



INDIVIDUAL CONSULTANTS PROCUREMENT NOTICE

Date: **22 August 2022**

Country: Republic of Moldova

Description of the assignment: A team of two national consultants to provide support in revamping, redesigning the structure and content of the Energy Efficiency Agency website

Project name: Programme “Addressing the impacts of energy crisis and initiating solutions toward energy security and addressing energy poverty” (FPI Programme)

Period of assignment/services: September 2022 – February 2023 (up to 20 working days for NC 1; up to 10 working days for NC 2)

Proposals should be submitted **online by pressing the "Apply Online" button, no later than 05 September 2022, 16:30 (Moldova local time)**.

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

1. PROJECT GOAL AND EXPECTED RESULTS

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. 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.

Moldova is Part to Energy Community Treaty since 2010. By adopting the Energy Community Treaty, Moldova made legally binding commitments to adopt core EU energy legislation, the so-called "*acquis communautaire*". The Treaty and its *acquis* evolve constantly to incorporate new sectors as well as update or replace older acts. To stay on track with the evolution of European Union law, Articles 24 and 25 of the Treaty allow the adaptation of the *acquis* and implementing of possible amendments. Thus, in November 2021, the first set of ***Clean energy package acts*** were incorporated into the Energy Community *acquis*.

On 18 November 2015, the European Commission adopted a Communication stating that integrated national energy and climate plans, addressing all five key dimensions of the energy union, are crucial tools for the implementation of the Energy Union Strategy and for the development of more strategic energy and climate policy planning.

In November 2018, the Energy Community Ministerial Council adopted the Recommendation 2018/01/EnC-MC, recognizing, that the development of integrated national energy and climate plans by the Contracting Parties would support the attainment of the long-term energy and climate policy objectives, reduce the administrative burden and enhance transparency while promoting investor certainty in the region.

The adoption of Governance Regulation 2018/1999 on 30 November 2021 marked the next step. Adopted and adapted by Decision 2021/14/MC-EnC, the Regulation sets common rules for planning, reporting and monitoring on energy and climate policies and targets. In particular, the Contracting Parties will be required to submit National Energy and Climate Plans (NECPs).

For details, please refer to the Terms of Reference.

3. SCOPE OF WORK, RESPONSIBILITIES AND DESCRIPTION OF THE PROPOSED ANALYTICAL WORK

UNDP Moldova intends to contract 2 (two) national consultants qualified and experienced to render consultancy and expertise services for recommendations on a single information store (what exists and what is needed in addition), for the renovation of www.aee.md as a communication

platform/information point on the benefits of energy efficiency and better energy saving tools and to elaborate ToR for IT company.

- Position 1: National consultant - website content management
- Position 2: National consultant - ICT

Important note 1: *The potential candidates should clearly state in the Application Letter for which of the two positions they apply.*

The candidates may apply for both positions and this should be clearly stipulated in the Application Letter, with the possibility to be selected for both positions.

The National Consultants shall work as a team, based on the methodological approach and of a detailed action plan that shall be developed at the start of the activities, and which shall be agreed with the local public partners and approved by the Programme.

For the current mission, the National Consultants shall be responsible of:

1. Analysis of the level of correspondence of the current version of the EEA website [aee.md](#) to the expectations of the target groups
2. In consultation with the management of the institution - the layout, structure and workflow of the new EEA website
3. Elaboration of the technical conditions for the IT company that will develop a new version of the site or adjust the existing one
4. Providing basic website management training

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

4. REQUIREMENTS FOR EXPERIENCE AND QUALIFICATIONS FOR THE TEAM OF CONSULTANTS

I. Academic background:

- A Bachelor's degree in communications, journalism, media studies, IT or any other appropriate field;

II. Experience and knowledge:

- A minimum of 5 years of combined of experience in the field of communications, IT or website management areas.
 - Minimum of 2 years of experience in website design and development, producing high-quality web-based products and services in line with the stated technical requirements.
 - Proven relevant skills in website development, programming, application development and information technology.
 - Proven relevant skills to create innovative and visually appealing designs

III. Skills and competencies

- Proven experience working with website content and social media.
- Good understanding of online communication needs and excellent attention to detail.
- Proven experience in developing similar studies/recommendations;
- Ability to understand users' needs and to customize services and products accordingly, in order to provide user friendly solutions that meet user requirements
 - Knowledge of topics related to energy efficiency, social or economic topics
 - Fluency in Romanian. Knowledge of English and Russian would be a strong advantage;

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.

The United Nations in 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.

5. DOCUMENTS TO BE INCLUDED WHEN SUBMITTING THE PROPOSALS

Interested individual consultants must submit the following documents/information to demonstrate their qualifications:

1. Proposal, explaining why he/she is most suitable for the work, including past experience in similar assignments, providing a brief information on above qualifications and methodology on how he/she will approach and conduct the work (if applicable).
2. [**OFFEROR'S LETTER TO UNDP CONFIRMING INTEREST AND AVAILABILITY FOR THE INDIVIDUAL CONTRACTOR \(IC\) ASSIGNMENT**](#)
3. CV with at least three names for a reference check.

6. 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.

7. EVALUATION

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

- A Bachelor's degree in communications, journalism, media studies, IT or any other appropriate field;
- A minimum of 5 years of combined of experience in the field of communications, IT or website management areas;

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
<u>Technical</u>		
<ul style="list-style-type: none"> • A Bachelor’s degree in communications, journalism, media studies, IT or any other appropriate field; 	Bachelor’s degree – 10 pts., MA– 20 pts.	20
<ul style="list-style-type: none"> • A minimum of 5 years of combined of experience in the field of communications, IT or website management areas; 	no- 0 pts, 5 years – 30 pts, more than 5 years – for each additional year 5 pts up to the max – 40 pts	40
<ul style="list-style-type: none"> • Minimum of 2 years of experience in website design and development, producing high-quality web-based products and services in line with the stated technical requirements. 	no- 0 pts, 2 years – 10 pts, more than 2 years – for each additional year 5 pts up to the max – 30 pts	30
<ul style="list-style-type: none"> • Proven relevant skills in website development, programming, application development and information technology. 	Yes – 20 pts., No – 0 pts	20
<ul style="list-style-type: none"> • <u>Interview</u> 	<p>30pts - Proven experience working with website content and social media <i>(4 years –20 pts; more than 4 years – for each additional year 5 pts up to the max – 30 pts)</i></p> <p>30pts - Good understanding of online communication needs and excellent attention to detail. <i>(Limited – up to 10 pts Satisfactory – up to 20 pts Excellent – up to 30 pts);</i></p>	180

Criteria	Scoring	Maximum Points Obtainable
	<p>30pts - Proven experience in developing similar studies/recommendations (4 years –20 pts; more than 4 years – for each additional year 5 pts up to the max – 30 pts);</p> <p>30pts - Ability to understand users’ needs and to customize services and products accordingly, in order to provide user friendly solutions that meet user requirements (Limited – up to 10 pts Satisfactory – up to 20 pts Excellent – up to 30 pts);</p> <p>40pts - Knowledge of topics related to energy efficiency, social or economic topics (Limited – up to 10 pts Satisfactory – up to 20 pts Excellent – up to 40 pts);</p> <p>20pts - Fluency in Romanian. Knowledge of English and Russian would be a strong asset (Romanian – 10 pts., Russian and English – additional 5 pts. each, up to max 20 pts.)</p>	
<ul style="list-style-type: none"> • Belonging to the group(s) under-represented in the UN Moldova and/or the area of assignment 	No – 0 pts., to one group 5 pts, to 2 or more groups – 5 additional pts.	10
Maximum Total Technical Scoring		300
<u>Financial</u>		
<p>Evaluation of submitted financial offers will be done based on the following formula: <u>S = Fmin / F * 200</u> S – score received on financial evaluation;</p>		200

Criteria	Scoring	Maximum Points Obtainable
Fmin – the lowest financial offer out of all the submitted offers qualified over the technical evaluation round; F – financial offer under consideration.		

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