



INDIVIDUAL CONSULTANTS PROCUREMENT NOTICE

Date: **24 June 2021**

Country: Republic of Moldova

Description of the assignment: Team of five national consultants (a team leader and four technical experts in refrigeration and air-conditioning sector) to implement the activities scheduled within the enabling activities for the ratification of the Kigali Amendment

Project name: Enabling Activities for the Ratification of the Kigali Amendment by the Republic of Moldova

Period of assignment/services: July – December 2021 (up to 40 working days for team leader and up to 25 working days for each of four national consultants)

Proposals should be submitted **online by pressing the "Apply Online" button**, no later than **8 July 2021, 18:00 (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 Montreal Protocol has been recognized as the most successful Multilateral Environmental Agreement (MEA) and, in 2016, the Parties to the Montreal Protocol adopted the Kigali Amendment, a landmark agreement that can avoid additional emissions of around 80 billion tonnes of CO₂ eq. and up to 0.5° Celsius of global warming by phasing down 80-85% of hydrofluorocarbons (HFCs) by the year 2050.

Under the Kigali Amendment, the Montreal Protocol will manage and phase-down the consumption of high-Global Warming Potential (GWP) hydrofluorocarbons (HFCs), the most common alternatives used to replace the ODS being phased-out under the Montreal Protocol, particularly in the Refrigeration and Air Conditioning (RAC) sector, which, under the Business-as-Usual (BAU) scenarios, their demand is expected to grow in the next years. In this regard, there are important opportunities to enhance energy efficiency (EE) in the RAC sector by taking advantage of the refrigerant conversion processes and other activities driven by the Montreal Protocol projects, as well, to cope with the energy demand of this base of RAC equipment that is expected to keep growing, as the RAC sector was responsible for roughly 17% of the world energy consumption in 2015.

In this regard, this Project, supported by the Multilateral Fund (MLF), aims to provide technical assistance to the Republic of Moldova to support the implementation of the Enabling Activities that will enable the ratification and the earlier implementation of the Kigali Amendment (as per ExCom Decision 79/46) by carrying

out activities to support the ratification process, to help the Government of the Republic of Moldova through its national Montreal Protocol Unit (MPU) to fulfil the initial obligations on the HFCs control and phases-down, including country-specific activities aimed at initiating support on institutional arrangements, the review of licensing systems, data reporting on HFCs consumption, and development of initial research on national strategies for compliance.

The project will support the Republic of Moldova to:

- 1) Review and assess the legal/regulatory framework required to allow implementation and initial controls and reporting of HFCs under the Kigali Amendment's obligations;
- 2) Follow the steps required to ratify the Kigali Amendment;
- 3) Build capacities at the MoARDE and its national Montreal Protocol Unit on the ratification and implementation of the Kigali Amendment and energy efficiency improvements as result of the Montreal Protocol activities;
- 4) Propose initial research on a long-term national strategy to control HFCs in selected sectors;
- 5) Assess the opportunities to establish a long-term coordination mechanism between all relevant Governmental institutions impacted by the Kigali Amendment commitments.

In order to achieve the expected results of the project, UNDP is currently seeking for a team of five national consultants (a team leader and four technical experts in refrigeration and air-conditioning sector) to implement the activities scheduled within the Project "Enabling Activities for the Ratification of the Kigali Amendment by the Republic of Moldova", in close coordination with the Ministry of Agriculture, Regional Development and Environment, the national Montreal Protocol Unit (MPU) of the Public Institution "Environmental Projects Implementation Unit" (P.I. "EPIU") and UNDP Country Office.

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 activities scheduled within the respective project.

The team of five national consultants (a team leader and four technical experts in refrigeration and air-conditioning sector), 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) Assess the current ODSs consumption data reporting system and formulate recommendations on its extension to HFCs;
- 2) Collect, analyse, verify and report information on HFCs consumption by sectors (i.e.: refrigeration and air-conditioning (RAC) servicing sector (commercial, industrial, mobile and stationary air-conditioning, transport refrigeration), fire protection, foams, aerosols and solvents), from 2016 onwards, and support the estimation of the HFCs baseline level and the starting point for aggregate reduction in HFCs consumption and predict the HFCs consumption trends in short-term and medium-term perspectives;
- 3) Undertake a research study on mapping the HFCs alternatives in terms of availability on the markets, technology safety and operative costs, cost/effectiveness analysis, linkage with HCFCs phase-out and identifying potential priority areas for HFCs phase-out activities.

The Guidelines prepared by the Secretariat of the Multilateral Fund shall be used as reference documents in the preparation and finalization of the above-mentioned tasks.

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

III. REQUIREMENTS FOR EXPERIENCE AND QUALIFICATIONS

For the **Team Leader** position:

1. Academic Qualifications:

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

2. Years of experience:

- At least five years experience with activities related to RAC sector, environmental science, or other relevant fields;
- At least three years experience in undertaking similar assessments (ODSs and HFCs related national surveys and/or inventories);
- Strong analytical and reporting skills (national reports, policy papers and research papers), demonstrated by previous assignments;
- Experience in activities/projects related to Vienna Convention on Ozone Layer Protection and the Montreal Protocol on Substances that Deplete the Ozone Layer, Kigali Amendment to the Montreal Protocol, respectively with the United Nations Framework Convention on Climate Change and the Paris Agreement, demonstrated by previous assignments;
- Experience in leading teams of national consultants and coordinating similar activities;
- Proven experience in working with international or local organizations on similar assignments (successful experience in working with UN agencies) is a very strong advantage.

3. Competencies:

- Knowledge of principles, legal and normative framework under the Vienna Convention on Ozone Layer Protection and Montreal Protocol demonstrated by previous assignments;
- Ability to analyse guidance documents, tools, and other resources related to environmental protocols/conventions;
- Ability to achieve results and deadlines in a timely manner, maintaining a high standard throughout;
- Excellent human relations, coordination, planning and team work skills;
- Displays cultural, gender, religion, race, nationality and age sensitivity and adaptability.

4. Language requirements:

- Excellent command of Romanian and good command of Russian and English is required for this assignment

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.

For positions of **national technical experts in RAC servicing sector** (commercial, industrial, mobile and stationary air-conditioning, transport refrigeration), **fire protection, foams, aerosols and solvents:**

1. Academic Qualifications:

- 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.

2. Years of experience:

- At least three 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 and HFCs releases;
- At least one year of experience in conducting ODS and HFCs-related surveys and analyses;
- Demonstrated experience in collecting and interpreting data, writing reports (national reports, policy papers and research papers);
- Experience in activities/projects related to Vienna Convention on Ozone Layer Protection and the Montreal Protocol on Substances that Deplete the Ozone Layer, Kigali Amendment to Montreal Protocol, respectively with the United Nations Framework Convention on Climate Change and the Paris Agreement, demonstrated by previous assignments;
- Strong communication and teamwork/coordination experience demonstrated by previous assignments;
- Experience in working with UNDP, UNEP or other international organization on the identified area is a strong advantage.

3. Competencies:

- Skills to research, design, and produce quality knowledge products, reports and research papers, demonstrated by previous assignments;
- Ability to achieve results and deadlines in a timely manner, maintaining a high standard throughout;
- Excellent human relations, planning and team work skills;
- Displays cultural, gender, religion, race, nationality and age sensitivity and adaptability.

4. Language requirements:

- Excellent command of Romanian and good command of Russian is required for this assignment, English is 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. 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 national technical**

consultant in RAC servicing sector (commercial, industrial, mobile and stationary air-conditioning, transport refrigeration), fire protection, foams or aerosols and solvents).

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 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.

VI. EVALUATION

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

For position of team leader

- Master 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 five years experience with activities related to RAC sector, environmental science, or other relevant fields;
- At least three years experience in undertaking similar assessments (ODSs and HFCs related national surveys and/or inventories).

For positions of national technical experts in RAC servicing sector (commercial, industrial, mobile and stationary air-conditioning, transport refrigeration), fire protection, foams, aerosols and solvents

- 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 three 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 and HFCs releases;
- At least one year of experience in conducting ODS and HFCs-related surveys and 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:

- responsive/compliant/acceptable, and
 - 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
<u>Technical</u>		
<ul style="list-style-type: none"> • Master degree (or equivalent) in a relevant field, such as Engineering (Mechanics, Refrigeration), Chemical Hazardous Management, Chemistry, Biology, Environmental Sciences, or any related qualification 	(Master - 30 pts., PhD – 40 pts.)	40
<ul style="list-style-type: none"> • At least five years experience with activities related to RAC sector, environmental science, or other relevant fields 	(5 years –25 pts, more than 5 years –50 pts, 5 pts for each additional year)	50
<ul style="list-style-type: none"> • At least three years experience in undertaking similar assessments (ODSs and HFCs related national surveys and/or inventories) 	(3 years –30 pts, more than 3 years –60 pts, 10 pts for each additional year)	60
<ul style="list-style-type: none"> • Strong analytical and reporting skills (national reports, policy papers and research papers), demonstrated by previous assignments; 	(10 pts. for each assignment)	50
<ul style="list-style-type: none"> • Experience in activities/projects related to Vienna Convention on Ozone Layer Protection and the Montreal Protocol on Substances that Deplete the Ozone Layer, Kigali Amendment to the Montreal Protocol, respectively with the United Nations Framework Convention on Climate Change and the Paris Agreement, demonstrated by previous assignments 	(10 pts. for each assignment)	40
<ul style="list-style-type: none"> • Experience in leading teams of national consultants and coordinating similar activities 	(2 pts. for each assignment)	10
<ul style="list-style-type: none"> • Proven experience in working with international or local organizations on similar assignments (successful experience in working with UN agencies) demonstrated by previous assignments 	(5 pts. for each assignment)	25
<ul style="list-style-type: none"> • Excellent command of Romanian and good command of Russian and English is required for this assignment 	(Romanian and Russian – 5 pts each; English – 10 pts)	20

Criteria	Scoring	Maximum Points Obtainable
<ul style="list-style-type: none"> Belonging to the group(s) under-represented in the UN Moldova and/or the area of assignment¹ 	no – 0 pts., to one group – 2 pts., to two or more groups – 5 pts.	5
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 national technical experts in RAC servicing sector (commercial, industrial, mobile and stationary air-conditioning, transport refrigeration), **fire protection, foams, aerosols and solvents**

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 - 30 pts., Master – 40 pts.)	40
<ul style="list-style-type: none"> At least three 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 and HFCs releases 	(3 years –45 pts, more than 3 years –75 pts, 15 pts for each additional year)	75
<ul style="list-style-type: none"> At least one year of experience in conducting ODS and HFCs-related surveys and analyses 	(1 year –20 pts, more than 1 year –60 pts, 20 pts for each additional year)	60
<ul style="list-style-type: none"> Experience in collecting and interpreting data, writing reports (national reports, policy papers and research papers), demonstrated by previous assignments 	(15 pts. for each assignment)	45
<ul style="list-style-type: none"> Experience in activities/projects related to Vienna Convention on Ozone Layer Protection and the Montreal Protocol on Substances that Deplete the Ozone Layer, Kigali Amendment to Montreal Protocol, respectively with the United Nations Framework Convention on Climate Change and the Paris Agreement, demonstrated by previous assignments 	(10 pts. for each assignment)	20
<ul style="list-style-type: none"> Strong communication and teamwork/coordination experience demonstrated by previous assignments; 	(5 pts. for each assignment)	15
<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)	20
<ul style="list-style-type: none"> Excellent command of Romanian and good command of Russian is required for this assignment, English is an asset 	(Romanian and Russian – 5 pts each; English – 10 pts)	20
<ul style="list-style-type: none"> Belonging to the group(s) under-represented in the UN Moldova and/or the area of assignment² 	no – 0 pts., to one group – 2 pts., to two or more groups – 5 pts.	5

¹ Under-represented group in the area of assignment are (men/women). Under-represented groups in UN Moldova are persons with disabilities, LGBTI, ethnic and linguistic minorities, especially ethnic Gagauzians, Bulgarians, Roma, Jews, people of African descent, people living with HIV, religious minorities, especially Muslim women, refugees and other non-citizens.

² Under-represented group in the area of assignment are (men/women). Under-represented groups in UN Moldova are persons with disabilities, LGBTI, ethnic and linguistic minorities, especially ethnic Gagauzians, Bulgarians, Roma, Jews, people of African descent, people living with HIV, religious minorities, especially Muslim women, refugees and other non-citizens.

Criteria	Scoring	Maximum Points Obtainable
Maximum Total Technical Scoring		300
<u>Financial</u>		
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).

8. ANNEXES

ANNEX 1 – TERMS OF REFERENCES

ANNEX 2 – INDIVIDUAL CONSULTANT GENERAL TERMS AND CONDITIONS