

## TERMS OF REFERENCE

<b>Job title:</b>	Consultant for Energy Audit Program Support and Quality Assurance
<b>Duty Station:</b>	Republic of Moldova, Chisinau
<b>Reference to the projects:</b>	(01001727) "Greening the future and advancing rights and stability"
<b>Contract type:</b>	Individual Contract
<b>Assignment type:</b>	National Consultant
<b>Contract duration:</b>	January – December 2026
<b>Expected workload:</b>	70 working days
<b>Indicative starting date:</b>	January, 2026

### 1. BACKGROUND

The Republic of Moldova faces significant challenges in its energy sector, characterized by high dependency on imported energy resources and inefficiencies in consumption patterns. In 2022, the country's total final energy consumption reached approximately 2.5 million tonnes of oil equivalent (Mtoe), with the residential sector accounting for around 45% of this total. More recent estimates indicate that this sector consumes nearly 48-50% of the nation's overall energy, making it the largest single consumer. This high demand is primarily driven by outdated and inefficient heating systems in residential buildings, including multi-apartment blocks, which rely heavily on fossil fuels and biomass, leading to substantial energy losses and environmental impacts.

Energy efficiency improvements in the residential sector are critical for the country, as they contribute to reducing overall energy consumption, lowering greenhouse gas emissions, and enhancing energy security amid geopolitical vulnerabilities and fluctuating global energy prices. Conducting energy audits is a foundational step in this process, enabling the identification of inefficiencies, such as poor insulation, outdated HVAC systems, and wasteful energy use practices. These audits provide actionable recommendations for retrofits and upgrades, aligning with national policies like the Law on Energy Efficiency and international commitments, including those under the Energy Community Treaty and EU directives. For the country as a whole, widespread adoption of energy audits supports sustainable development goals, fosters economic savings through reduced import bills, and promotes a transition to cleaner energy sources.

For residents, the benefits are equally compelling: lower utility costs, improved living comfort through better thermal regulation, and enhanced health outcomes by mitigating issues like mold and poor indoor air quality associated with inefficient buildings. In the context of Moldova's ongoing efforts to modernize its housing stock - where public and residential buildings still depend on fossil fuel heating energy audits empower homeowners' associations and communities to access funding for renovations and achieve long-term energy independence.

Within this framework, the project "Greening the Future and Advancing Rights and Stability", implemented by the United Nations Development Programme (UNDP) in Moldova with financial support from the Government of Denmark, aims to conduct 25 energy audits for multi-apartment buildings managed by homeowners' associations. This initiative will not only address immediate energy inefficiencies but also serve as a scalable model for expanding energy-saving measures across the residential sector, ultimately benefiting both the national economy and individual households.

### 2. OBJECTIVE AND EXPECTED OUTPUTS

The overall objective of the assignment is to ensure the high-quality, timely and compliant implementation of 25 energy audits in multi-apartment residential buildings managed by homeowners' associations under the "Greening the Future and Advancing Rights and Stability" project, through the provision of specialized technical support in procurement, contract management, and quality assurance of audit deliverables.

The expected outputs of the consultants are:

1. **Develop robust with proper technical specification Terms of Reference (ToR)** for the procurement of energy audit services for 25 multi-storey buildings, ensuring alignment with national legislation, EU standards, and UNDP

procurement principles. The ToR shall include the option of dividing the 25 energy audits into lots, based on criteria such as, but not limited to:

- a. geographical distribution (e.g., regional clustering to minimize travel costs and ensure local expertise);
- b. building size and complexity (e.g., medium 20–80 apartments; large > 80 apartments or with mixed-use components);
- c. technical characteristics (e.g., presence of district heating, individual gas boilers, or renewable energy systems);
- d. administrative or logistical feasibility (e.g., grouping by homeowners' association capacity or municipal jurisdiction).

The lot structure will be proposed by the consultant in the draft ToR, with a clear justification for the number and composition of lots, aiming to enhance competition, reduce risks, and ensure efficient contract management.

2. **Facilitate a transparent and competitive procurement process** by supporting the technical evaluation of bids and ensuring selection of qualified and cost-effective service providers.
3. **Monitor the implementation of energy audit contracts**, ensuring adherence to timelines, methodological standards, and contractual obligations.
4. **Validate the technical quality and completeness of the 25 energy audit reports**, guaranteeing that recommendations are feasible, prioritized, and actionable for future energy efficiency interventions.

### 3. SCOPE OF THE ASSIGNMENT

The national consultant will provide specialized technical and procedural support throughout the full cycle of procuring, implementing, and validating 25 energy audits in multi-apartment residential buildings managed by homeowners' associations (HOAs).

The assignment is structured around 4 (four) interrelated phases, with cross-cutting responsibilities in quality assurance, stakeholder coordination, and compliance.

#### Phase 1: Preparation of Procurement Documentation

The consultant shall:

1. Conduct a rapid needs assessment of the 25 selected buildings (desk review of available data: year of construction, number of apartments, heating system type, previous renovations, HOA capacity), according to the information provided by the HOAs during the competition for selection of the potential beneficiaries.
2. Develop the Terms of Reference (ToR) for energy audit service providers, including:
  - Detailed scope of audit (building envelope, HVAC, domestic hot water, lighting, appliances, renewable energy potential);
  - Mandatory methodologies (in accordance with Moldovan Regulation on Energy Audits and standards);
  - Minimum qualifications for audit firms (certified energy auditors, ISO 9001 or equivalent, minimum of similar developed audits in multi-apartment buildings);
  - Reporting template with mandatory sections: executive summary, energy baseline, improvement options with cost-benefit analysis, priority ranking;
  - Option for lot division (see Section 2), with proposed structure (e.g., 3–5 lots based on geography, building size, or technical complexity, etc.), including justification and risk analysis.
3. Prepare the technical section of the bidding documents, including:
  - Evaluation criteria;
  - Scoring matrix with weighted sub-criteria.
4. Support UNDP in pre-bid clarification meetings and respond to bidder queries in writing.

#### Phase 2: Procurement Support and Contract Award

The consultant shall:

1. Serve as a technical member of the UNDP Evaluation Committee.
2. Perform detailed technical evaluation of all bids, including:
  - Verification of auditor certifications and CVs;

- Assessment of proposed methodology and work plan;
  - Reference checks for past performance.
3. Prepare a Technical Evaluation Report with individual scoring, comments, and final ranking.
  4. Assist in contract negotiations if needed (technical clauses, timelines, reporting schedule) and finalization of contracts with selected firm(s).

#### Phase 3: Contract Implementation and Monitoring

The consultant shall:

1. Conduct regular monitoring through:
  - Review of monthly progress reports from audit firms;
  - On-site supervision during field measurements (at least 3 ad hoc on-site visits);
2. Submit Progress Reports (at least 5 comprehensive reports covering the implementation status of all 25 audits) to UNDP that will include, but not limited to:
  - % completion per audit;
  - Key challenges;
  - Risks and mitigation actions;
3. Facilitate coordination between audit firms, HOAs, and local authorities (e.g., for access to buildings, utility data).

#### Phase 4: Quality Assurance and Final Validation

The consultant shall:

1. Review all 25 draft energy audit reports against the existing Guide approved by the National Center for Sustainable energy, covering:
  - Completeness of data (floor plans, utility bills, etc.);
  - Accuracy of energy modeling;
  - Feasibility and prioritization of recommendations.
2. Provide structured written feedback for each audit.
3. Review revised final reports for each of the 25 audits.
4. Compile a synthesis database (Excel) of key audit outcomes: baseline consumption, savings potential, investment needs, CO<sub>2</sub> reduction.

#### **4. KEY ACTIVITIES, DELIVERABLES AND TENTATIVE TIMETABLE**

The activities and deliverables expected from the consultant are the following:

<b>Deliverables</b>	<b>Tentative timetable</b>	<b>Number of working days</b>
<b>Deliverable 1.</b> Elaboration of Terms of Reference (ToR) – a comprehensive procurement document for contracting companies to perform energy audits for preselected multi-storey buildings.  Technical/expert assistance in conducting pre-bid clarification meetings and respond to bidder queries in writing.	February 27, 2026	15
<b>Deliverable 2.</b> Technical Evaluation Report – Bid Assessment  Detailed analysis of all received bids, with individual scoring and recommendation for contract award/lot allocation.	May 15, 2026	10
<b>Deliverable 3.</b> Contracts Monitoring Framework  Operational plan for overseeing audit implementation, including tools for tracking progress and quality.	September 15, 2026	15

5 reports on audit contracts implementation (including at least 3 reports for site visits with relevant observations). Reports should present at least the following information: <ul style="list-style-type: none"> <li>- % completion per audit;</li> <li>- Key challenges;</li> <li>- Risks and mitigation actions;</li> </ul> (3 working days for each report (3 working days * 5 reports =15 working days),		
<b>Deliverable 4.</b> Quality Assurance Reviews for 25 Draft Audit Reports  Technical feedback on draft reports, structured per building/lot (1 day per reviewed audit report).	November 15, 2026	25
<b>Deliverable 5.</b> Final Report & Synthesis database (Excel) of key audit outcomes  The Final Report will include information regarding the main findings and conclusions with an attached annex „Synthesis database” which will represent an aggregated synthesis of the key indicators from the energy audit reports for all audited buildings (baseline consumption, total savings potential, investment needs, etc.). The final report should be drafted in English.	December 10, 2026	5

**Note:**

*Deliverables and the final timeline can be amended or specified for the purpose of the assignment. All deliverables should be agreed with Project and be provided in electronic copy.*

## INSTITUTIONAL ARRANGEMENTS

The timeframe for the work of the Consultants is planned for the period January – December 2026.

The assignment shall be performed in close coordination with the UNDP Project Team, under the guidance and supervision of the Project Manager, and in close liaison with the National Center for Sustainable Energy.

For the duration of the assignment the Project will provide the Consultants the necessary information and materials for the fulfilment of the assignment. All communications and documentation related to the assignment will be in Romanian, and only the Final Report should be developed in Romanian and English.

## 5. FINANCIAL ARRANGEMENTS

The contract will be structured as a lump-sum agreement, with all costs payable upon completion of the deliverables at the end of the contract period. Payments will be disbursed upon submission and validation of the final deliverables by the Project Manager.

For Deliverables 2, 3 and 4, costs will be calculated on a per-day basis, with one day corresponding to the review of one audit report. Payments will be made for the number of days equivalent to the number of audit reports reviewed and approved by the Project Manager.

## 6. QUALIFICATIONS AND SKILLS REQUIRED

### Academic Qualifications:

- University degree (or higher) in Civil Engineering, Architecture, Energy Efficiency, Environmental Engineering, or other fields relevant to building energy performance.

### Professional Experience and Technical Competencies:

- Minimum of 7 years of proven professional experience in the field of energy efficiency, with a focus on the buildings sector.
- Certification as an auditor for buildings by the National Center for Sustainable Energy (not Suspended).
- Demonstrated experience in conducting or evaluating at least 5 energy audits for residential, public, or commercial buildings and/or complex studies related to energy field.

- Proven experience in preparing or reviewing Terms of Reference, technical specifications, or procurement documentation for consulting or engineering services.
- Practical experience in monitoring contract implementation and ensuring quality control of technical deliverables will be considered a strong asset.
- Solid understanding of the national legal and regulatory framework related to energy efficiency in buildings (e.g., building codes, energy performance standards, audit methodology).
- Excellent writing and communication skills in Romanian, Russian, and English.

## 7. DOCUMENTS TO BE INCLUDED WHEN SUBMITTING THE PROPOSALS

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

- Signed and filled-in Offeror's letter to UNDP confirming interest and availability for the individual contractor (IC) assignment, incorporating Financial proposal in Annex 2 (in USD, specifying a total requested amount per working day, including all related costs, e.g. fees, phone calls, fuel, etc.). Annex 2 to the Offeror's letter, incorporating the Financial Proposal, shall be filled in mandatorily and includes the detailed breakdown of costs supporting the all-inclusive financial proposal;
- Proposal (Motivation Letter): explaining why they are the most suitable for the work including previous experience in similar Projects (please provide brief information on each of the above qualifications, item by item, including information, links/copies of documents for similar comprehensive studies);
- Duly updated CV with at least 3 references.

**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.

## 8. EVALUATION

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

- University degree (or higher) in Civil Engineering, Architecture, Energy Efficiency, Environmental Engineering, or other fields relevant to building energy performance.
- Minimum of 7 years of proven professional experience in the field of energy efficiency, with a focus on the buildings sector.

The short-listed individual consultants will be further evaluated based on the following methodology:

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 210 points would be considered for the Financial Evaluation.

Criteria	Scoring	Maximum Points Obtainable
<b>Technical</b>		
University degree (or higher) in Civil Engineering, Architecture, Energy Efficiency, Environmental Engineering, or other fields relevant to building energy performance.	University degree – 20 pts, Master's degree – 30pts, Ph.D. – 40 pts.	40

Minimum of 7 years of proven professional experience in the field of energy efficiency, with a focus on the buildings sector	7 years – 30 pts, each additional year - 10 pts, up to max – 50 pts.	50
Certification as an auditor for buildings by the National Center for Sustainable Energy (not Suspended)	No certificates – 0 pts, Existing certificate, holds a valid certificate – 30 pts.	30
Demonstrated experience in conducting or evaluating at least 5 complex energy audits for residential, public, or commercial buildings and/or complex studies related to energy field.	No assignments – 0 pts, 5 assignments – 20 pts, each additional assignment – 5 pts, up to 40 pts.	40
Proven experience in preparing or reviewing Terms of Reference, technical specifications, or procurement documentation for consulting or engineering services	Each assignment – 10 pts, up to 30 pts	30
Practical experience in monitoring contract implementation and ensuring quality control of technical deliverables will be considered a strong asset	No assignments – 0 pts, 5 assignments – 20 pts, each additional assignment – 5 pts, up to 40 pts.	40
Solid understanding of the national legal and regulatory framework related to energy efficiency in buildings (e.g., building codes, energy performance standards, audit methodology)	No assignments – 0 pts, 1 assignment – 20 pts, each additional assignment – 5 pts, up to 40 pts.	40
Excellent writing and communication skills in Romanian and Russian, English	Romanian – 5 pts English – 5 pts Russian – 5 pts	15
Belonging to the group(s) under-represented in the UN Moldova and/or the area of assignment*	No – 0 pts each group - 5 pts, up to 15 pts.	15
<b>Maximum Total Technical Scoring</b>		<b>300</b>

\* Under-represented group in the area of assignment (energy efficiency) 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.

<b>Financial</b>	
<p>Evaluation of submitted financial offers will be done based on the following formula:</p> <p><b><math>S = F_{min} / F * 200</math></b></p> <p><b>S</b> – score received on financial evaluation;</p> <p><b>F<sub>min</sub></b> – the lowest financial offer out of all the submitted offers qualified over the technical evaluation round;</p> <p><b>F</b> – financial offer under consideration</p>	<b>200</b>

#### Winning candidate

The winning candidate will be the candidate who has accumulated the highest aggregated score (technical scoring + financial scoring).