**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:**   09 November 2020

**Duration of Assignment:** 50 working days till 2022

**Payment arrangements:** Lump sum contract (payments linked to satisfactory performance and delivery of outputs)

**Evaluation method:**  Desk review

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.

1. **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.

1. **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:

* Monitor, track, and suggest methods by which to calculate GHG emissions saved as a result of pilot/demonstration projects (including Fast Track Challenge projects and include them into the earlier developed reporting and verification (MRV) system);
* 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) and final evaluation report, and general information collection according to UNDP/GEF M&E requirements.

1. **EXPECTED DELIVERABLES AND ESTIMATED TIMING**

The assignment will be carried out as 50 working days according to the following timeframe. The payments will be made as per the deliverables indicated below.

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| **#** | **Deliverables** | **Estimated timing** |
| 1 | Anual GHG inventory report submitted | By 15 December 2020, 2021, 2022  15 working days (5 days each year) |
| 2 | Inputs to the annual implementation reports (PIR) and Final evaluation reports | By 30 June 2021, 2022  15 working days (7.5 days each year) |
| 3 | Annual MRV reports fed into the overall Energy management Information System (EMIS) | By 15 December 2020, 2021, 2022  20 working days (6 days 2020,  7 days 2021 and  7 days 2022) |

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

1. **QUALIFICATION CRITERIA**

Academic qualifications:

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

Experience:

* At least five (5) years of professional experience in developing and/or reviewing GHG inventory;
* Previous working experience with energy and GHG standards and in 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);
* Proficiency (verbal and written) in Romanian and English; working level of Russian will be an asset;
* Computer literacy (Word, Excel, Internet, Power Point).

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.

1. **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.

1. **APPLICATION PROCESS**

Applicants shall submit the following four documents:

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| **Required** |  |
| ☒ | Proposal:   1. Explaining why they are the most suitable for the work; 2. Provide a brief methodology on how they will approach and conduct the work (if applicable) |
| ☒ | CV, including information about past experience in similar assignments; |
| ☒ | Offeror’s Letter confirming Interest and Availability |
| ☒ | Financial proposal (in USD, specifying the total lump sum amount as well as the requested amount of the fee per day). |