



INDIVIDUAL CONSULTANT PROCUREMENT NOTICE

Date: 29th of October 2019

Country: Republic of Moldova

Description of the assignment: Team of national consultants in Green Urban Design Code

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: 125 working days till August 2020 for Lead national consultant
35 working days till May 2020 for Technical support consultant

Contract type: Individual Contract

Proposals should be submitted **online by pressing the "Apply Online" button, indicating which position is applied for**, no later than **8th of November 2019**.

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

The objective of the project is to activate 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.

As a tool for this, the project will support the design, launching, and establishment of the Green City Lab (hereafter GCL) to become the leading knowledge management and networking platform, clearing house, an inter-mediator of finance 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 urban centers 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 is expected to be a self-sustaining entity, operating on a commercial basis (as part of the UNDP in initial stage and linked to municipality on a later stage), that does not rely on technical assistance funding alone, so that by the end of the project it can continue to operate and grow.

The direct global environment benefits of the project are expected to reach at least 200,000 tons of CO₂, 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 CO₂ by scaling up, replicating and mainstreaming the project results and activities, including those of the Green City Lab.

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

The **Overall Objective** of the tendered services is to strengthen the capacities of the central and local public authorities, architects, designers, materials specifiers and builders involved in the planning, design and development of residential, commercial and industrial green buildings.

Through the international expertise support for the Green Design Code, the Chisinau authorities will be able to learn from the international and in particular EU experience and approaches in modern practices of green design, sustainable architecture and energy efficient buildings which will ultimately improve the quality of urban infrastructure and will increase the quality of life in Chisinau.

The Green design code will provide a framework to help the local decision-makers to design new affordable and energy efficient housing, undertake efficient measures for retrofitting the existing building stock, implement the buildings green certification, as well as use of green building materials and design.

The code will serve also the designers, developers, advocates, and builders of attractive buildings and neighborhoods, as well as those who are interested in developing houses and neighborhoods that respond to changing demographics and market demands.

In a *medium and a long-term*, Green Design Code and associated certification system has the scope to:

- Use resources more efficiently while creating more energy-efficient and sustainable homes, offices, schools and other buildings.
- Inform the implementation of projects as a regulation within the General Urbanistic Plan and to inform the updating of other construction norms
- Minimize the harmful effects of construction projects on human health and the environment.
- Safeguard air, water, and earth by using eco-friendly building materials and construction practices
- Contribute to enhancing the attractiveness and quality of the urban environment and urban design for the benefits of citizens, the economy and society as a whole.

In the *short-term*, the Green Design Code, can be a perfect tool for municipality and government to regulate the practices in the area, being one of the key documents in construction sector.

At the national level the Green Design Code will create preconditions for legislation amendment in order to stimulate promotion of investments of green buildings as well as buildings green certification system.

The Chisinau municipality will support the Green Design Code development through a fully participatory and consultative process with professional planners, citizens, policy makers and key stakeholders. Also, in order to become mandatory for Chisinau, it's expected that the Green design code will be approved by the Chisinau Municipal Council.

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

3. REQUIREMENTS FOR EXPERIENCE AND QUALIFICATIONS

For the Lead national consultant

Academic qualifications:

- At least master's degree (or 5 years University degree) in architecture, urban development and/or other related fields.

Experience:

- At least five (5) years of professional experience in architecture, green design, construction, urban planning, and low-carbon buildings and/or other related fields;
- Experience in design of energy efficient/green buildings and energy performance standards in buildings will be an asset;
- Demonstrated experience in the engagement of and working with the private sector and CSOs in architecture, urban development and/or other related fields;

- Proven experience with design/construction of energy efficient and green buildings in CIS countries will be an asset

Competencies:

- Good analytical and problem-solving skills and the related ability for adaptive management with prompt action on the conclusion and recommendations coming out from the assignment;
- Ability and demonstrated success to work in a team, to effectively organize it, and to motivate its members and other project counterparts to effectively work towards the project's objective and expected outcomes;
- Excellent communication, analytical, facilitation and presentation skills;
- Excellent computer literacy (Word, Excel, Internet, Power Point).
- Proficiency (verbal and written) in English and Romanian; working level of Russian will be an asset.

For the Technical support consultant

Academic qualifications:

- University degree in architecture, urban development and/or other related fields.

Experience:

- At least five (5) years of professional experience in architecture, green design, construction, environmental engineering and/or other related fields;
- Demonstrated experience in design of energy efficient/green buildings and knowledge of energy performance standards in buildings will be an asset;
- Proven experience in cooperation with international organizations or other bodies responsible for formulating smart urban development will be an asset;
- Demonstrated experience in the engagement of and working with the private sector and CSOs in energy efficient/green buildings;

Competencies:

- Good analytical and problem-solving skills and the related ability for adaptive management with prompt action on the conclusion and recommendations coming out from the assignment;
- Ability and demonstrated success to work in a team, to effectively organize it, and to motivate its members and other project counterparts to effectively work towards the project's objective and expected outcomes;
- Excellent communication, analytical, facilitation and presentation skills;
- Excellent computer literacy (Word, Excel, Internet, Power Point).
- Proficiency (verbal and written) in English and Romanian; working level of Russian will be an asset.

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 (if applicable);

2. Financial proposal;
3. Personal CV including past experience in similar projects and at least 3 references.
4. Offeror's Letter confirming Interest and Availability

5. FINANCIAL PROPOSAL

Lump sum contracts

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:

For the Lead national consultant

- At least master's degree (or 5 years University degree) in architecture, urban development and/or other related fields
- At least five (5) years of professional experience in architecture, green design, construction, urban planning, and low-carbon buildings and/or other related fields

For the Technical support consultant

- University degree in architecture, urban development and/or other related fields.
- At least five (5) years of professional experience in architecture, green design, construction, environmental engineering and/or other related fields;

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.

For the Lead national consultant

Criteria	Scoring	Maximum Points Obtainable
<u>Technical</u>		
At least master's degree (or 5 years University degree) in architecture, urban development and/or other related fields	(Master's (or 5 years University degree) – 40 pts, PhD – 50 pts)	50
At least five (5) years of professional experience in architecture, green design, construction, urban planning, and low-carbon buildings and/or other related fields	(5 years – 50 pts, >5 years – 60 pts)	60
Experience in design of energy efficient/green buildings and energy performance standards in buildings will be an asset	Each year of such work – 10 pts	40
Demonstrated experience in the engagement of and working with the private sector and CSOs in architecture, urban development and/or other related fields	Each year of such work – 10 pts	40
Proven experience with design/construction of energy efficient and green buildings in CIS countries will be an asset	Each year of such work – 10 pts	40
Proven experience in cooperation with international organizations or other bodies responsible for formulating smart urban development will be an asset	Each year of such work – 10 pts	40
Computer literacy (Word, Excel, Internet, Power Point)	No – 0 pts, yes – 10 pts.	10
Proficiency (verbal and written) in English and Romanian; working level of Russian will be an asset	Romanian and English – 5 pts each; Russian – 10 pts	20
Maximum Total Technical Scoring		300
<u>Financial</u>		
Evaluation of submitted financial offers will be done based on the following formula: S = Fmin / 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

For the Lead national consultant

Criteria	Scoring	Maximum Points Obtainable
<u>Technical</u>		
University degree in architecture, urban development and/or other related fields	(University degree – 40 pts, Master's – 50 pts)	50
At least five (5) years of professional experience in architecture, green design, construction, environmental engineering and/or other related fields	(5 years – 60 pts, >5 years – 70 pts)	70
Demonstrated experience in design of energy efficient/green buildings and knowledge of energy	(<3 years – 30 pts, >3 years – 50 pts)	50

performance standards in buildings will be an asset		
Proven experience in cooperation with international organizations or other bodies responsible for formulating smart urban development will be an asset	each year of such experience – 10 pts	50
Demonstrated experience in the engagement of and working with the private sector and CSOs in energy efficient/green buildings	each year of such experience – 10 pts	50
Computer literacy (Word, Excel, Internet, Power Point)	No – 0 pts, yes – 10 pts.	10
Proficiency (verbal and written) in English and Romanian; working level of Russian will be an asset	Romanian and English – 5 pts each; Russian – 10 pts	20
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).

Important notice

The applicants 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