



*Empowered lives.  
Resilient nations.*

**Call for expression of interest  
for selecting  
the Project development manager for the Green City Lab**

February 2021

## **ABBREVIATIONS AND ACRONYMS**

<b>EE</b>	Energy Efficiency
<b>EoI</b>	Expression of Interest
<b>GCL</b>	Green City Lab
<b>GCP</b>	Green City Project
<b>GEF</b>	Global Environment Facility
<b>MoU</b>	Memorandum of Understanding
<b>UNDP</b>	United Nations Development Programme

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## General context

### Project Summary:

The GEF financed and UNDP implemented “Moldova Sustainable Green Cities” Project has as its main goal to establish the Green City Lab as an independent and sustainable entity and to carry out pilot projects implementation and other projects in areas of “green” low carbon urban development, energy efficiency and solid waste management. It also, is responsible and accountable for monitoring and evaluation of project interventions, achieving project outcomes, and efficient use of UNDP resources. Additional information about the project can be found on the link: <https://www.md.undp.org/content/moldova/en/home/projects/Moldova-Sustainable-Green-Cities.html>

Initial GCL activities were based on UNDP Green City Project (UNDP GCP) organizational structure, established relationships with UNDP GCP stakeholders, including private sector and IFIs, as well as current project activities and ongoing demonstrational projects in urban mobility, energy, and waste management areas. Once GCL is institutionalized as NGO and operationally established, demo projects, selected relevant activities and functions will be transferred from UNDP GCP to newly created GCL.

### Mission of the GCL is to:

- Become leading knowledge management and networking platform in green urban development;
- Become source of innovations and expertise in climate resilient, low emission, green and smart urban development;
- Provide solutions for sustainable development of the Chisinau municipality, as well as other urban centres/settlements from Moldova;
- Improve the quality of public services provided by municipalities/urban centers to citizens;
- Become a training/educational centre in climate resilient, low emission, green and smart urban development.

### GCL areas of intervention

- Integrated and participatory urban land use and mobility planning;
- Energy efficiency in buildings and renewable energy use;
- Resource efficient waste management;
- Low carbon mobility;
- Climate resilience.

### GCL envisaged activities/services

- Project implementation in the areas of GCL intervention;
- Resource mobilization;
- Capacity building and strengthening the role of homeowner associations in managing the residential building stock, applying energy efficiency measures and renewables use;
- Consultancy and advice and facilitating contacts and partnerships between the public administration, international and national donors, non-governmental entities and individual entrepreneurs, innovators and businesses;

- Analytical and consulting services in green urban development, including feasibility studies, analytical sectoral studies, performance reviews and competitiveness analysis;
- Creating and delivering of education programs and trainings in GCL areas of intervention;
- Establishment and management of a roster of experts in the GCL areas of intervention;
- Supporting the structuring and leveraging financing for the maintenance and retrofit investments in buildings, including performing of energy audits for buildings and developing feasibility studies for possible investments.
- Implementation of “exclusive” projects:
  - Energy management information services (EMIS);
  - Implementation of buildings energy and green certification system;
  - Creating a Data Platform for Chisinau Sustainable Urban Development;

It's expected that, by the end of 2022, GCL will contribute to direct GHG emission reduction of 200 ktons of CO<sub>2eq</sub> calculated over 20-year lifetime; will mobilize at least USD 10 million for investments in urban green projects (directly implemented or co-financed); and will generate at least \$200,000 in revenues to sustain the activity of the GCL.

### **UNDP/Green City Project support**

**During the initial three years, UNDP GCP will support Green City Lab activities and evolution into a self-sustainable platform** for project management. Initial funding from UNDP/GCP will cover the administrative costs in the maximum amount of USD 300,000, as following:

- In 2021: max. USD 150,000 or up to 100% of agreed operational costs; with three or more full time employees
- In 2022: max. USD 100,000 or up to 67% of agreed operational costs; with four or more full time employees
- Up to 2023: max. USD 50,000 or up to 33% of agreed operational costs; with five or more full time employees

At the start, it is envisaged that the GCL will have at least three employees, which will be hired through an open competitive process: Executive Director, Project development manager and Assistant. The Executive Director will participate in the process of selection of GCL personnel. For sustainability of the GCL, the staff will be trained and capacitated to manage ongoing UNDP GCP demo projects, as well as supported in developing the Business Plan and AWP, developing and perfecting key activities.

Initial funding from UNDP/GCP is based on implementation activities of UNDP GCP pilot (demo) projects.

Beginning with the 4th year of GCL activity, it is envisaged that the GCL will become financial self-sustainable, and the revenues will be formed from the projects management fees on projects as a result of resource mobilization.

Also, UNDP/GCP will support the GCL with promotion and communication activities and partnership development with Chisinau Municipality and other Municipalities/urban settlements, public sector institutions, private sector, and international donor/development community.

UNDP/GCP will act also as GCL initial customer – pilot (demo) projects envisioned and initiated by UNDP GCP should continue its implementation (in part or full) through GCL activities. GCL will ensure successful project implementation, being paid from project overhead costs (included in envisioned initial finding):

- Sustainable transport system planning and management (providing attractive, comfortable and energy-efficient transport alternatives);
- Rehabilitation works and equipment on thermal envelope of one residential building;
- Installation of solar panels for a selected residential building;
- Waste management
- Etc.

### **Green City Lab founders**

Based on the Expression of Interest for the GCL founders ([https://sc.undp.md/tnddetails2\\_1/2012/](https://sc.undp.md/tnddetails2_1/2012/)), 4 companies were selected as founding members:

- **ICS Premier Energy Distribution SA** (former Gas Natural Fenosa), the largest electricity distributor in the country.
- **Simpals SRL**, the IT group of companies with projects in different areas, starting with on-line marketplace, projects in environment, social and sport domains.
- **ABS SRL**, a company that operates in the area of waste management and sorting, plastic collection and processing. The company has a contract with Chisinau municipality on waste sorting and plastic collection.
- **AM SISTEME SRL**, is a company part of the group of companies headed by Darnic-Gaz S.A. and has experience in construction of biomass boiler plants, heating systems, water and gas networks, solar hot water installations, having contracts with different donor and state financed projects, as well as provision of services for residential and industrial areas.

### **Call for Expression of Interest**

The United Nations Development Programme Moldova in partnership with the GCL founders invites interested individuals to apply for a position of the Project development manager of the NGO Green City Lab Moldova.

The Project development manager is expected to provide effective and efficient support to GCL director in development of projects proposals and new service lines in order to secure suitable funding and resources for GCL functioning.

The Project development manager will be appointed by the GCL Executive Director based on results of the UNDP lead job recruitment process.

**Key requirements:**

- Project Development manager is primarily responsible for providing high quality programming and technical guidance in the area of GCL expertise, identifying new entry points for GCL activity and support to GCL strategic planning.
- Develop GCL project portfolio and quality assurance and oversight for project implementation.
- Provide support to resource mobilization and establishing meaningful partnerships with various public agencies, Embassies, private sector, NGOs, other relevant organisations at the national, regional, and international level.
- Contributes to strategic positioning and active role of GCL in climate resilient and low emission urban development in Moldova.
- Support an open, collegiate working environment within the GCL.
- Act in line with GCL statutory acts and Board decisions

**Primary Functions:**

- Support designing of the GCL Business Plan and GCL Annual Working Plan, as well as ensuring its implementation. Contribute to regular updates/revisions of the BP and AWP, generate ideas for new GCL services lines.
- Supports the liaison of the GCL Director with potential financing institutions, participates in strategic discussions on GCL resource mobilization.
- Interact with potential donors with a view to expanding GCL services and to ensure resources mobilization for project implementation.
- Keep track on potential project opportunities and resources. Suggest to the GCL ExDir priorities and entry-points for GCL activity.
- Responsible for the process of preparation, design, submission, and approval of project concepts and sound and bankable full-fledged proposals for financing.
- Provide support to GCL core team and experts in efficient and effective projects implementation, if required.
- Maintain close coordination with assigned project partners, helping at ensuring synergies and avoiding overlaps in project implementation.
- Identification and support with sourcing of technical expertise including assisting with the preparation of TORs, identification, and evaluation of experts, and reviewing reports, etc.
- Establish networks with government and non-government partners.
- Research linkages with other ongoing initiatives in the area of climate resilient and low emission urban development to identify critical points of integration.
- Ensures coordination of developed projects with GCL team. Collaborates with Subject Matter Experts and GCL personnel while developing and writing technical and management content for project proposals.

- Maintains project pipeline (hard and soft). Follows up on unsuccessful proposals to develop recommendations for improving success rate.
- Ensures registration on all relevant online databases and maintenance of up-to-date information on the companies and consultants in the GCL area of intervention.
- Development and maintenance of the GCL roster of experts.
- Support GCL director in development of the reports for GCL board, donors, and partners regarding status of projects.
- Analyze risks and ensure risk management while development of project proposals.
- Performs other duties as assigned by the management.

### **Corporate Competencies:**

- Demonstrate integrity and act ethically in any decision and action related and/or associated to GCL.
- Exerts strict adherence to internal rules, regulations, and procedures.
- Integrates gender equality value in GCL operation and ensure respectful working environment free from any form of bias, harassment, discrimination, and abuse of authority.

### **Required Skills and Experience**

#### **Education**

- University degree in environment, energy, urban planning/development, economics, business, engineering and/or any other field relevant to Green City Lab operation.
- Additional training and certification in project development and management is an advantage.

#### **Experience:**

- At least 4 years of progressive working experience in the design, management, and implementation of projects in GCL areas of intervention.
- Working experience with a non-for-profit organization would be considered as advantage.
- Demonstrated experience of working with investors, donors, public authorities and fundraising for initiatives in the GCL areas of intervention.
- Experience editing professional and business writing.

#### **Language Requirements**

- Fluency in oral and written English, Romanian and Russian.



## Personal skills

- Innovation. Ability to make new and useful ideas work. Entrepreneurial mindset, with innovative approach to new projects or businesses development.
- Project development and teamwork. Exceptional writing and editing skills. Strong organizational skills that demonstrate a high level of accuracy and attention to detail; Ability to work collegially.
- Communication. Ability to listen, adapt, persuade, and transform. Proven interpersonal skills. Good communication skills. Promoting culture of informed and transparent decision making.
- Time management and Delivery. Ability to get things done in time and under deadline pressure. Ability to handle multiple work assignments.

This EoI does not entail any commitment on the part of UNDP, either financial or otherwise. UNDP reserve the right to accept or reject any or all EoI without incurring any obligation to inform the affected applicant/s of the grounds.

Should you require further clarifications, kindly communicate with the contact person identified below as focal point for queries on this EoI:

Alexandru Rotaru, Project manager  
Moldova Sustainable Green Cities Project  
e-mail: [alexandru.rotaru@undp.org](mailto:alexandru.rotaru@undp.org)

## Submission details

### The Applicants shall submit:

1. Offeror's Letter confirming Interest and Availability;
2. Personal CV, including information about past experience in similar assignments and contact details for referees (at least 3);
3. Financial proposal (in MDL), specifying the expected net monthly salary;
4. Other documents as relevant.

The application package shall be submitted electronically by **March 1, 2021** to the following e-mail address: [alexandru.rotaru@undp.org](mailto:alexandru.rotaru@undp.org) titled in the message subject line as "GCL Project development manager, [applicant's name]". Application package received after the above deadline will not be considered.

## Evaluation

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

- University degree in environment, energy, urban planning/development, economics, business, engineering and/or any other field relevant to Green City Lab operation;
- At least 4 years of progressive working experience in the design, management, and implementation of projects in GCL areas of intervention

### **Cumulative analysis**

The candidate shall be preselected considering that the 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 – 70% (350 pts);
  - ✓ Financial Criteria weight – 30% (150 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>		
University degree in environment, energy, urban planning/development, economics, business, engineering and/or any other field relevant to Green City Lab operation	University degree – 30 pts, Master's – 35 pts	35
Additional training and certification in project development and management is an advantage	Yes – 5 pts; No – 0 pts	5
At least 4 years of progressive working experience in the design, management, and implementation of projects in GCL areas of intervention	4 years – 40 pts, >4 years – each additional year – 10 pts, up to 60 pts	60
<b>Interview</b> (demonstrated technical knowledge and experience; communication/ interpersonal skills; initiative; creativity/ resourcefulness)		
Working experience with a non-for-profit organization would be considered as advantage	to some extent –25 pts, extensive experience – 55 pts	55
Demonstrated experience of working with investors, donors, public authorities and fundraising for initiatives in the GCL areas of intervention	to some extent –25 pts, extensive experience – 55 pts	55

Experience editing professional and business writing	to some extent –15 pts, extensive experience – 25 pts	25
Innovation. Ability to make new and useful ideas work. Entrepreneurial mindset, with innovative approach to new projects or businesses development.	to some extent –15 pts, extensive experience – 25 pts	25
Project development and teamwork. Exceptional writing and editing skills. Strong organizational skills that demonstrate a high level of accuracy and attention to detail. Ability to work collegially.	to some extent –15 pts, extensive experience – 25 pts	25
Communication. Ability to listen, adapt, persuade, and transform. Proven interpersonal skills. Good communication skills. Promoting culture of informed and transparent decision making.	to some extent –15 pts, extensive experience – 25 pts	25
Time management and Delivery. Ability to get things done in time and under deadline pressure. Ability to handle multiple work assignments.	to some extent –15 pts, extensive experience – 25 pts	25
Fluency in oral and written English, Romanian and Russian	Each language – 5 pts	15
<b>Maximum Total Technical Scoring</b>		<b>350</b>
<b><u>Financial</u></b>		
Evaluation of submitted financial offers will be done based on the following formula: <b><u><math>S = F_{min} / F * 150</math></u></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.		<b>150</b>