



## INDIVIDUAL CONSULTANT PROCUREMENT NOTICE

Date: **22<sup>nd</sup> of April 2020**

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**Country:** Republic of Moldova

**Description of the assignment:** National consultant in Energy Management Systems

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

**Period of assignment/services:** 110 working days till December 2020

Proposals should be submitted online by pressing the "Apply Online" button, no later than **29<sup>th</sup> of April 2020**.

Requests for **clarification only** must be sent by standard electronic communication to the following e-mail: [simion.berzoi@undp.org](mailto:simion.berzoi@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.

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### 1. BACKGROUND

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.

**The objective of the project** is related to the transfer of best international practices of Energy Management Information System (EMIS) and testing it in a group of buildings with a possibility to establish a municipal and national data base on actual consumption of energy, energy raw materials and water in public buildings.

Energy management information system – EMIS is a computer program or an internet application serving as a basic tool supporting the energy management system in public and commercial buildings. EMIS is intended primarily for monitoring and analyzing data on consumption and costs of energy and water in public buildings under the responsibility of local, regional, and the national levels. Nevertheless, irrespective of its primary purpose, its concept design is flexible which enables it to be used with equal success also for buildings which are the responsibility of other institutions and organizations, indirect budget beneficiaries, commercial buildings and public enterprises. The EMIS is designed using the relations data base platform (Oracle) and Web architecture, meaning that it can be accessed from any computer with an online connection using any Internet browsers available in the market. Also, it allows export of the data in XLS and other formats, thus providing data resource for any kind of advanced analysis. Additionally, EMIS has an integrated option of automatic data screening and if any result of the automatic analysis is critical, or out of the set limits (e.g., a dramatic increase in energy or water consumption) EMIS sends alert message to the person(s) in charge thus any unwanted and unnecessary energy or water usage and costs are avoided.

EMIS was developed initially by UNDP Croatia in 2006, within the UNDP Project "Removal of barriers for energy efficiency in Croatia. It is used worldwide in the country (on more than 13.000 public buildings in the system) and was also replicated in Republic of Serbia, Bosnia and Herzegovina. From 2020 the same platform was deployed by Moldova Sustainable Green Cities Project and is required to be tested on a group of 40 buildings in Chisinau. After testing period, EMIS platform is expected to be used in public and residential sectors on municipal as well as national level.

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

The Consultant will work in close collaboration with Chisinau Municipality, Energy Efficiency Agency (EEA) and under direct supervision of the Green Cities Project Officer and UNDP Country Office in Moldova. Under this activity national consultant is requested to provide full support necessary to predefine, test and pilot EMIS platform as well as providing required support to energy managers for further utilisation.

EMIS is intended to be used in following types of buildings:

- Buildings administrated by local self-governments (schools, kindergartens, municipal administrative buildings, sports centres, primary health care centres);
- Buildings administrated by national authorities (buildings of public administration, courts, hospitals, gerontology centres, faculties, students' dormitories, military barracks, PUC's buildings, etc.);
- Buildings administrated by public services;
- Buildings administrated by indirect budget beneficiaries;
- Buildings administrated by other organizations and public companies;
- Residential sector building (s);
- EMIS can also be used or commercial buildings.

The consultant will have the following responsibilities:

- Providing full support in configure and predefining data to be collected in EMIS platform;
- Providing full support in identifying public buildings in Chisinau (40) where EMIS will be tested;
- Provide full support in identifying residential sector building (s)/getting the agreement of the household association/ condominium and ensure active involvement during EMIS piloting phase.
- Collecting slow changing data for each building (non-technical):
  - a. Region, district, municipality;
  - b. Address of the building;
  - c. Buildings within buildings;
  - d. Building owner;
  - e. Building user;
  - f. Source of funding;
  - g. Owner and user persons in charge;
  - h. Contact person, etc.

Technical data:

- i. Surface area of building;
  - j. Number of floors;
  - k. Electricity supply (number of electricity meter, type of buyer, category of buyer, etc.);
  - l. Heating type (source of heating, energy source, etc.);
  - m. Total heated area, total volume;
  - n. Technical characteristics of the heating system;
  - o. Technical characteristics of the lighting system;
  - p. Operating processes in the building (food preparation, laundry washing, swimming pool, etc.), etc.
- Entering data from invoices for energy (electricity, district heating, SHW), energy sources (gas, LPG, coal, fuel-oil, crude, firewood, etc.) and water;
  - Providing support in negotiation with suppliers (Moldova Gaz, Apă Canal, Termoelectrica, Premier Energy) in order to import data directly supplied by energy/water providers;
  - Providing support in drafting ToR for smart meters acquisition to be installed at selected buildings where EMIS will be tested.
  - Providing support in translation and adoption of Technical guides for energy managers;
  - Providing support in EMIS utilization and Chisinau energy manager, end users, and other types of users.

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

### **3. REQUIREMENTS FOR EXPERIENCE AND QUALIFICATIONS**

I. Academic Qualifications:

- University degree in Energy, Environment, Engineering, IT or other closely related field.

II. Years of experience:

- At least 3 years of professional experience in providing advice to electronic management systems, Information Technologies or energy engineering.

III. Competencies:

- Proven experience in managing projects/initiatives related to smart technologies, as well as required tools in energy management;

- Sound knowledge of energy efficiency, energy saving and use of renewable energy development in residential sector;
- Good knowledge of electronic communications through wired and wireless networks;
- 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;
- Excellent computer literacy (Word, Excel, Internet, Power Point) and other advanced programming tools, would constitute an advantage;
- Ability to work independently as well as part of a team;
- Proficiency (verbal and written) in Romanian and English; 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:

- Offeror's Letter confirming Interest and Availability, as per Annex 2
- CV, including information about past experience in similar assignments and contact details for three 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 as well as the requested amount of the fee per day). Financial proposal template prepared in compliance with the template in Annex 2

#### **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:

- University degree in Energy, Environment, Engineering, IT or other closely related field;
- At least 3 years of professional experience in providing advice to electronic management systems, Information Technologies or energy engineering.

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.

<b>Criteria</b>	<b>Scoring</b>	<b>Maximum Points Obtainable</b>
<b><u>Technical</u></b>		
University degree in Energy, Environment, Engineering, IT or other closely related field.	University degree – 40 pts; Master's degree – 50 pts	50
At least 3 years of professional experience in providing advice to electronic management systems, Information Technologies or energy engineering	3 years – 40 pts; each additional year 5 pts up to max – 50 pts	50
<b><u>Interview</u></b> (demonstrated technical knowledge and experience; communication/ interpersonal skills; initiative; creativity/ resourcefulness) <b>ONLY the first 3 top ranked candidates shall be invited</b>		
Proven experience in managing projects/initiatives related to smart technologies, as well as required tools in energy management	limited – <20 pts, satisfactory – <45 pts, extensive – <70 pts	70

Sound knowledge of energy efficiency, energy saving and use of renewable energy development in residential sector		
Good knowledge of electronic communications through wired and wireless networks	limited – <15 pts, satisfactory – <30 pts, extensive – <50 pts	50
Demonstrates integrity and fairness by modelling UN values and ethical standards;	limited – <3 pts, satisfactory – <5 pts, extensive – <10 pts	10
Displays cultural, gender, religion, race, nationality and age sensitivity and adaptability	limited – <3 pts, satisfactory – <5 pts, extensive – <10 pts	10
Ability to meet deadlines and prioritize multiple tasks	limited – <3 pts, satisfactory – <5 pts, extensive – <10 pts	10
Excellent communication skills; Excellent analytical skills; Strong oral and writing skills;	limited – <3 pts, satisfactory – <5 pts, extensive – <10 pts	10
Excellent computer literacy (Word, Excel, Internet, Power Point) and other advanced programming tools, would constitute an advantage	limited – <3 pts, satisfactory – <5 pts, extensive – <10 pts	10
Ability to work independently as well as part of a team	limited – <3 pts, satisfactory – <5 pts, extensive – <10 pts	10
Proficiency (verbal and written) in Romanian and English; working level of Russian will be an asset	English – max 10 pts; Romanian – max 5 pts; Russian – max 5 pts	20
<b>Maximum Total Technical Scoring</b>		<b>300</b>
<b>Financial</b>		
<p>Evaluation of submitted financial offers will be done based on the following formula:</p> <p><b><math>S = F_{min} / F * 200</math></b></p> <p>S – score received on financial evaluation;</p> <p>Fmin – the lowest financial offer out of all the submitted offers qualified over the technical evaluation round;</p> <p>F – financial offer under consideration.</p>		<b>200</b>

#### Winning candidate

The winning candidate will be the candidate, who has accumulated the highest aggregated score (technical scoring + financial scoring).

#### **ANNEXES:**

##### **ANNEX 1 – TERMS OF REFERENCES (TOR)**

##### **ANNEX 2 – INDIVIDUAL CONSULTANT GENERAL TERMS AND CONDITIONS**

##### **ANNEX 3 – FINANCIAL PROPOSAL TEMPLATE & OFFEROR'S LETTER CONFIRMING INTEREST AND AVAILABILITY**