



## INDIVIDUAL CONSULTANT PROCUREMENT NOTICE

Date: **6 April 2021**

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**Country:** Republic of Moldova

**Description of the assignment:** Environmental Impact Assessment Expert

**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:** 30 working days till December 2021

Proposals should be submitted online by pressing the "Apply Online" button, no later than **21 April 2021**.

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

**Moldova Sustainable Green Cities Project (MSGCP)** is targeting the residential sector, part of a broader integrated urban planning approach (IUPA) at a neighborhood level. It seeks to strengthen the role of the Home Owner Associations (HOAs) to manage their buildings and common property and to contribute to the development of their surroundings, while also supporting them to get their legal status as credit-worthy legal entities with the option to access affordable financing for the required energy efficiency (EE) investments.

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

The Environmental Impact Assessment Expert (EIAE) will provide support to Moldova Sustainable Green Cities Project team to ensure that environmental issues are taken into consideration for the following two demo projects:

- a) Energy efficiency measures in a multiapartment residential building in Chisinau municipality;
  - I. Multiapartment residential building. The building is connected to centralized heating system. There is no functional centralized hot water system. Energy Efficiency measures will mainly be focused on insulation of roof and walls, replacement of windows, installation of Individual Heating Point, installation of smart meters.
- b) Neighbourhood Renewal Green Urban Project.
  - I. Installation of Photovoltaic systems (up to 20 kW installed) and/or solar collectors for hot water preparation in 3 Multiapartment residential buildings.

Under the overall guidance and supervision of the Project Manager, the EIAE will deliver the following results:

- An identification and assessment of the potential significant environmental impacts of the project in its different alternatives;
- Environmental baseline study
  - Existing environment
  - Expected future situation without the project
- The impact identification and evaluation

The impact identification and evaluation should address - but not necessarily be limited to- the following aspects of the project:

- polluting discharges and emissions;
- noise and vibration;
- production of odours, luminous emissions;
- solid and hazardous waste production;
- land-take requirements;
- presence of workers;
- access and transport;
- if relevant, effects on the population's vulnerability to increasing climate variability and the expected effects of climate change.

The state of the environment resulting in the short, medium and long term from project implementation will be described on the basis of the same indicators or criteria as the baseline study. The impact evaluation must be assessed in comparison with the expected state of the environment under the no-project scenario. The impacts should be described according to their nature and characteristics (e.g. direct and indirect, temporary or permanent, continuous or intermittent, reversible or irreversible, positive or negative, short- medium- or long-term, their magnitude, their mitigability and compensability, their transboundary nature, accumulation and synergies with other impacts). Where appropriate, impacts on humans should be disaggregated by sex, age and other relevant social criteria

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

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

#### **I. Academic Qualifications:**

- University degree in environmental studies, natural sciences, engineering and/or any other relevant field

#### **II. Years of experience:**

- At least 3 years of progressively responsible hands-on experience in construction, construction coordination and technical oversight/inspection with accent on Energy Efficiency/Renewable Energy.
- At least 5 years of practical experience in designing, managing, and scheduling of building construction or reconstruction projects with a concentrated focus on energy conservation.
- Experience in designing, implementing, and inspecting energy efficiency and/or renewable energy measures is a must.
- Solid working experience with multi-apartment buildings and their management bodies.
- Working experience with international donor organizations is an asset.
- Previous working experience in climate change and sustainable development issues.

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

- Awareness of local and international best practices in the field of environment, natural sciences, civil engineering/designing, structural engineering, energy efficiency and renewable energy housing solutions;
- Knowledge of principles and practices in building systems and materials, construction, building design and renewable energy systems;
- Solid knowledge of energy efficiency and renewable energy technical applications in building sector;
- Excellent knowledge of local building codes, standards, regulations and directives;
- Demonstrated ability of cooperation with stakeholders: government and municipal bodies, scientific institutions, design and construction companies, suppliers and private sector, building management bodies and home owner associations;
- Computer literacy (Word, Excel, Internet, Power Point).
- Strong interpersonal and communication skills;
- Demonstrated problem-solving ability with a proactive and collaborative style that works well in teams;
- Demonstrated attention to detail and organizational skills;
- Ability to work independently as well as part of a team;
- Ability to operate under strict time limits;
- Proficiency (verbal and written) in Romanian; working level of Russian and English 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:

#### **1. Proposal:**

- (i) Explaining why they are the most suitable for the work;
- (ii) Provide a brief methodology on how they will approach and conduct the work (if applicable);

2. Personal CV including past experience in similar projects and at least 3 references;
3. Offeror's Letter confirming Interest and Availability;
4. Financial proposal.

## **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 environmental studies, natural sciences, engineering and/or any other relevant field;
- At least 5 years of practical experience in designing, managing and scheduling of building construction or reconstruction projects with a concentrated focus on energy conservation.

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.

Criteria	Scoring	Maximum Points Obtainable
<b><u>Technical</u></b>		
University degree in environmental studies, natural sciences, engineering and/or any other relevant field	<i>(University degree – 50 pts, Master’s – 60 pts)</i>	60
At least 3 years of progressively responsible hands-on experience in construction, construction coordination and technical oversight/inspection with accent on Energy Efficiency/Renewable Energy	<i>(3 years -30 pts; more than 3 years – 10 pts for each additional year, up to max 60 pts.)</i>	60
At least 5 years of practical experience in designing, managing and scheduling of building construction or reconstruction projects with a concentrated focus on energy conservation	<i>(5 years -50 pts; more than 5 years – 10 pts for each additional year, up to max 100 pts.)</i>	100
Experience in designing, implementing and inspecting energy efficiency and/or renewable energy measures is a must	<i>(each assignment 5 pts., up to max 20 pts.)</i>	20
Solid working experience with multi-apartment buildings and their management bodies	<i>(each assignment 5 pts., up to max 15 pts.)</i>	15
Working experience with international donor organizations is an asset.	<i>(each assignment 5 pts., up to max 15 pts.)</i>	15
Previous working experience in climate change and sustainable development issues	<i>(each assignment 5 pts., up to max 15 pts.)</i>	15
Proficiency (verbal and written) in Romanian; working level of Russian and English will be an asset	<i>(Romanian -5 pts, English – 5 pts., Russian – 5 pts)</i>	15
<b>Maximum Total Technical Scoring</b>		<b>300</b>
<b><u>Financial</u></b>		
Evaluation of submitted financial offers will be done based on the following formula: <b><math>S = F_{min} / F * 200</math></b> 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.		<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 – OFFEROR’S LETTER TO UNDP CONFIRMING INTEREST AND AVAILABILITY**