



INDIVIDUAL CONSULTANTS PROCUREMENT NOTICE

Date: **16 February 2021**

Country: Republic of Moldova

Description of the assignment: Team of two national consultants (a gender specialist, acting as team leader and a refrigeration and air-conditioning specialist, acting as technical expert)

Project name: Republic of Moldova's HCFCs Phase-out Management Plan (HPMP) – Stage II

Period of assignment/services: March – October 2021 (up to 32 working days for team leader, up to 30 working days for technical expert)

Proposals should be submitted **online by pressing the "Apply Online" button**, no later than **2 March 2021, 16:30 (Moldova local time)**.

Requests for **clarification only** must be sent by standard electronic communication to the following e-mail: silvia.pana-carp@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.

I. BACKGROUND

The Republic of Moldova is Party to the Vienna Convention for the Protection of the Ozone Layer (Vienna, March 22, 1985) and Montreal Protocol (Montreal, September 16, 1987) since 1996. In this line, the country has committed to gradual phase-out of ozone depleting substances (ODS), such as hydrochlorofluorocarbons (HCFCs), mostly because of their high Ozone Depleting Potential (ODP).

The XIX Meeting of the Parties to the Montreal Protocol in September 2007, through its Decision XIX/6 adopted an accelerated phase-out schedule for HCFCs (Annex C Group I). The first control step was to freeze production and consumption of HCFCs from 1 January 2013, at the Baseline Level (average of 2009 and 2010 levels). The other control targets are reduction of 10% by 2015, reduction of 35% by 2020, reduction of 67.5% by 2025 and reduction of 97.5% by 2030, allowance of 2.5% of baseline (annual equivalent) for period 2030-2040 and complete phase-out by 2040. Republic of Moldova is an article five Party to the Montreal protocol and must comply with the above phase out timetable.

The Executive Committee (ExCom) of the Multilateral Fund (MLF) approved at its 72nd meeting in May 2014 the project supporting the Republic of Moldova to develop the HCFC Phase-Out Management Plan Stage II proposal, focusing on compliance with the Montreal Protocol targets. The Republic of Moldova's HCFCs Phase-Out Management Plan (HPMP) – Stage II project for the 2016-2020 period to reduce HCFCs consumption by 35 per cent of the baseline has been approved by ExCom 77th meeting. The project is implemented jointly by United Nations Development Programme (UNDP), as Lead Implementing Agency and United Nations Environment Programme (UNEP), as Co-operating Implementing Agency. The HPMP Stage II project is focused on collection of information inputs in consultation with the industry/commercial/private/public sectors and design the

national interventions for the Republic of Moldova to meet 2020/35% HCFCs phase-out obligations. HPMP Stage II programme addressed phase-out of HCFCs consumption mainly in the Refrigeration and Air-Conditioning (RAC) servicing sector, with focuses on commercial refrigeration.

The project document has been prepared by the National Ozone Unit (NOU) of the Ministry of Agriculture, Regional Development and Environment (MoARDE), with the support of UNDP CO, and has gone through national stakeholder consultation process to agree on the format of MLF assistance needed to accomplish HCFCs Phase-Out Management Plan.

With reference to the investment components of the HPMP Stage II, its architecture includes the following activities:

- 1) technology support to refrigeration and air-conditioning sector;
- 2) strengthening of the HCFC re-use system; and
- 3) demonstration of new technologies in commercial sector (natural refrigerants).

In order to achieve the expected results of the project, UNDP is currently seeking for a team of two national consultants (a gender specialist, acting as team leader and a refrigeration and air-conditioning specialist, acting as technical expert) to implement in close coordination with the national Montreal Protocol Unit (MPU) under the Public Institution “Environmental Projects Implementation Unit” (P.I. “EPIU”) of the MoARDE, the UNDP investment components activities of the Republic of Moldova’s HPMP Stage II, tranche 3 activities.

II. OBJECTIVES AND EXPECTED DELIVERABLES OF THE ASSIGNMENT

The overall objective of the assignment is to support the Ministry of Agriculture, Regional Development and Environment, respectively the national Montreal Protocol Unit of the P.I. “EPIU” and UNDP Country Office, to implement project activities scheduled under the investment components of the Republic of Moldova’s HPMP Stage II, tranche 3.

Specific tasks:

The team of two national consultants (a gender specialist, acting as team leader and a refrigeration and air-conditioning specialist, acting as technical expert), under the supervision of the national Montreal Protocol Unit of the P.I. “EPIU” and UNDP Country Office, will have responsibility to carry out the following main tasks:

- 1) Prepare in a gender-sensitive manner an awareness raising programme, focused on the lessons learnt from the implementation of two demonstration projects piloting the refrigeration technologies on natural refrigerants (R744 – CO₂) to demonstrate the practical benefits and advantages of natural refrigerants in the RAC systems within the commercial sector of the Republic of Moldova.
- 2) Undertake a study focused on assessing the gender equality in the RAC servicing sector, mapping the gender roles and opportunities to improve the gender balance in the respective sector, as well as assessing the ways on encouraging the female technicians’ participation in the RAC servicing training courses and capacity building activities related to the enforcement of the RAC servicing sector in the Republic of Moldova (e.g., through establishing awards for female technicians based on performance criteria);
- 3) Prepare and publish, in a gender sensitive manner, awareness raising brochures and/or booklets, to be disseminated to the RAC servicing technicians, and to relevant stakeholders, illustrating the achieved results of the two demonstration projects piloting refrigeration technologies on natural refrigerants (R744 – CO₂) and raising the awareness on the practical benefits and advantages of using the natural refrigerants in the RAC systems within the commercial sector of the Republic of Moldova, containing also recommendations in terms of safety/application standards, training, economic incentives, etc.;
- 4) Present and disseminate the results of the above-mentioned awareness raising programme to the RAC servicing technicians, Public RAC Association, main importers of RAC technologies/refrigerants/tools and relevant public institutions, inclusive customs officers, during a national workshop/conference organized jointly by the national Montreal Protocol Unit of the P.I. “EPIU” and UNDP Country Office.

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

III. REQUIREMENTS FOR EXPERIENCE AND QUALIFICATIONS

For the Team Leader position

I. Education:

- Advanced degree (Master or Ph.D.) in social studies, human rights studies, gender studies, gender and development, environment, sustainable development or closely related area.

II. Experience:

- Good understanding of issues related to gender and sustainable development and at least 2 years of practical working experience in gender mainstreaming, women's empowerment and sustainable development;
- At least 2 years of experience in carrying out participatory gender analysis, experience collecting and formulating gender responsive indicators and sex-disaggregated data and preparing gender responsive project analysis, developing gender action plans;
- Proven experience in analysis of gender issues in developing country contexts and in facilitating gender responsive stakeholder meetings is highly desired;
- Experience in working with UNDP, UNEP and other international organization on the identified area would be an asset.

III. Competencies:

- Demonstrated understanding of the links between sustainable development, social and gender issues;
- Demonstrated experience working on policy and programmatic issues with national governments and civil society organizations, including community organizations;
- Excellent analytical, writing, advocacy, presentation, and communications skills are required;
- Ability to achieve results and deadlines in a timely manner, maintaining a high standard throughout;
- Good written/spoken Romanian and Russian languages is a requirement. Knowledge of English language is an asset.

For the Technical Consultant position

I. Education:

- University degree (Bachelor or Master) in a relevant field, such as Engineering (Mechanics, Refrigeration), Chemical Hazardous Management, Chemistry, Biology, Environmental Sciences, or any related qualification.

II. Experience:

- At least 2 years of professional experience in technical activities related to ozone layer protection, including the ozone depleting substances consumption accounting and assessment of mitigation actions for ODS releases;
- At least 2 years of experience in conducting ODS-related analyses;
- Experience in working with UNDP, UNEP or other international organization on the identified area would be an asset.

III. Competencies:

- Familiarity with ODS issues under the Montreal Protocol and country programme on ODS phase-out in the Republic of Moldova, legal requirements of the EC Regulation 1005/2009 on substances that deplete the ozone layer and EU Regulation 2015/2067 on minimum requirements and the conditions for mutual recognition for the certification of natural persons;
- Strong analytical and reports (national reports, policy papers and research papers) writing skills demonstrated by previous assignments;
- Strong communication and teamwork/coordination skills demonstrated by previous assignments;
- Ability to achieve results and deadlines in a timely manner, maintaining a high standard throughout;
- Previous successful experience in development assistance or related work for a donor organization and governmental institutions is a strong advantage;
- Good written/spoken Romanian and Russian languages is a requirement. Knowledge of English language is an asset.

Note: Consultants shall clearly indicate the position they are applying for.

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. Please mention in CV if you belong to the group(s) under-represented in the UN Moldova and/or the area of assignment.

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.

IV. DOCUMENTS TO BE INCLUDED WHEN SUBMITTING THE PROPOSALS

Applicants shall submit the following documents:

- Offeror's Letter confirming interest and availability, including Financial Offer, according to Annex 2;
- CV, including information about experience in similar assignments;
- Brief description of why the individual considers him/herself as the most suitable for the assignment (**please indicate to which position you are applying for: i.e., team leader or technical consultant**).

Incomplete applications will not be considered.

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.

V. 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) (see Annex 2 of the Offeror's Letter Confirming Interest and availability attached to this Procurement Notice).

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.

VI. EVALUATION

Initially, individual consultants will be short-listed based on the following minimum qualification criteria:

Team leader

- Advanced degree (Master or Ph.D.) in social studies, human rights studies, gender studies, gender and development, environment, sustainable development or closely related area;
- At least 2 years of practical working experience in gender mainstreaming, women’s empowerment and sustainable development;
- At least 2 years of experience in carrying out participatory gender analysis, experience collecting and formulating gender responsive indicators and sex-disaggregated data and preparing gender responsive project analysis, developing gender action plans.

Technical consultant

- University degree (Bachelor or Master) in a relevant field, such as Engineering (Mechanics, Refrigeration), Chemical Hazardous Management, Chemistry, Biology, Environmental Sciences, or any related qualification;
- At least 2 years of professional experience in technical activities related to ozone layer protection, including the ozone depleting substances consumption accounting and assessment of mitigation actions for ODS releases;
- At least 2 years of experience in conducting ODS-related analyses.

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 70% score of the technical evaluation (at least 210 points) would be considered for the Financial Evaluation.

For team leader

Criteria	Scoring	Maximum Points Obtainable
Technical		
<ul style="list-style-type: none"> • Advanced degree (Master or Ph.D.) in social studies, human rights studies, gender studies, gender and development, environment, sustainable development or closely related area 	(Master - 30 pts., PhD – 40 pts.)	40
<ul style="list-style-type: none"> • Good understanding of issues related to gender and sustainable development and at least 2 years of practical working experience in gender mainstreaming, women’s empowerment and sustainable development, demonstrated by previous assignments 	(2 years – max. 20 pts, more than 2 years – up to 50 pts, 10 pts – for each additional year)	50
<ul style="list-style-type: none"> • At least 2 years of experience in carrying out participatory gender analysis, experience collecting and formulating gender responsive indicators and sex-disaggregated data and preparing gender responsive project analysis, developing gender action plans, demonstrated by previous assignments 	(2 years – max. 20 pts, more than 2 years – up to 50 pts, 10 pts – for each additional year)	50
<ul style="list-style-type: none"> • Experience in working with UNDP, UNEP or other international organization on the identified area, demonstrated by previous assignments 	(10 pts. for each assignment)	40

Criteria	Scoring	Maximum Points Obtainable
<ul style="list-style-type: none"> Proven experience in analysis of gender issues in developing country contexts and in facilitating gender responsive stakeholder meetings, demonstrated by previous assignments 	(10 pts. for each assignment)	30
<ul style="list-style-type: none"> Excellent analytical, writing, advocacy, presentation, and communications skills, demonstrated by previous assignments 	(10 pts. for each assignment)	40
<ul style="list-style-type: none"> Demonstrated experience working on policy and programmatic issues with national governments and civil society organizations, including community organizations, demonstrated by previous assignments 	(10 pts. for each assignment)	30
<ul style="list-style-type: none"> Fluency in English, Romanian and Russian orally and in writing 	(Romanian and Russian – 5 pts each; English – 10 pts)	20
Maximum Total Technical Scoring		300
Financial		
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

For technical consultant

Criteria	Scoring	Maximum Points Obtainable
Technical		
<ul style="list-style-type: none"> University degree (Bachelor or Master) in a relevant field, such as Engineering (Mechanics, Refrigeration), Chemical Hazardous Management, Chemistry, Biology, Environmental Sciences, or any related qualification 	(Bachelor – 20 pts., Master - 30 pts., PhD – 40 pts.)	40
<ul style="list-style-type: none"> At least 2 years of professional experience in technical activities related to ozone layer protection, including the ozone depleting substances consumption accounting and assessment of mitigation actions for ODS releases, demonstrated by previous assignments 	(2 years – max. 20 pts, more than 2 years – up to 50 pts, 10 pts – for each additional year)	50
<ul style="list-style-type: none"> At least 2 years of experience in conducting ODS-related analyses, demonstrated by previous assignments 	(2 years – max. 20 pts, more than 2 years – up to 50 pts, 10 pts – for each additional year)	50
<ul style="list-style-type: none"> Experience in working with UNDP, UNEP or other international organization on the identified area demonstrated by previous assignments 	(10 pts. for each assignment)	40
<ul style="list-style-type: none"> Familiarity with ODS issues under the Montreal Protocol and country programme on ODS phase-out in the Republic of Moldova, legal requirements of the EC Regulation 1005/2009 on substances that deplete the ozone layer and EU Regulation 2015/2067 on minimum requirements and the conditions for mutual recognition for the certification of natural persons, demonstrated by previous assignments 	(10 pts. for each assignment)	30
<ul style="list-style-type: none"> Strong analytical and reports (national reports, policy papers and research papers) writing skills, demonstrated by previous assignments 	(10 pts. for each assignment)	40
<ul style="list-style-type: none"> Previous successful experience in development assistance or related work for a donor organization and governmental institutions, demonstrated by previous assignments 	(10 pts. for each assignment)	30

Criteria	Scoring	Maximum Points Obtainable
<ul style="list-style-type: none"> Fluency in English, Romanian and Russian orally and in writing 	(Romanian and Russian – 5 pts each; English – 10 pts)	20
Maximum Total Technical Scoring		300
Financial		
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).

7. ANNEXES

ANNEX 1 – TERMS OF REFERENCES

ANNEX 2 – INDIVIDUAL CONSULTANT GENERAL TERMS AND CONDITIONS