

## TERMS OF REFERENCE

<b>Job title:</b>	National Consultant-Team Leader to implement Component 1 “Enhance people’s energy security through access to affordable energy that supports livelihoods and energy-efficient production”
<b>Duty station:</b>	Chisinau
<b>Reference to the:</b>	Project “Multidimensional response to emerging human security challenges” (Human Security Project) Objective 1/Component 1 - To enhance people’s energy security through access to affordable energy that supports livelihoods and energy-efficient production
<b>Payment arrangements:</b>	Lump sum contract (payments linked to satisfactory performance and delivery of outputs)
<b>Contract type:</b>	Individual Contract (IC)
<b>Contract Duration:</b>	170 days for a period of 1 year during April 2023 – March 2024

### 1. BACKGROUND

Moldova is facing a compound crisis of energy and food security, curtailed economic growth, growing inflation, limited institutional capacities and divisions in society, aggravated by the continuing socio-economic impact of the COVID-19 pandemic and the war in Ukraine.

The refugee crisis presents an additional challenge that requires sustained attention and support from the international community. Without urgent intervention, the deepening socio-economic, energy, food and human security crises has the potential to derail the trajectory of development, and drastically increase human suffering of people in Moldova, whether Ukrainian refugees, third country nationals, or Moldovan citizens (including those from minority ethnic groups). There are risks of massive outmigration and brain drain, as an immediate impact of the worsening of the socio-economic situation, depleting the country of its major asset: human capital.

The **overall objective** of the intervention is to protect human security and enhance the resilience of the Republic of Moldova, in order to address the multifaceted and interconnected challenges of the current socio-economic, food and energy shocks. The three specific objectives are:

**Specific objective 1:** To enhance people’s energy security through access to affordable energy that supports livelihoods and energy-efficient production

**Specific objective 2:** To enhance food security by supporting the government to implement its Food Security Strategy, thereby strengthening the capacities of agricultural producers affected by the compound crises

**Specific objective 3:** To enhance community security by capacitating the police service and community actors to deliver on the principles of social cohesion and peaceful coexistence.

With this project, UNDP ensures that immediate humanitarian assistance is complemented by development efforts across three core insecurities (Energy, Food, Community) to protect and maintain vital systems, structures and a capacity to support Moldova's resilience. Ultimately, the advancement of human security in Moldova will give rise to more tangible and sustainable results that comprehensively address root causes and drivers behind current and emerging challenges, identify priorities based on the actual needs, vulnerabilities and capacities of the governments, institutions and the target group of people, and advance solutions that strengthen the protection and empowerment of all peoples and communities.

The project is financed through the Japan Supplementary Budget for a period of 1 year and the total budget of the Specific Objective 1 is around 2.2. mln USD.

The Specific Objective 1/Component 1 will create pre-requisites for secure and affordable energy supply to improve people's living conditions and of the productions processes. The activities under Objective/Component 1 of the project range from capacity building for biomass boilers operators to grant scheme for households, biomass producers, SMEs and revamping of related platforms to enable access to biomass-related information such as follows:

*Output 1.1. Capacities of solid biofuels producers enhanced*

*Activity 1.1.1. Design and operationalize a grant scheme for the development support of existing producers of solid biofuels for resource efficient production, including energy efficient technologies*

*Activity 1.1.2. Enhance the capacities of the Association of Bio-fuel Producers to advocate for solid biofuel producers*

*Activity 1.1.3. Provide regulatory support for improving raw material supply and development of the solid biofuel market*

*Output 1.2. Uptake of solid biofuels by public institutions and households' sector increased*

*Activity 1.2.1. Support the installation of biomass heating systems in households*

*Activity 1.2.2. Support the functionality of the remote monitoring system for biomass boilers for public buildings*

*Activity 1.2.3. Conduct training events for biomass boiler operators*

*Activity 1.2.4. Support the upgrade of the online platform for trading in solid biofuels*

*Activity 1.2.5. Conduct analysis of options for integration of large biomass boilers in district heating systems (DHSs)*

*Activity 1.2.6. Conduct awareness raising activities and educational programmes to enhance understanding of the benefits of biomass energy use*

*Activity 1.2.7. Provide remote assistance for public and private users of solid biomass boilers*

*Output 1.3. Energy-efficient technologies adopted by the private sector in the agricultural sector*

*Activity 1.3.1. Design and conduct a capacity-building programme for households and agricultural enterprises on how to benefit from clean, affordable and sustainable energy*

*Activity 1.3.2. Organize a grant programme for introduction of energy-efficient technologies by enterprises*

*Activity 1.3.3. Assist 10 MSMEs working in non-agricultural sectors to reduce the environmental impact and improve their efficiency and competitiveness*

*Activity 1.3.4. Organize a grant programme for improving of energy-efficient measures by households with economic activity*

## **2. SCOPE OF THE WORK, DUTIES AND RESPONSIBILITIES**

This assignment has the objective of supporting the core project team in the planning, implementation, coordination and reporting of the activities performed under the Objective/Component 1 of the Human Security Project.

The National Consultant will work under the guidance and supervision of the Programme Manager and Energy, Environment and Climate Change Cluster Lead/Analyst while ensuring timely and efficient implementation of all the activities to the highest quality and standards. The Consultant is expected to work in close cooperation with the Project Manager, providing synergy and fungibility within project, as well as with the assigned Environment, Energy and Climate Change Cluster (EECC) programme staff, operations and communication units from the UNDP Country Office to deliver quality results in an effective and efficient manner, while anticipating and managing the risks and issues. The incumbent is expected to exercise full compliance with UNDP programming, financial, procurement and administrative rules, regulations, policies and strategies, as well as implementation of effective internal control systems. Close coordination with the Energy Efficiency Agency and the Ministry of Energy would have to also be ensured.

More specifically the Consultant is expected to:

1. Provide conceptual and where applicable, methodological guidance and support for the achievement of the assignment's general objective;
2. Plan, monitor, record and quality assure relevant project activities under the 1<sup>st</sup> Objective/Component of the Human Security Project, including identification of issues and risks and suggest mitigation measures;
3. Ensure the coordination of developments done with the support of various donors to avoid any overlapping of the deliverables; maintain close and successful cooperation with the national institutions in the field;

4. Communicate regularly with the key stakeholders and beneficiaries of the project to identify the ad hoc requests and apply the expert on demand facility to perform them;
5. Develop Terms of References (TORs), Technical Specifications, Requests for Proposals (RfPs) and other related documents as per UNDP Programme and Operations Policies and Procedures (POPP) for contracting consultants/companies to perform the activities under the Objective/Component 1 of the Human Security Project and ensure the effective coordination of hired consultants and short-term experts, as well as evaluate and coordinate procurement processes under the Outcome 1;
6. Review the consultants' deliverables and ensure that the final products reflect beneficiary's position;
7. Apply a gender-sensitive social inclusive approach entailing the participation of women during the implementation of activities under the 1<sup>st</sup> Objective/Component of the project;
8. Lead meetings, workshops, conferences, and other events conducted under the 1<sup>st</sup> Objective/Component of the Project, as required by the Programme Manager;
9. Contribute to the awareness-raising and information materials on the progress and results of implemented activities as required by the Programme Manager;
10. Contribute to the overall project's reports for the donor and relevant UNDP's analysis and programming exercises pertaining to energy sector development;
11. Perform any other duties connected directly with the implementation of the 1<sup>st</sup> Objective/Component of the Project.

The National Consultant has the responsibilities of participating in, leading and guiding the design and implementation of the 4 grants schemes under the 1<sup>st</sup> Objective/Component of the Project such as:

- Grant scheme for 10 companies producing biofuels;
- Grant scheme for 350 households to benefit from biomass boilers;
- Grant scheme for 20 households with economic activity to benefit from energy efficiency measures and renewable solutions.

In the design and implementation of the grants schemes the Team Leader will be assisted by a Grants Manager -Consultant.

### 3. EXPECTED DELIVERABLES AND TENTATIVE TIMEFRAME

The assignment will require the completion of the following tasks:

No.	Deliverables	Tentative timeframe
1	Inputs to the Human Security Projects overall Work Plan for implementation of Component/Objective 1 provided and accepted by the project manager; the inputs will reflect the resources required, staff and costs, and timeline (5 working days)	April 2023

2	TORs/Technical Specifications/RfPs for the national consultants /companies prepared and launched; contracting of these ensured in a timely manner (15 working days)	May 2023
3	The design/concept of the Grant scheme for 10 companies producing biofuels finalized, consulted with Energy Efficiency Agency (EEA), initiated (15 working days)	May 2023 – June 2023
4	The design/concept of the Grant scheme for 350 households to benefit from biomass boilers finalized, consulted with EEA, initiated (15 working days)	June – July 2023
5	The design/concept of the Grant scheme for 20 households on energy efficiency and renewable solutions approved by the Board, initiated (15 working days)	July-August 2023
6	Implementation of the grant's schemes produced highlighting the issues addressed. Two progress reports submitted. (30 working days)	September 2023 and February 2024
7	Coordination of biomass related studies conducted under Objective/Component 1 of the Project approved by the Project Manager. One progress report to be submitted (10 working days)	October 2023
8	Coordination of the legislation/normative acts elaborated in the framework of the project approved by the Project Manager. One progress report to be submitted (15 working days)	November 2023
9	Coordination of the revamping of the biomass-related platform approved by the Project Manager. One progress report to be submitted (10 working days)	December 2023
10	Coordination of the activity related to relaunch of the monitoring system for biomass boilers approved by the Project Manager. One progress report to be submitted(10 working days)	November 2023
11	Coordination of the awareness raising/visibility/capacity building activities conducted under Objective/Component 1 of the Project. One progress report to be submitted (10 working days)	January 2024
12	Quarterly, annual and final reports on implementation of the 1 <sup>st</sup> Component of the Project as requested (10 working days)	September 2023 – March 2024
13	Progress report on on-demand activities as required by the Cluster Lead/Analyst (10 working days)	September 2023 – March 2024

**Note:** Deliverables and the final timeline can be amended or specified for the purpose of the assignment.

#### **4. MANAGEMENT ARRANGEMENTS**

The National Consultant -Team Leader will work under the direct supervision and guidance of the Programme Manager and expected to closely cooperate with the other components consultants.

This is a part-time consultancy. It is expected that the Consultant begins the assignment in April 2023 and completes it in March 2024.

**Performance evaluation:** The Consultant's performance will be evaluated against such criteria as timeliness, responsibility, initiative, communication, accuracy, and quality of the products delivered. .

**Language of the deliverables:** All communications and deliverables related to the assignment will be in English and/or Romanian, as communicated prior by the Programme Manager. The presented progress reports will describe the concrete activities undertaken by the consultant to ensure smooth implementation of the project activities. The Project will provide the consultant with working space, access to Internet and printer.

#### **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) (see Annex 2 of the Offeror's Letter Confirming Interest and availability).

##### **Travel**

Travel outside duty station (Chisinau), will be arranged with the support of the Programme Team. 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.

#### **6. QUALIFICATION AND SKILLS REQUIRED**

**Qualifications:**

- Master's Degree or equivalent in Energy, Climate, Environment, Public Administration, Engineering, Economics and other closely related fields.

**Experience:**

- At least 6 years of working experience in coordinating teams and/or project implementation;
- At least 5 years of relevant professional experience of engagement with a large variety of stakeholders (central public authorities, academia, CSO, private sector, etc.);
- Previous experience in development assistance or related work for a donor organization, development partners, UN Agencies;
- Working experience on similar assignments will be an asset;
- Extensive knowledge of the country's energy-related context ;
- Extensive knowledge of the large variety of stakeholders (central public authorities, academia, CSO, private sector, etc.) in the field.

**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;
- 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:**

Proficiency in English, Romanian. Knowledge of Russian is an 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. **Please specify in CV, in case you belong to the group(s) under-represented in the UN Moldova and/or the area of assignment.**

## **7. PAYMENT MODALITIES**

The Consultant will organize and facilitate the implementation of all activities as described above; his/her payment will be lump sum amount based, disbursed in several instalments, upon submission and approval of deliverables and certification by Programme Manager that the services have been satisfactorily performed.

## 8. APPLICATION PROCESS

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.

### **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.

## 9. EVALUATION

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

- Master's Degree or equivalent in Energy, Climate, Environment, Public Administration, Engineering, Economics and other closely related fields.
- At least 6 years of working experience in coordinating teams and/or project implementation.

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.

<b>Criteria</b>	<b>Scoring</b>	<b>Maximum Points Obtainable</b>
<b><u>Technical</u></b>		
Master's degree or equivalent in Energy, Climate, Environment, Public Administration, Engineering, Economics and other closely related fields.	Master's – 10 pts; PhD – <b>20 pts;</b>	20
At least 6 years of working experience in coordinating teams and/or project implementation	Up to 6 years – 0 points, 6 years – 15 points, each additional year – 5 points up to max. <b>50 pts;</b>	50
At least 5 years of relevant professional experience of engagement with a large variety of stakeholders (central public authorities, academia, CSO, private sector, etc.)	Up to 5 years – 0 points, 5 years – 10 points, each additional year – 5 points up to max. <b>40 pts;</b>	40
Working experience on similar assignments and cooperation with the Energy Community Secretariat will be an asset	Yes – 20 pts No – 0 pts	20
Previous experience in development assistance or related work for a donor organization, development partners, UN Agencies	Yes – 10 pts No – 0 pts	10
<b><i>Subtotal desk review Scoring – 140 pts.</i></b>		
<b><u>Interview</u></b> (demonstrated technical knowledge and experience; communication/ interpersonal skills; initiative; creativity/ resourcefulness). <b>Only the first 5 applicants that have accumulated the highest technical score shall be invited to the interview.</b>		
Extensive knowledge of the country's energy-related policy and legal framework, as well as the country's bilateral and international commitments in the area	limited <20 pts, satisfactory <40 pts, extensive < <b>60 pts</b>	60
Extensive knowledge of the large variety of stakeholders (central public authorities, academia, CSO, private sector, etc.) in the field	limited <15 pts, satisfactory <30 pts, extensive < <b>40 pts</b>	40
<b>Competencies:</b> <ul style="list-style-type: none"> <li>• A strong client-service orientation;</li> <li>• High level of responsibility and organization capacities;</li> </ul>	limited <5 pts, satisfactory <15 pts, extensive < <b>25 pts</b>	25

<ul style="list-style-type: none"> <li>• Sensitivity and respect for sustainable development, human rights and gender equality;</li> <li>• Ability to deal with people with tact and diplomacy;</li> <li>• Ability to achieve results and deadlines in a timely manner, maintaining a high standard throughout.</li> </ul>		
Proficiency in English, Romanian. Knowledge of Russian is an advantage	Romanian – max 10 pts. English – max 10 pts. Russian – max 5 pts.	25
Belonging to the group(s) under-represented in the UN Moldova and/or the area of assignment <sup>1</sup>	no – 0 pts., to one group – 5 pts., to two or more groups – <b>10 pts.</b>	10
<b>Subtotal Interview Scoring – 160 pts.</b>		
<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>S = Fmin / F * 200</b> <b>S</b> – score received on financial evaluation; <b>Fmin</b> – the lowest financial offer out of all the submitted offers qualified over the technical evaluation round; <b>F</b> – 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).

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<sup>1</sup> 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.