



INDIVIDUAL CONSULTANT PROCUREMENT NOTICE

Date: 29th of October 2019

Country: Republic of Moldova

Description of the assignment: National Consultant in Monitoring, Reporting and Verification

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: 85 working days from **November 2019** to **December 2022**

Contract type: Individual Contract

Proposals should be submitted online by pressing the "Apply Online" button, 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.

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.

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

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.

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;

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

3. REQUIREMENTS FOR EXPERIENCE AND QUALIFICATIONS

I. Academic Qualifications:

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

II. Years of 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);

III. 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.

IV. Languages:

- Proficiency (verbal and written) in English and Romanian. 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:

- Master's degree (or 5 years University studies) in environmental engineering, natural science, sustainable development, geography;
- At least seven (7) years of professional experience in developing and/or reviewing GHG inventory;

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
<u>Technical</u>		
Master's degree (or 5 years University studies) in environmental engineering, natural science, sustainable development, geography	(Master's (or 5 years University studies) – 40 pts, PhD – 50 pts)	50
At least seven (7) years of professional experience in developing and/or reviewing GHG inventory	(7 years – 60 pts, >7 years – 70 pts)	70
Previous working experience with energy and GHG standards and international measurement and verification protocols	(each year of such work – 10 pts)	40
Sound and proven experience in energy efficiency, energy saving and use of renewable energy as well as of green urban development	(each year of such work – 10 pts)	40
Previous working experience in climate change and sustainable development issues	(to some extent – 35 pts., extensive experience – 50 pts.)	50
Proven experience in working with international organizations (successful experience in working with UN agencies is an asset)	no – 0, yes – 20 pts	20
Proficiency (verbal and written) in Romanian and English; working level of Russian will be an asset	Romanian and English – 5 pts each; Russian – 10 pts	20
Computer literacy (Word, Excel, Internet, Power Point)	no – 0, yes – 10 pts	10

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 have 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