TERMS OF REFERENCES
for National Consultant

Monitoring, Review and Verification

Job title:	National Consultant in Monitoring, Reporting and Verification
Type of Contract:	Individual Contract (IC)
Assignment type:	National consultant
Section/Unit:	Environment and Energy Cluster
Duty Station:	Chisinau (Moldova)
Languages required:	English and Romanian, Russian will be an asset
Starting Date:	18 November 2019
Duration of Assignment:	85 working days till 2022
Payment arrangements:	Lump sum contract (payments linked to satisfactory performance and delivery of outputs)
Evaluation method:	Desk review

I. 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 CO^2 by scaling up, replicating and mainstreaming the project results and activities, including those of the Green City Lab.

Successful implementation of concrete pilot/demonstration project requires related monitoring, reporting and verification (MRV) of the results in the areas of: i) integrated and participatory urban land use and mobility planning; ii) residential building energy efficiency and renewable energy use; iii) low carbon mobility; and iv) resource efficient waste management.

An MRV system underpin GHG data quality, that would help to identify local priorities and demonstrate to donors the emissions reductions and impacts.

II. OBJECTIVES

The main objective of the current activity is to develop a system to capture data about the GHG emission reductions resulting from the pilot/demonstration projects (including Fast Track Challenge projects) that would help to assess the impact of mitigation and adaptation actions.

III. OUTPUTS AND TASKS

Under the overall guidance and supervision of the Project Manager, the MRV expert is expected to develop a system to capture data about the GHG emission reductions resulting from the pilot/demonstration projects (including Fast Track Challenge projects). The MRV Experts' key role will be to control the accuracy, completeness and consistency of the GHG inventory as it pertains to buildings, transport and waste, and develop and maintain the MRV system. Specifically, his/her responsibilities include, but are not limited to, the following:

- Develop a measurement, reporting and verification (MRV) system adapted to the local conditions, using realistic target values for each indicator;
- Monitor, track, and suggest methods by which to calculate GHG emissions saved as a result of pilot/demonstration projects (including Fast Track Challenge projects);
- Outline the methodology for measurement and verification of reductions in the GHG emissions on completed projects and initiatives;
- Provide support on developing MRV plans for new projects;
- Provide support to the external experts in reviewing the GHG emissions, and to assess the GHG emissions reduction;
- Liaise closely with other experts and projects beneficiaries to seek their inputs for ensuring the complete and accurate inventory of data; if deemed necessary, recommend any modifications to be made;
- Generate MRV reports which will feed into the overall Energy management Information System (EMIS)
- Provide inputs to the annual implementation reports (PIR), mid-term and final evaluation reports, and general information collection according to UNDP/GEF M&E requirements;

IV. EXPECTED DELIVERABLES AND ESTIMATED TIMING

The assignment will be carried out as 85 working days according to the following timeframe. The payments will be made as per the deliverables indicated below.

#	Deliverables	Estimated timing
1	Develop and MRV system for emission reductions resulting from the pilot/demonstration projects (including Fast Track Challenge projects)	By 15 December 2019 15 working days
2	Identify the data collection & calculation tools and methodologies for MRV system as well as Quality Assurance and Quality Control procedures (QA/QC) for each pilot project	By 15 December 2019 20 working days
3	Anual GHG inventory report submitted	By 30 January 2020, and by 30 November 2020, 2021, 2022 15 working days
4	Inputs to the annual implementation reports (PIR), Mid-term and Final evaluation reports	By 30 June 2020, 2021, 2022 15 working days
5	Annual MRV reports fed into the overall Energy management Information System (EMIS)	By 30 November 2020, 2021, 2022 20 working days

All of the deliverables will be prepared in English, working language will be English with Romanian and/or Russian interpretation.

V. QUALIFICATION CRITERIA

Academic qualifications:

- At least master's degree (5 years of university studies) in environmental engineering, natural science, sustainable development, geography

Experience:

- At least seven (7) years of professional experience in developing and/or reviewing GHG inventory;
- Previous working experience with energy and GHG standards and international measurement and verification protocols;
- Sound and proven experience in energy efficiency, energy saving and use of renewable energy as well as of green urban development.
- Previous working experience in climate change and sustainable development issues.
- Proven experience in working with international organizations (successful experience in working with UN agencies is an asset);

Competencies

- Demonstrates integrity and fairness by modeling UN values and ethical standards;

- Displays cultural, gender, religion, race, nationality and age sensitivity and adaptability;
- Excellent communication skills; Excellent analytical skills; Strong oral and writing skills;
- Excellent computer literacy (Word, Excel, Internet, Power Point).
- Focuses on result for the client and responds positively to feedback;
- Consistently approaches work with energy and a positive, constructive attitude;
- Ability to work independently as well as part of a team;
- Ability to operate under strict time limits.

Language skills

- Proficiency (verbal and written) in English and Romanian. Russian will be an asset.

VI. PAYMENT MODALITIES

The consultant will organize and facilitate the implementation of all project activities as described above; his/her payment will be lump sum amount based, disbursed in instalments upon satisfactory performance and approval of deliverables.

VII. APPLICATION PROCESS

Applicants shall submit the following four documents:

Required

☒ CV, including information about past experience in similar assignments and 3 referees;

☒ Financial proposal (in USD, specifying the total lump sum amount as well as the requested amount of the fee per day).

☒ Offeror's Letter confirming Interest and Availability