



## INDIVIDUAL CONSULTANT PROCUREMENT NOTICE

Date: **12 May 2022**

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**Country:** Republic of Moldova

**Description of the assignment:** National Finance Consultant to support the design and launching of a large-scale vouchers programme for household appliances dedicated to energy vulnerable households (emergency support)

**Project name:** Addressing the impacts of the energy crisis in the Republic of Moldova: Initiating solutions toward energy security and energy poverty" (FPI Programme)

**Period of assignment/ services:** June 2022 - August 2023

Proposals should be submitted online by pressing the "Apply Online" button, no later than **26<sup>th</sup> May 2022, 16:00 (Moldova local time)**.

Requests for **clarification only** must be sent by standard electronic communication to the following e-mail [silvia.pana-carp@undp.org](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.

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### 1. BACKGROUND

Moldova is part of the EU's European Neighborhood Policy (ENP) and in the Eastern Partnership framework, which aims at strengthening individual and regional relationships between the EU and countries in its neighborhood. Moldova is also part of the Energy Community Treaty since 2010 and has signed the Association Agreement with EU in June 2014, including the DCFTA which entered into force in 2016. As a follow-up, Moldova is required to ensure transposition of the EU *acquis Communautaire*, which underpins the EU energy legislation on electricity, gas, oil, renewables, efficiency and environment. The country is planning to fully synchronize its electricity network with the ENTSO-E to connect to European electricity market.

The energy sector is one of the top priorities for the Government and it is addressed in Government's Plans and a number of policy documents, laws and regulations. The most important are the following: the draft National Development Strategy 2030, the National Energy Strategy 2030, Law on energy, Law on electricity, Law on promoting use of energy from renewable sources, Law on natural gas, Law on energy efficiency, Law on the energy performance of buildings, Law on the labelling of products with energy impact, Law on eco-design requirements for energy-related products, etc., as well as a list of secondary legislation, meant necessary to ensure for the implementation of the primary legislation.

In accordance with the existing strategic planning documents, one of main priorities of the Government is to diversify the energy mix with more renewable energy, which is also fully in line with commitments under the EU Clean Energy for all Europeans package. Achieving this goal will require significant investment in the medium and long term, but also the country's ability to attract and absorb the funds. The development of renewables, such as wind and solar, will also depend on improving the balancing capabilities of the Moldovan power system and its integration with neighboring countries.

Starting with October 2021, Moldova faced significant crisis in the gas sector, which outlined the need to undertake more actions towards improving energy security of the Republic of Moldova, both in the natural gas and electricity sectors.

To enhance security of gas supply, Moldovan authorities are seeking various ways to diversify gas and electricity supply, to strengthen its energy security and enabling a transparent, fully open and well-functioning energy market.

The acute gas supply crisis in Moldova has also been subject of discussions within the Moldova-EU Association Council meeting on October 28, 2021. The EU and Moldova stressed the importance of resilience against any potential efforts by third parties to use energy as a geopolitical lever. The Association Council recalled the importance of continued energy market reform to strengthen competition and transparency in this sector. The EU has urged Moldova to ensure that the energy sector reform demonstrates full respect of the Energy Community acquis and is in line with the EU Third Energy Package. The EU side confirmed its support to the objective of Moldova to synchronize its electricity network with the Continental European Network (CEN), an important step towards the integration into the EU energy system and market.

Under these circumstances, the Government of Moldova will be assisted to tackle the current energy crisis and energy poverty, and addressing prioritized systemic elements in the energy sector to cope with potential future energy crisis. In partnership with EU, UNDP Moldova will therefore, support the Government of Moldova:

- To tackle the current energy crisis and energy poverty, and addressing prioritized systemic elements in the energy sector to cope with potential future energy crisis
- To support the Government of Moldova in building its capacities towards strengthening the national energy security, as well as in improving the legal and regulatory framework and operationalizing specific rapid large-scale interventions to tackle energy poverty and support most vulnerable and affected

groups of population and businesses.

The Programme duration is envisaged between 2022- 2023 with support from Foreign Policy Instrument (herewith FPI) of EU.

In this context, UNDP Moldova is seeking to recruit National Consultant to support design and implementation of the awareness raising, information, communication and disinformation actions to increase energy efficiency and renewable use towards green transition (emergency support) - Team Leader 3 to assist in the implementation of the Component 4: Demonstration/pilots of energy efficiency and renewable measures to increase energy affordability and development of sustainable financing mechanisms with primary focus on vulnerable households and public sector” of the FPI Programme.

The overall objective of the Programme is to assist the Government of Moldova to tackle the current energy crisis and energy poverty in addressing prioritized systemic elements in the energy sector to cope with potential future energy crisis.

Specific objectives are to support the Government of Moldova to:

1. put in place the legal and regulatory framework in the energy sector with mainstreamed social and climate considerations in line with the EU requirements;
2. strengthen the capacities of the energy-related actors and enhancing institutional coordination mechanisms to address and avert risks entailed in recent and potential future energy crisis;
3. increased awareness and communication among the population to adopt the best energy saving practices and measures and to encourage the use of renewables;
4. operationalize nation-wide energy programmes and demonstrate solutions to increase energy affordability in residential and public buildings, targeting specifically the most vulnerable and affected groups of population.

## **2. OBJECTIVES OF THE ASSIGNMENT AND EXPECTED OUTPUTS**

This assignment has the objective of supporting the project team in the design, launching, and running of a large-scale vouchers programme for household appliances dedicated to energy vulnerable households.

More specifically the Consultant will support the FPI team in the design of the best financial mechanisms for putting into operation the vouchers programme.

The Consultant will have the following responsibilities:

- Providing the financial expertise on the operational framework of the programme.
- Support to International Consultant in analysis of the country’s context in terms of finance and fiscal arrangements to run the voucher programme.
- Support in initiating the dialogue with potential partners from the private sector and other stakeholders, highlighting of the gray areas/risks to be taken into consideration.

- Support in drafting of the needed operational procedures/regulation of the vouchers programme which will describe the financial procedures, the financial relation between all stakeholders part of the programme, their responsibilities from the financial and fiscal point of view, the eligibility criteria for the potential beneficiaries, settlement of amounts by the validated commercial entities etc.
- Based on the designed regulation, the National Consultant will support in drafting the financial part of the tendering documents to be launched by UNDP to select the partners from the private sector to be involved in the voucher programme.
- Provide support to legal consultant to design the financial part of the operational procedures and settlement contract, will review the template of the settlement request, will design the template report of the sellers, will review the declaration on own responsibility of the beneficiary and other associated documents. The procedures proposed for the voucher programme have to be also checked against the UNDP procedures and rules to ensure their feasibility.
- Provide on demand assistance on finance aspects for the design of the electronic platform of the vouchers programme and during the launching of the programme.
- Support to operationalization of the Programme within the National Fund for Regional and Local Development.
- To participate occasionally in the consultation meeting between the FPI team and the beneficiaries of the Programme (MIRD, MLSP, etc.).

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

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

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

- Master's Degree or equivalent in finance, economics, law, or other closely related fields.

#### **II. Professional experience:**

- At least 5 years of working/hands-on experience in the commercial finance;
- Previous working experience in the design and/or implementation of the vouchers programmes, compensation mechanisms, etc. would be an advantage;
- At least 3 years of relevant professional experience of engagement with a large variety of stakeholders (central public authorities, academia, CSO, private sector, etc.);
- Extensive knowledge of the country's finance and fiscal profile;
- Previous experience in development assistance or related work for a donor organization, development partners, UN Agencies.

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

- A strong client-service orientation;
- High level of responsibility and organization capacities;
- Computer proficiency, including knowledge of MS Office products (Word, Excel, Power Point) and construction engineering software;
- Proficiency in English, Romanian. Knowledge of Russian is an advantage;
- Sensitivity and respect for sustainable development, human rights and gender equality;
- Ability to deal with people with tact and diplomacy;
- Ability to achieve results and deadlines in a timely manner, maintaining a high standard throughout;

Language requirements:

All communications and deliverables related to the assignment will be in English and/or Romanian, as communicated prior by the Team Leader/ or Programme Manager.

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

#### **4. 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 with at least 3 references;
- ☒ Proposal, explaining why he/she is most suitable for the assignment, including past experience in similar assignments, providing a brief information on above qualifications, and brief methodology on how he/she will approach and conduct the work.

**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.

## **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 all related costs e.g., fees, taxes, travel, phone calls etc.) and the number of anticipated working days. The consultant shall bear costs for all supplies needed for data collection and data processing including possession of his own personal computer.

### **Travel**

All activities under this assignment shall be conducted in accordance with the COVID-19 health safety measures. Except the on-site missions in the Republic of Moldova, priority shall be given to office-based work and remote collaboration. Travel outside duty station (Chisinau), will be arranged with the support of the Programme Team.

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 to 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:

- Master's Degree or equivalent in finance, economics, law, or other closely related fields.
- At least 5 years of working/hands-on experience in commercial finance.

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>		
Master's Degree or equivalent in finance, economics, law, or other closely related fields.	Master's degree – 40 pts, PhD – 50 pts.	50
At least 5 years of working/hands-on experience in the commercial finance	no – 0 pts, 5 years – 40 pts, each additional year - 5 pts, up to max – 50 pts.	50
Previous working experience in the design and/or implementation of the voucher's programmes, compensation mechanisms, etc. would be an advantage	no – 0 pts, 3 years – 30 pts, each additional year - 5 pts, up to max. – 40 pts.	40
At least 3 years of relevant professional experience of engagement with a large variety of stakeholders (central public authorities, academia, CSO, private sector, etc.)	no – 0 pts, 3 years – 40 pts, each additional year - 10 pts, up to max. – 50 pts.	50
Extensive knowledge of the country's finance and fiscal profile	Each assignment – 5 pts, Max. – 30 pts.	30
Previous experience in development assistance or related work for a donor organization, development partners, UN Agencies	no – 0 pts, 3 years – 20 pts, each additional year - 10 pts, up to max. – 30 pts.	30
Fluency in written and spoken Romanian, English is required for this assignment. Russian will be considered an asset	English and Romanian – max 20 pts (10 pts per each language) Russian – 10 pts.	30
Belonging to the group(s) under-represented in the UN Moldova and/or the area of assignment*	No – 0 pts., to one group 15 pts, to 2 or more groups – 5 additional pts.	20
<b>Maximum Total Technical Scoring</b>		<b>300</b>

<b>Financial Evaluation Scoring</b>	
<p>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.</p>	<b>200</b>

\* Under-represented group in the area of the assignment are 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.

#### **ANNEXES:**

**ANNEX 1** – TERMS OF REFERENCES (TOR)

**ANNEX 2** – Offeror's letter confirming interest and availability, including a financial proposal (template).

**ANNEX 3** – INDIVIDUAL CONSULTANT GENERAL TERMS AND CONDITIONS