



INDIVIDUAL CONSULTANT PROCUREMENT NOTICE

Date: 17 September 2014

Country: Republic of Moldova

Description of the assignment: International Technical Advisor on establishing a functional ESCO financial mechanism in Moldova

Project name: ESCO Moldova - Transforming the market for Urban Energy Efficiency in Moldova by introducing Energy Service Companies

Period of assignment/services: October 2014 – October 2016 (with a total of 115 working days)

Proposal should be submitted online by pressing the "Apply Online", no later than October 1, 2014.

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

The ESCO Moldova project, funded by the Global Environment Facility (GEF), has an implementation timeframe of 4 years with a budget of 1.3 million US\$ allocated by the GEF and 7.615 million US\$ allocated as co-financing by project partners.

The project objective is to create a functioning, sustainable and effective market of Energy Service Companies (ESCOs) in Moldova by converting existing energy service provider companies into ESCOs, as the basis for scaling up energy efficiency improvements and ultimately climate change mitigation efforts.

The main barriers that the project is trying to address are related to energy efficiency project financing; the eagerness of existing Energy Service Providers to embark on the ESCO business model; institutional barriers at the local level; and EE awareness in the municipal sector.

The ESCO Moldova Project intends to eliminate/address these impediments through the following project components:

1. Green Urban Development Plan is adopted and emission reduction projects are financed and implemented in Chisinau

2. ESCOs are successfully investing in energy projects in the building sector using Energy Performance Contracting modality
3. A Financial Mechanism in form of a Loan Guarantee Fund, is set up and functional, providing financing to ESCOs
4. ESCO(s) are designing, financing and successfully implementing energy efficiency projects using EPC modality in at least one other city in Moldova outside of Chisinau

The main targets to be achieved by the end of the project are: a functional ESCO market with a functional LGF in place; ESCO companies created and consolidated; creation of new investments in EE measures that will lead to long term energy consumption savings and 20 EE projects implemented; better conditions in public and residential buildings and overall Chisinau will advance in its sustainable green development.

The Project will contract an International Consultant (IC) who will be involved in Component 1 to 3 over a period of 2 years.

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

The objective of this assignment is to provide technical assistance to the Project Management Unit, the municipality of Chisinau and financing institutions to develop the ESCO business model and roll out the Energy Performance contract modality. These will allow implementing EE projects in selected buildings in the municipal sector, both residential multi-store and public buildings.

For detailed information, please refer to the Terms of Reference.

3. REQUIREMENTS FOR EXPERIENCE AND QUALIFICATIONS

Academic Qualification:

- Masters' Degree in Mechanical/Electrical/Civil Engineering any other science-based background

Experience:

- At least 7 years of relevant working experience in the field of energy efficiency, ESCO development, EPC modality and EE project financing
- Extensive experience in project management with adequate exposure to financial management, financial mechanism and the banking systems
- Professional experience in Eastern Europe is an asset

Competencies:

- Excellent proven skills in analysis, leadership and overall diplomatic skills
- Proven experience on preparation of written reports in an accurate and concise manner, and public presentation skills
- Good organizational, time management and facilitation skills

Language requirements:

- Have a good command of English
- Knowledge of Romanian or Russian languages would constitute an advantage

4. 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 they are the most suitable for the work, with a short description of proposed approach/methodology and information on previous similar assignments

2. Financial proposal;

3. Personal CV or P11 including past experience in similar projects and at least 3 references.

5. 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 travel, per diems, 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 does 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 UNDP Moldova and the Consultant, prior to travel and will be reimbursed.

Under this assignment, there are envisaged 9 travel missions (representing 55 working days) to Moldova.

6. EVALUATION

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

- Masters' Degree in Mechanical/Electrical/Civil Engineering any other science-based background;
- At least 7 years of relevant working experience in the field of energy efficiency, ESCO development, EPC modality and EE project financing;

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
<u>Technical</u>		
Masters' Degree in Mechanical/Electrical/Civil Engineering any other science-based background	(MSc-20 pts; PhD-30 pts)	30
At least 7 years of relevant working experience in the field of energy efficiency, ESCO development, EPC modality and EE project financing	(7 years – up to 40 pts; each additional year 5 pts – up to max 60 pts)	60
Extensive experience in project management with adequate exposure to financial management, financial mechanism and the banking systems	(to some extent - 25 pts, strong yes - 40 pts)	40
Interview: (1) Professional experience in East Europe would be a strong asset; (2) Excellent proven skills in analysis, leadership and overall diplomatic skills; (3) Proven experience on preparation of written reports in an accurate and concise manner, and public presentation skills; (4) Good organizational, time management and facilitation skills; (5) Good command of written and spoken English is required for this assignment. Knowledge of Romanian or Russian will be an asset	 up to 40 pts; up to 40 pts up to 30 pts; up to 30 pts; English – 25 pts, Romanian and/or Russian – additional max 5 pts	170
Maximum Total Technical Scoring		300
<u>Financial</u>		
Evaluation of submitted financial offers will be done based on the following formula: $S = F_{min} / F * 200$ 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.		200

Winning candidate

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

Important notice

The applicant who has 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 duration of the Individual Contract.

A retired government official is not considered in this case a government official, and as such, may be contracted.