



## INDIVIDUAL CONSULTANTS PROCUREMENT NOTICE

Date: **2 April 2021**

---

**Country:** Republic of Moldova

**Description of the assignment:** Consultancy services to undertake the verification of the implementation of the Republic of Moldova's HCFCs Phase-Out Management Plan (HPMP) Stage-II Programme

**Project name:** Verification Report for Implementation of the Republic of Moldova's HCFCs Phase-Out Management Plan Stage II Programme (MOL/PHA/86/TAS/42)

**Period of assignment/services:** April – June 2021 (up to 55 working days)

Proposals should be submitted **online by pressing the "Apply Online" button**, no later than **16 April 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](mailto: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

UNDP works in some 170 countries and territories, helping to achieve the eradication of poverty, and the reduction of inequalities and exclusion. We help countries to develop policies, leadership skills, partnering abilities, institutional capabilities and build resilience in order to sustain development results.

UNDP is one of the agencies designated by the Executive Committee of the Multilateral Fund for the Implementation of the Montreal Protocol to assist Article 5 countries in the implementation of projects for the phase-out of the consumption, and where applicable, production of ozone depleting substances (ODS).

The Republic of Moldova is Party to the Vienna Convention for the Protection of the Ozone Layer (Vienna, March 22, 1985) and Montreal Protocol (MP) (Montreal, September 16, 1987) since 1996 and operates under Article 5 of the MP. Moldova also ratified all amendments to the Montreal Protocol: the London and Copenhagen Amendments on 25 June 2001, and the Montreal on 24 May 2005 and Beijing Amendment on 5 December 2006. 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 19th 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 5 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 HCFCs Phase-Out Management Plan Stage II proposal, focusing on compliance with the Montreal Protocol targets. The project was designed to be 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 was 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 was designed to address phase-out of HCFCs consumption mainly in the Refrigeration and Air-Conditioning (RAC) servicing sector, with focuses on commercial refrigeration.

The Republic of Moldova's HCFCs Phase-Out Management Plan (HPMP) – Stage II Programme for the 2016-2020 period to reduce HCFCs consumption by 35 per cent of the baseline has been approved at the 77<sup>th</sup> meeting of the ExCom of the Multilateral Fund for the Implementation of the Montreal Protocol (Decision 77/41). The Annex XVII of the report of the 77<sup>th</sup> meeting of the ExCom contains the Agreement between the Government of the Republic of Moldova and the ExCom regarding the reduction of HCFC consumption. As per clause 5(b) of the Agreement between the Government of the Republic of Moldova and the ExCom of the Multilateral Fund for the Reduction in Consumption of HCFCs also known as the HPMP Agreement, the Targets specified in HPMP agreement have to be independently verified, unless the ExCom decides that such verification is not required.

At its 83<sup>rd</sup> meeting, the Executive Committee requested UNDP to include in the amendments to work programmes, due for submission at the 84th meeting, a Verification Report for the Republic of Moldova's HPMPs Stage II Programme. An amount of USD 30,000 was approved for undertaking the verification for the 2015-2020 years by the ExCom at its 86<sup>th</sup> meeting (MOL/PHA/86/TAS/42). The verification report needs to be submitted to the Multilateral Fund Secretariat (MFS) by mid-June 2021, at latest.

UNDP is currently seeking a qualified individual as National Consultant for the Republic of Moldova's HCFCs Phase-Out Management Plan, Stage II Programme verification reporting.

## **II. OBJECTIVES AND EXPECTED DELIVERABLES OF THE ASSIGNMENT**

The objective of the verification exercise is to produce a verification report on the consumption of substances in Annex C Group I of the Montreal Protocol (HCFCs) contained in Appendix 1-A of the above-referenced Agreement and, when applicable, HCFCs not listed in Appendix 1-A that may have been imported for the years 2015 to 2020 inclusive. Annual HCFCs consumption should be verified against consumption targets established in Row 1.2 of Appendix 2-A of the Agreement and is to be carried out for all years for which a target is set in the Agreement.

### **Specific tasks:**

The qualified national consultant will undertake the following activities in preparing the verification report:

- 1) Undertake a desk review of the national legislation, policies and procedures on ODS imports and exports, particularly HCFCs, considering such aspects as:
  - a) Channels of communication between the Ministry of Agriculture, Regional Development, Environmental Agency (the licensing authority), national Montreal Protocol Unit and the national customs authority;
  - b) Authorized list of importers/exporters of ODS and, where available, distributors. A representative sample of reports from importers/exporters, and where available of distributors should be reviewed.
  - c) Administrative procedures and documentation, including national system of harmonized custom codes in order to identify HCFCs and HCFCs mixtures, trade names, code numbers, and labelling,

and other documentation required for presentation to customs authorities by licensed importers and exporters of HCFCs;

- d) System of monitoring and reporting on import and export of HCFCs.
  - e) Government enforcement structure for HCFCs imports and exports, including mechanisms and capacity for prosecution and enforcement; sanctions or penalties to be imposed on violation of legal regulation, and procedures to be applied in case of suspicious shipments; and
  - f) Sample or other identification methods used. The verification should review a representative sample of reports from importers/exporters, and where available of distributors; official statistics on imports/export; and quotas issued versus actual quotas used.
- 2) Check the official data on national HCFCs consumption, in particular HCFCs records of imports and exports against import permits issued, including by consultation of national importers; explain any data inconsistencies that may have been identified during the verification process, such as potential import of banned controlled substances or import data different from data reported under Article 7.
  - 3) Carry out a comprehensive analysis of the import-export system and submit conclusions and recommendations thereon.

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

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

#### **I. Education:**

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

#### **II. Experience:**

- At least 5 (five) years' experience in carrying out international and/or national reviews and verifications activities of a technical nature for environmental protocols/conventions and/or projects.
- Previous experience in collaboration with UN and other international development agencies is a very strong advantage.
- The applicant should not be a permanent staff member of UNDP, National Ozone Unit (NOU) or of Ministry of Agriculture, Regional Development and Environment of Moldova; the applicant should also not have been directly involved in the implementation of the Republic of Moldova's HPMP Stage II.

#### **III. Competencies:**

- Familiarity with the Montreal Protocol and its amendments, country programme on ODS (ozone depleting substances) phase-out in the Republic of Moldova, national customs and environmental legislation related to ODSs, GHG (greenhouse gases).
- Good understanding of procedures followed for project implementation under Montreal Protocol.
- Good understanding of national regulation and procedures relating to import-export of ODSs and industrial policies relating to RAC (refrigeration and air-conditioning) sector in the Republic of Moldova.
- Ability to analyze guidance documents, tools, and other resources related to environmental protocols/conventions and strong analytical and reports writing skills.
- Skills to research, design and produce quality knowledge products (reports, policy papers, research papers, etc.);
- Ability to achieve results and deadlines in a timely manner, maintaining a high standard throughout.
- Fluency in written and spoken Romanian and English is required.

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.

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**

The financial proposal will specify the daily fee, travel expenses and per diems quoted in separate line items, and payments are made to the Individual Consultant based on the number of days worked.

#### **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:

- Master's degree (or equivalent) in a relevant field, such as Engineering (Mechanics, Refrigeration), Chemical Hazardous Management, Chemistry, Biology, Environmental Sciences, or any related qualification.
- At least 5 (five) years' experience in carrying out international and/or national reviews and verifications activities of a technical nature for environmental protocols/conventions and/or projects.
- The applicant should not be a permanent staff member of UNDP, National Ozone Unit (NOU) or of Ministry of Agriculture, Regional Development and Environment of Moldova; the applicant should also

not have been directly involved in the implementation of the Republic of Moldova's HCFCs Phase-Out Management Plan (HPMP).

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.

Criteria	Scoring	Maximum Points Obtainable
<b>Technical</b>		
<ul style="list-style-type: none"> <li>• Master's degree (or equivalent) in a relevant field, such as Engineering (Mechanics, Refrigeration), Chemical Hazardous Management, Chemistry, Biology, Environmental Sciences, or any related qualification</li> </ul>	(Master - 30 pts., PhD – 40 pts.)	40
<ul style="list-style-type: none"> <li>• At least 5 (five) years' experience in carrying out international and/or national reviews and verifications activities of a technical nature for environmental protocols/conventions and/or projects, demonstrated by previous assignments</li> </ul>	(5 years – max. 50 pts, more than 5 years – up to 100 pts, 10 pts – for each additional year)	100
<ul style="list-style-type: none"> <li>• Familiarity with the Montreal Protocol and its amendments, country Programme on ODS (ozone depleting substances) phase-out in the Republic of Moldova, national customs and environmental legislation related to ODSs, GHG (greenhouse gases), demonstrated by previous assignments</li> </ul>	(10 pts. for each assignment)	50
<ul style="list-style-type: none"> <li>• Ability to analyze guidance documents, tools, and other resources related to environmental protocols/conventions and strong analytical and reports writing skills, demonstrated by previous assignments</li> </ul>	(10 pts. for each assignment)	50
<ul style="list-style-type: none"> <li>• Experience in working with UNDP, UNEP, or other international organization on the identified area, demonstrated by previous assignments</li> </ul>	(10 pts. for each assignment)	40
<ul style="list-style-type: none"> <li>• Fluency in English and Romanian orally and in writing</li> </ul>	(Romanian – 10 pts; English – 10 pts)	20
<b>Maximum Total Technical Scoring</b>		<b>300</b>
<b>Financial</b>		
Evaluation of submitted financial offers will be done based on the following formula:		<b>200</b>

Criteria	Scoring	Maximum Points Obtainable
<p><b><u>S = Fmin / F * 200</u></b></p> <p>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.</p>		

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