



*Empowered lives.  
Resilient nations.*

**Call for expression of interest  
for selecting  
the Assistant for the Green City Lab**

February 2021

## **ABBREVIATIONS AND ACRONYMS**

<b>EE</b>	Energy Efficiency
<b>EoI</b>	Expression of Interest
<b>GCL</b>	Green City Lab
<b>GCP</b>	Green City Project
<b>GEF</b>	Global Environment Facility
<b>MoU</b>	Memorandum of Understanding
<b>UNDP</b>	United Nations Development Programme

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## General context

### Project Summary:

The GEF financed and UNDP implemented “Moldova Sustainable Green Cities” Project has as its main goal to establish the Green City Lab as an independent and sustainable entity and to carry out pilot projects implementation and other projects in areas of “green” low carbon urban development, energy efficiency and solid waste management. It also, is responsible and accountable for monitoring and evaluation of project interventions, achieving project outcomes, and efficient use of UNDP resources. Additional information about the project can be found on the link: <https://www.md.undp.org/content/moldova/en/home/projects/Moldova-Sustainable-Green-Cities.html>

Initial GCL activities were based on UNDP Green City Project (UNDP GCP) organizational structure, established relationships with UNDP GCP stakeholders, including private sector and IFIs, as well as current project activities and ongoing demonstrational projects in urban mobility, energy, and waste management areas. Once GCL is institutionalized as NGO and operationally established, demo projects, selected relevant activities and functions will be transferred from UNDP GCP to newly created GCL.

### Mission of the GCL is to:

- Become leading knowledge management and networking platform in green urban development;
- Become source of innovations and expertise in climate resilient, low emission, green and smart urban development;
- Provide solutions for sustainable development of the Chisinau municipality, as well as other urban centres/settlements from Moldova;
- Improve the quality of public services provided by municipalities/urban centers to citizens;
- Become a training/educational centre in climate resilient, low emission, green and smart urban development.

### GCL areas of intervention

- Integrated and participatory urban land use and mobility planning;
- Energy efficiency in buildings and renewable energy use;
- Resource efficient waste management;
- Low carbon mobility;
- Climate resilience.

### GCL envisaged activities/services

- Project implementation in the areas of GCL intervention;
- Resource mobilization;
- Capacity building and strengthening the role of homeowner associations in managing the residential building stock, applying energy efficiency measures and renewables use;
- Consultancy and advice and facilitating contacts and partnerships between the public administration, international and national donors, non-governmental entities and individual entrepreneurs, innovators and businesses;

- Analytical and consulting services in green urban development, including feasibility studies, analytical sectoral studies, performance reviews and competitiveness analysis;
- Creating and delivering of education programs and trainings in GCL areas of intervention;
- Establishment and management of a roster of experts in the GCL areas of intervention;
- Supporting the structuring and leveraging financing for the maintenance and retrofit investments in buildings, including performing of energy audits for buildings and developing feasibility studies for possible investments.
- Implementation of “exclusive” projects:
  - Energy management information services (EMIS);
  - Implementation of buildings energy and green certification system;
  - Creating a Data Platform for Chisinau Sustainable Urban Development;

It's expected that, by the end of 2022, GCL will contribute to direct GHG emission reduction of 200 ktons of CO<sub>2eq</sub> calculated over 20 year lifetime; will mobilize at least USD 10 million for investments in urban green projects (directly implemented or co-financed); and will generate at least \$200,000 in revenues to sustain the activity of the GCL.

### **UNDP/Green City Project support**

**During the initial three years, UNDP GCP will support Green City Lab activities and evolution into a self-sustainable platform** for project management. Initial funding from UNDP/GCP will cover the administrative costs in the maximum amount of USD 300,000, as following:

- In 2021: max. USD 150,000 or up to 100% of agreed operational costs; with three or more full time employees
- In 2022: max. USD 100,000 or up to 67% of agreed operational costs; with four or more full time employees
- Up to 2023: max. USD 50,000 or up to 33% of agreed operational costs; with five or more full time employees

At the start, it is envisaged that the GCL will have at least three employees, which will be hired through an open competitive process: Executive Director, Project development manager and Assistant. The Executive Director will participate in the process of selection of GCL personnel. For sustainability of the GCL, the staff will be trained and capacitated to manage ongoing UNDP GCP demo projects, as well as supported in developing the Business Plan and AWP, developing and perfecting key activities.

Initial funding from UNDP/GCP is based on implementation activities of UNDP GCP pilot (demo) projects.

Beginning with the 4th year of GCL activity, it is envisaged that the GCL will become financial self-sustainable, and the revenues will be formed from the projects management fees on projects as a result of resource mobilization.

Also, UNDP/GCP will support the GCL with promotion and communication activities and partnership development with Chisinau Municipality and other Municipalities/urban settlements, public sector institutions, private sector, and international donor/development community.

UNDP/GCP will act also as GCL initial customer – pilot (demo) projects envisioned and initiated by UNDP GCP should continue its implementation (in part or full) through GCL activities. GCL will ensure successful project implementation, being paid from project overhead costs (included in envisioned initial finding):

- Sustainable transport system planning and management (providing attractive, comfortable and energy-efficient transport alternatives);
- Rehabilitation works and equipment on thermal envelope of one residential building;
- Installation of solar panels for a selected residential building;
- Waste management
- Etc.

### **Green City Lab founders**

Based on the Expression of Interest for the GCL founders ([https://sc.undp.md/tnddetails2\\_1/2012/](https://sc.undp.md/tnddetails2_1/2012/)), 4 companies were selected as founding members:

- **ICS Premier Energy Distribution SA** (former Gas Natural Fenosa), the largest electricity distributor in the country.
- **Simpals SRL**, the IT group of companies with projects in different areas, starting with on-line marketplace, projects in environment, social and sport domains.
- **ABS SRL**, a company that operates in the area of waste management and sorting, plastic collection and processing. The company has a contract with Chisinau municipality on waste sorting and plastic collection.
- **AM SISTEME SRL**, is a company part of the group of companies headed by Darnic-Gaz S.A. and has experience in construction of biomass boiler plants, heating systems, water and gas networks, solar hot water installations, having contracts with different donor and state financed projects, as well as provision of services for residential and industrial areas.

### **Call for Expression of Interest**

The United Nations Development Programme Moldova in partnership with the GCL founders invites interested individuals to apply for a position of the Assistant of the NGO Green City Lab Moldova.

Under the overall guidance and supervision of the Executive Director the Assistant, is expected to support and assistance in various aspects of GCL procurement, financial management and reporting.

The Assistant will be appointed by the GCL Executive Director based on the results of the UNDP lead open competition process.

### **Key requirements:**

- Be responsible for the execution of transparent and efficient financial services and processes according to national and donor financial policies and rules, as well as implementation of the effective internal control systems.
- Development and implementation of financial and procurement management policies and strategies on cost saving and reduction.
- Exercise full compliance with UNDP programming, financial, procurement and administrative rules, regulations, policies and strategies while implementing the delegated demonstrational projects.
- Provide support (administrative, procurement, financial) to GCL core team and experts in efficient and effective projects implementation, if required.
- Act in line with GCL statutory acts and Board decisions.
- Support GCL Executive Director in development of the expenses and other financial reports for the GCL board, donors, and partners.

#### **Primary Functions:**

- Timely and qualitative inputs to the development and implementation of GCL strategic documents/processes (AWP, Business Plan, etc.).
- In accordance with the GCL Annual Work Plan support the procurement of equipment, supplies and services ensuring full compliance with rules and procedures.
- Draft yearly procurement plan and periodical procurement reports based on inputs from executive director.
- Organize procurement processes according to national legislation and donors' rules and regulations both for individual consultants and companies hiring. Draft contracts for goods and services for management approval.
- Under the direct supervision of the Executive Director, manages day-to-day financial matters in the field.
- For UNDP delegated projects provide consistent inputs and support for UNDP GCP team for conducting financial and procurement processes, including provision of supporting documents for direct payments, provision of invoices and other financial related documents needed for preparing the other types of payments, preparation for conducting of RFQs, ITBs or RFPs, development of bidding documents, participation in evaluation processes. All the processes should be implemented in full compliance with UNDP rules and regulations.
- Support key processes, including budgeting and financial reporting
- Work with relevant entities and partners to ensure smooth processing of payments
- Prepare requests for advance of funds and/or direct payments
- Monitor budget expenditures and maintain a proper record of budgets and spending
- Prepare proposals for budget revisions
- Prepare and submits expenditure and budget status reports
- Respond to queries from the beneficiary, with respect to financial aspects of the project.
- Elaborate balance sheets, cash flow and other related statements.

- Liaise with internal or external auditors wherever required.
- Prepare reports as scheduled and special reports as required for budget preparations and audit.
- Advise and assist international and national consultants and others on all aspects of allowances, travel claims and other financial matters and calculate payments due for claims and services.
- Develop/clear donor financial reports for submission. Operational and financial issues or potential problems identified and addressed to the management along with proposed solution.
- Draw up and maintain evidence and monitoring of awards and contracts (incl. deadlines) with project implementing partners, consulting organizations, contractors, etc.
- Maintain records on national consultants and their respective status (contracts, ToRs, and attendance – if appropriate, etc.) in accordance with corporate policies and procedures
- Monitor supplier's performance with respect to the quality and timely delivery of goods and services.
- Arrange for equipment maintenance and insurance as required, manage office stationery supplies.
- Maintain an assets and spare inventory including verification and transfer when required and provide inputs for internal reporting on assets and inventory.
- Assume responsibility for administrative matters of a more general nature, such as maintaining and regularly updating the database, registry and maintenance of project files and records.
- Make pertinent logistical arrangements for different events and meetings organized by the GCL, coordination of field visits and international missions.
- Draft minutes of project related meetings when required.
- Support in translation of documents and other materials.
- Assist in the drafting of concept notes, budgeting, logical frameworks, or other project design.
- Undertake other financial, procurement and administrative tasks on an ad hoc basis.

#### **Corporate Competencies:**

- Demonstrate integrity and act ethically in any decision and action related and/or associated to GCL.
- Exerts strict adherence to internal rules, regulations, and procedures.
- Integrates gender equality value in GCL operation and ensure respectful working environment free from any form of bias, harassment, discrimination and abuse of authority.

#### **Required Skills and Experience**

##### **Education**



- University Degree in finance, economics, management, or any other job-related field.
- Specialized training in procurement/finance is an advantage.

**Experience:**

- At least 4 years of progressive working experience in administrative work, procurement, finance, economics, or other relevant field
- Experience in supporting complex projects/processes that include extensive communication, coordination and facilitation, preferable in the area of GCL areas of intervention would be an advantage.
- Demonstrated experience of working with non-for-profit organizations, investors, donors, public authorities in the GCL areas of intervention.
- Experience in the usage of computers and office software packages (MS Word, Excel, etc.) and advanced knowledge of spreadsheet and database packages, experience in handling of web-based management systems is preferred.

**Language Requirements**

- Fluency in oral and written English, Romanian and Russian.

**Personal skills**

- Teamwork and Learning. Strong organizational skills that demonstrate a high level of accuracy and attention to detail. Ability to work collegially. Ability to work towards continuing personal learning, and application of newly acquired skills.
- Communication. Ability to listen, adapt, persuade and transform. Proven interpersonal skills. Good communication skills.
- Time management and Delivery. Ability to get things done in time and under deadline pressure. Ability to handle multiple work assignments

This EoI does not entail any commitment on the part of UNDP, either financial or otherwise. UNDP reserve the right to accept or reject any or all EoI without incurring any obligation to inform the affected applicant/s of the grounds.

Should you require further clarifications, kindly communicate with the contact person identified below as focal point for queries on this EoI:

Alexandru Rotaru, Project manager  
Moldova Sustainable Green Cities Project  
e-mail: [alexandru.rotaru@undp.org](mailto:alexandru.rotaru@undp.org)

## Submission details

### The Applicants shall submit:

1. Offeror's Letter confirming Interest and Availability;
2. Personal CV, including information about past experience in similar assignments and contact details for referees (at least 3);
3. Financial proposal (in MDL), specifying the expected net monthly salary;
4. Other documents as relevant.

The application package shall be submitted electronically by **March 1, 2021** to the following e-mail address: [alexandru.rotaru@undp.org](mailto:alexandru.rotaru@undp.org) titled in the message subject line as "GCL Assistant, [applicant's name]". Application package received after the above deadline will not be considered.

## Evaluation

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

- University Degree in finance, economics, management, or any other job-related field
- At least 4 years of progressive working experience in administrative work, procurement, finance, economics, or other relevant field

The short-listed candidates will be further evaluated based on the following methodology:

### Cumulative analysis

The candidate shall be preselected considering that the 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 – 70% (350 pts);
  - ✓ Financial Criteria weight – 30% (150 pts).

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

Criteria	Scoring	Maximum Points Obtainable
<b><u>Technical</u></b>		
University Degree in finance, economics, management, or any other job-related field	University Degree – 30 pts, Master's – 35 pts	35
Specialized training in procurement/finance is an advantage	Each training – 5 pts	10
At least 4 years of progressive working experience in administrative work,	4 years – 40 pts; more than 4 years – each additional year – 10 pts, up to 60 pts	60

procurement, finance, economics, or other relevant field		
<b>Interview</b> (demonstrated technical knowledge and experience; communication/ interpersonal skills; initiative; creativity/ resourcefulness)		
Experience in supporting complex projects/processes that include extensive communication, coordination, and facilitation, preferable in the area of GCL areas of intervention would be an advantage	to some extent –30 pts, extensive experience – 60 pts	60
Demonstrated experience of working with non-for-profit organizations, investors, donors, public authorities in the GCL areas of intervention	to some extent –25 pts, extensive experience – 45 pts	45
Experience in the usage of computers and office software packages (MS Word, Excel, etc.) and advanced knowledge of spreadsheet and database packages, experience in handling of web-based management systems is preferred	to some extent – 10 pts, extensive experience – 20 pts	20
Teamwork and Learning. Strong organizational skills that demonstrate a high level of accuracy and attention to detail. Ability to work collegially. Ability to work towards continuing personal learning, and application of newly acquired skills.	to some extent –20 pts, extensive experience – 35 pts	35
Communication. Ability to listen, adapt, persuade, and transform. Proven interpersonal skills. Good communication skills.	to some extent –20 pts, extensive experience – 35 pts	35
Time management and Delivery. Ability to get things done in time and under deadline pressure. Ability to handle multiple work assignments	to some extent –20 pts, extensive experience – 35 pts	35
Fluency in oral and written English, Romanian and Russian	Each language – 5 pts	15
<b>Maximum Total Technical Scoring</b>		<b>350</b>
<b>Financial</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>150</b>