
**TERMS OF REFERENCES
for National Consultant**

UNDP/GEF Project:

Moldova Sustainable Green Cities – Catalyzing investment in sustainable green cities in the Republic of Moldova using a holistic integrated urban planning approach

Job title:	National consultant in monitoring and verification within Fast Track Challenge programme
Type of Contract:	Individual Contract (IC)
Assignment type:	National consultant
Section/Unit:	Environment and Energy Cluster
Duty Station:	Chisinau (Moldova)
Languages required:	Romanian and Russian. English will be considered as asset.
Starting Date:	10 May 2020
Duration of Assignment:	120 working days till December 2021
Payment arrangements:	contracts based on daily fee , disbursed in instalments upon submission and approval of quarterly reports
Evaluation method:	Interview of shortlisted candidates

I. PROJECT BACKGROUND INFORMATION

The [**objective of the project**](#) is to catalyse 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.

The strategy of the project is to create, launch and support a new institutional mechanism called “Green City Lab” (GCL) as a vehicle for encouraging and supporting new innovative measures and approaches in addressing the urban development challenges and barriers. Green City Lab has to become the leading knowledge management and networking platform, clearing house, an facilitator of financing various green urban development projects, and a source of innovations and expertise to catalyse sustainable low carbon green city development in Moldova with a mission to transform Chisinau and other cities/towns 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.

Context:

Fast Track Challenge Program (FTCP) aims to provide financial support (in the range of max 8,000 USD) for new and innovative solutions contributing to low carbon green city development and which can be brought to implementation quickly and at modest costs. Among other GCL initiatives to encourage broad community engagement and participation, this is an essential complementary tool to support the development of small innovative and visible initiatives at a community level and secure their early buy-in. The programme is implemented starting from 2018 for a period of 4 years. The overall budget is 100,000 USD.

The thematic areas covered by this programme are:

1. Urban mobility (integrated solutions, apps for efficient transport, cycling and pedestrians)
2. Waste management (should be considered activities related to the collection and recycling processes; e.g. PET, plastic, rubber, hazardous waste, textile, etc.)
3. Energy efficiency measures related to building envelope insulation, street and interior lightning, hot water preparation, smart metering and renewables (photovoltaics, wind, geothermal, etc.)
4. Sustainable urban planning (friendly solutions for citizens comfort and wellbeing)

Received and upcoming project proposals mandatory should have a clear impact – socially, economically, environmentally and from the gender perspective.

Currently there are 7 FTCP under implementation in 2020. Another 5-7 projects are expected to be implemented in 2021.

II. OBJECTIVES AND SCOPE OF WORK

The main objective of this assignment is to offer support to the beneficiaries and grantees, of the Fast Track Challenge Programme in projects implementation as well as to the Green city Project team regarding programme implementation monitoring and reporting (incl. financial).

In particular, the Consultant should provide the following services:

1. Support Project Team in launching of the Calls for FTCP project proposals for innovative, green and sustainable ideas for Chisinau;
2. Provide administrative support for conducting the FTCP Evaluation Committee meetings (draft agenda and invitation letters, prepare applicants' files for examination of EC members, arrange applicants' presentations during the EC meeting, draft minutes of the EC meeting, etc.)
3. Provide support to the grantees on behalf of the Green cities project related to projects implementation (including advise on procurement and financial processes) where appropriate taking into account UNDP and national legislation requirements.
4. If needed, establish the dialogue with public authorities and institutions to obtain necessary approvals and authorizations for FTCP projects implementation
5. Perform regular field visits to the projects implementation sites in order to check the projects implementation status;
6. Offer consultancy and trainings to the grantees, beneficiaries and contractors on UNDP project requirements for narrative and financial reports;
7. Clearing the interim and final financial and narrative reports submitted by FTCP grantees prior to Project manager approval
8. Make sure that the incurred expenses are accompanied by the appropriate documents (fiscal notes, contracts, invoices, etc) and comply with the UNDP Finance and Procurement Rules and Regulations;

9. Provide quarterly reports (with monthly short email updates) to the Project manager on the verified documents and field visits, including observation regarding the status of the projects implementation, number and type of reports checked and recommendations on their improvement etc. (if the case);
10. Perform other tasks related to technical, financial, social and environmental aspects as may be required by Project Manager and the team related to FTCP implementation;
11. Provide the required information to the Monitoring, Reporting and Verification National Consultant in order to calculate the CO2 emissions reduction in the result of the each of the FTCP project implementation;
12. 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 (if and when required by the project manager).

III. EXPECTED DELIVERABLES AND ESTIMATED TIMING

The assignment will be carried out as 120 working days according to the following timeframe. The payments will be made as per the deliverables indicated below.

	Deliverables	Estimated timing
2	Quarterly reports on Fast Track Challenge Programme projects implementation (including projects implementation status, field visits, verification and commenting on received reports from grantees).	30 June 2020 31 March 2021 30 September 2020, 2021 30 November 2020, 2021 105 working days (approx. 15 days/quarter)
3	Offer consultancy and trainings to the grantees, beneficiaries and contractors with compiling and submitting narrative and financial reports.	September 2020 – November 2021 9 working days
4	Provide required support to the annual implementation reports (PIR), mid-term and final evaluation reports, and general information collection according to UNDP/GEF M&E requirements	June 2020, 2021 – 6 working days

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

The Consultant will work under the direct supervision and guidance of the Project Manager within the Project office; field visits in Chisinau will be required. The Consultant will be provided with the necessary information, materials and logistics for the fulfilment of his/her tasks, including the transportation means for the field visits.

On-site visits (Chisinau), other administrative costs, and logistical aspects will be on the consultant expense and should be included in the financial offer.

IV. QUALIFICATIONS AND EXPERIENCE REQUIREMENTS

Academic qualifications:

- University degree or advanced courses in Finance, Economy, Business Administration, Project management or other relevant fields;

- Specialized certificates in Finance, Bookkeeping, Auditing would constitute an advantage.
- Qualified accountants from internationally recognized accounting institutions will have an advantage;

Experience:

- At least five (5) years of experience in the area of Finance management, Accounting, Auditing, project management or reporting and verification of budgets and finance and technical reports is required;
- Previous experience in supporting urban mobility, waste management, sustainable urban planning, energy saving and use of renewable energy development projects, will be considered an advantage;
- Previous experience in finance management of NGOs and/or donor funded projects will be considered an advantage;
- Experience working in/with international organizations, including the UN Agencies will be considered an advantage.

Competencies:

- Demonstrates integrity and fairness by modelling UN values and ethical standards;
- Displays cultural, gender, religion, race, nationality and age sensitivity and adaptability;
- Ability to meet deadlines and prioritize multiple tasks
- Excellent communication skills; Excellent analytical skills; Strong oral and writing skills;
- Computer literacy - competent user of Microsoft Office programs, databases, financial and accounting software.

Language skills

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

V. PAYMENT MODALITIES

The consultant will organize and facilitate the implementation of all project advisory activities as described above; his/her payment will be **contracts based on daily fee**, disbursed in instalments upon submission and approval of quarterly reports, and certification by the Project Manager that the services have been satisfactorily performed. The payments shall be processed based on the daily fee and the total number of days worked and reported during that quarter.

VI. APPLICATION PROCESS

Applicants shall submit the following four documents:

Required

- Offeror's Letter confirming Interest and Availability;
- CV, including information about past experience in similar assignments and contact details for at least 3 referees;
- Brief description of approach to work/technical proposal of why the individual considers him/herself as the most suitable for the assignment, and a proposed methodology on how they will approach and complete the assignment;
- Financial proposal (in USD, specifying the total lump sum amount). Financial proposal template prepared in compliance with the template in Annex 2.

Incomplete applications will not be considered.

If an applicant is employed by an organization/company/institution, and he/she expects his/her employer to charge a management fee in the process of releasing him/her to UNDP under Reimbursable Loan Agreement (RLA), the applicant must indicate at this point, and ensure that all such costs are duly incorporated in the financial proposal submitted to UNDP.

VII. ANNEXES TO THE TOR

Annex 1- Individual Consultant General Terms and Conditions

Annex 2- Offeror's Letter confirming Interest and Availability