensuring overall consistency of proposed reforms.

	<b>Deliverable</b>	<b>Deadline</b>
1	Support on assessment of existing pollution charge system and potential for improvements based on desk review of legal framework and policy documents	By 15 Feb. 2013
2	Support on elaboration of draft detailed Concept Proposal on Pollution Charge System Reform based on analysis of environmental, economic and fiscal effects of current charges, creating effective links to meet Rio Convention requirements, incl. consultations with national stakeholders	By 28 Feb. 2013
3	Economic and environmental impact assessment and analysis of the cost-effectiveness of proposed recommendations and new instruments for the: <ul style="list-style-type: none"> <li>- Short-term period;</li> <li>- Medium and long-term period.</li> </ul>	By 15 Mar. 2013
4	Support on elaboration of specific recommendations for implementation of most feasible options focusing on issues such as effective and maximized contribution to targets and goals of FCCC, CBD and CCD, and based on national priorities	By 25 Mar. 2013
5	Support the preparation of and participation at round table discussions on the findings and recommendations (1 day)	By 8 Apr. 2013
6	Contribute to the elaboration of recommendations on legal and regulatory framework improvement with formulated amendments and explanatory notes	By 23 Apr. 2013
7	Relevant support on elaboration of final detailed Concept Proposal on Pollution Charge System Reform	By 23 Apr. 2013
8	Ongoing technical guidance and oversight related to other related EFR activities supported by the project.	Ongoing until Dec 2013

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

### **3. REQUIREMENTS FOR EXPERIENCE AND QUALIFICATIONS**

#### **I. Academic Qualifications:**

- University degree in public finance, economics, environmental management or closely related field.

#### **II. Years of experience:**

- At least 5 years of substantive professional experience in areas related to environmental taxation, public finance or environmental management;
- Established network of contacts with key project stakeholders, especially on national level;
- Experience on developing sector related policy documents;
- Profound knowledge of the Moldovan environmental protection legislation.

### III. Competencies:

#### **Technical work**

- Thorough understanding of national policies and programs, fiscal and financial instruments as they relate to pollution charges;
- Demonstrated knowledge, analytical skills and relevant experience in evaluation and implementation of pollution charges, including international aspects and mitigation options;
- Sound, practical understanding of market economics and how a proper pollution charge system can contribute to environmental protection;
- Experience in drafting strategic documents;
- Ability to pick up new terminology and concepts easily and to turn information from various sources into coherent concepts and draft legislation;
- Knowledge on the implementation of EU Directives on batteries, end of life vehicles, packaging and electric & electronic equipment and other environmental harmful products and appliances in Central and Eastern European countries.

#### **Partnerships**

- Maturity and confidence in dealing with senior and high-ranking members of international, regional and national institutions;
- Displays cultural, gender, religion, race, nationality and age sensitivity and adaptability;
- Good oral communication skills and conflict resolution competency to manage inter-group dynamics and mediate conflicting interests of varied actors;
- Excellent written communication skills, with analytic capacity and ability to synthesize project outputs and relevant findings for the preparation of quality project reports.

#### **Results**

- Promotes the vision, mission, and strategic goals of UNDP;
- Builds strong relationships with clients, focuses on impact and result for the client and responds positively to feedback;
- Good team player, self-starter, has ability to work under minimum supervision and maintain good relationships.

### IV. Language

- Fluency in Romanian and English.

## **4. DOCUMENTS TO BE INCLUDED WHEN SUBMITTING THE PROPOSALS**

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

1. Proposal explaining why they are the most suitable for the work;
2. Financial proposal;
3. Personal CV including past experience in similar projects and at least 3 references or the fully filled Personal History Form (P11).

## **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 travel, per diems, and number of anticipated working days).

### **Travel**

No travel is envisaged for the National Consultant.

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:

- University degree in public finance, economics, environmental management or closely related field;
- At least 5 years of substantive professional experience in areas related to environmental taxation, public finance or environmental protection;
- Experience in developing sector related policy documents and/or legal/regulatory framework.

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
University degree in public finance, economics, environment or closely related field	(University Degree – max 30 pts., Master's – max 35 pts., PhD's – max 40 pts.)	40
At least 5 years of substantive professional experience in areas related to environmental taxation, public finance or environmental management	(5 years – 30 pts., 6-10 years – 45 pts., more than 10 years – 60 pts.)	60
Established network of contacts with key project stakeholders, especially on national level	(no – 0 pts., to some extent – 20 pts., solid network – 60 pts.)	60
Experience in developing sector related policy documents and/or legal/regulatory framework	(to some extent – 30 pts., yes – 50 pts.)	50
Profound knowledge of the Moldovan environmental protection legislation	(to some extent – 30 pts., yes – 50 pts.)	50
Excellent command of written and spoken English and Romanian	(English and Romanian – max 40 pts.)	40
<b>Maximum Total Technical Scoring</b>		<b>300</b>
<b><u>Financial</u></b>		
Evaluation of submitted financial offers will be done based on the following formula: <b><math>S = F_{min} / F * 200</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).

### **Important notice**

The applicant 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**