



INDIVIDUAL CONSULTANT PROCUREMENT NOTICE

Date: **7 October 2014**

Country: Republic of Moldova

Description of the assignment: International consultant for the development of a conceptual framework for a Measuring / Monitoring, Reporting and Verification (MRV) System for Nationally Appropriate Mitigation Actions (NAMAs) in the context of the Low Emission Development Strategy of the Republic of Moldova until 2020

Project name: Low-Emission Capacity Building Project – Republic of Moldova

Period of assignment/services: November-December 2014 (with a total of 25 working days)

Proposal should be submitted online by pressing the "Apply Online", no later than October 21, 2014.

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

UNDP Moldova together with the Climate Change Office of the Ministry of Environment (MoEN) of the Republic of Moldova is implementing the Low Emission Capacity Building (LECB) Project – Republic of Moldova. The main scope of the LECB project is to increase institutional capacities to provide appropriate mechanisms of support and coordination when addressing climate risks, to strengthen the technical knowledge in order to better understand and make use of climate information, and increasing relevant data and access to data for planning and decision-making.

The main project objective is to strengthen the institutional and technical capacity of the Republic of Moldova to develop a National Inventory System to support the development of national GHG inventory on a regular basis; to identify and formulate Nationally Appropriate Mitigation Actions (NAMAs) in the context of the national Low Emission Development Strategy (LEDS); and to measure/monitor, verify and report (MRV) progress on NAMAs and LEDS implementation.

In this context, the LECB Project shall support the establishment of a domestic MRV system for the National Appropriate Mitigation Actions (both policies and measures) in accordance to the guidelines developed under the Convention.

The MRV system shall be built upon the analyses conducted within the National Inventory Report for 1990-2010 period (<http://unfccc.int/resource/docs/natc/mdanir.pdf>, submitted to UNFCCC on

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21st of November 2013), on the Third National Communication of the Republic of Moldova under the UNFCCC (<http://unfccc.int/resource/docs/natc/mdanc3.pdf>, submitted to UNFCCC on 20th of January 2014), on the Technology Needs Assessment Report of the Republic of Moldova (http://tech-action.org/index.php?option=com_k2&view=search&layout=searchcategory&Itemid=162), as well as on the draft Low Emission Development Strategy of the Republic of Moldova until 2020 (<http://particip.gov.md/proiectview.php?l=ro&idd=929>).

To be able to effectively develop a country specific MRV system in this particularly complex climate change related project, UNDP is seeking to engage a qualified international consultant that will propose the most appropriate domestic MRV system approach and will point out the key steps, activities and players needed to successfully implement this system in the country.

The consultant will work under direct supervision of the Senior Project Manager and of the Project Manager and leader of the MRV Working Group, in cooperation with two national MRV consultants. The International MRV consultant shall also communicate with the other two project working groups (GHG inventories and NAMAs).

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

The focus of this assignment is to propose the most appropriate country specific Conceptual Framework for Measuring/Monitoring, Reporting and Verification (MRV) of Nationally Appropriate Mitigation Actions (NAMAs) in the context of Low Emission Development Strategy (LEDS) implementation. The Conceptual Framework shall take into consideration relevant domestic legal and institutional systems and capacities, and will promote a cost-effective approach.

More specifically, under the supervision of the Senior Project Manager and the Project Manager, the consultant will cooperate with the two National MRV Consultants to conduct desk review of the relevant climate change mitigation documents and policy frameworks and collect and process/analyse relevant data and information needed for development of conceptual framework for a Measuring / Monitoring, Reporting and Verification (MRV) System for Nationally Appropriate Mitigation Actions (NAMAs).

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

3. REQUIREMENTS FOR EXPERIENCE AND QUALIFICATIONS

Academic Qualification:

- Minimum B.Sc. (or equivalent) in relevant area (natural, technical, environmental sciences, law).

Experience:

- Minimum 5 years of relevant professional experience related to climate change mitigation or development of related climate change policies and actions;
- Record of participation in at least 2 similar assignment of similar size and degree of complexity (consultancy services for development of MRV systems/policies in the area of climate change mitigation);

Competencies:

- Good familiarity with UNFCCC documents and guidelines relevant for MRV, as well as other relevant MRV guidelines applicable for non-Annex I countries (as for instance, with the GIZ MRV Tool Version 4.1 and with RICARDO-AEA "Training on Measurement, Reporting and Verification (MRV) and GIZ's MRV tool. A capacity building tool for stakeholders in developing countries", etc.).
- Feasible and clearly described methodology for the assignment and which is conducive to achievement of deliverables and project outputs;

- Excellent analytical skills and ability to prepare accurate, clear and concise reports;
- Good organizational, time management and facilitation skills;

Language requirements:

- English language proficiency;
- Knowledge of Russian and/or Romanian language will be 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. Personal CV or P11 including a reference list of relevant work/projects, position held and contact details of the clients;
2. Brief methodology clearly describing his/her understanding of the assignment and challenges, and steps needed to carry out the assignment;
3. Financial offer in USD expressed as total lump sum.

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 number of working days, consultancy fee per number of anticipated working days, round trip airfares to and from travel Chisinau (economy class tickets serving the most direct route, living allowance (number of days x Unit cost) and any other possible costs).

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, 2 (two) field missions to Chisinau are expected:

- The first fact finding mission (4 days in the week since 10 to 14th of November 2014) – delivery of an introductory note on MRV of NAMAs in the context of LEDS developing on a one day training workshop;
- Second mission (4 days in the week since 15 to 19th of December 2014) – deliver presentations on the findings and recommendations for the proposed final version of the Conceptual framework of the national MRV system for NAMAs in the context of LEDS on a two days training workshop.

6. EVALUATION

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

- Minimum B.Sc. (or equivalent) in relevant area (natural, technical, environmental sciences, law).
- Minimum 5 years of relevant professional experience related to climate change mitigation or development of related climate change policies and actions;

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 – 70% (350 pts);

* Financial Criteria weight – 30% (150 pts).

Only candidates obtaining a minimum of 245 points would be considered for the Financial Evaluation.

Criteria	Scoring	Maximum Points Obtainable
Technical		
Minimum B.Sc. (or equivalent) in relevant area (natural, technical, environmental sciences, law).	(B.Sc degree- 10 pts; MSc-25 pts; PhD-40 pts)	40
Minimum 5 years of relevant professional experience related to climate change mitigation or development of related climate change policies and actions;	(5 years – up to 40 pts; each additional year 5 pts – up to max 65 pts)	65
Record of participation in at least 2 similar assignment of similar size and degree of complexity (consultancy services for development of MRV systems/policies in the area of climate change mitigation);	(2 similar assignments - 25 pts; 3-5 similar assignments - 40 pts; more than 5 similar assignments- 65 pts)	65
Interview: (1) Good familiarity with UNFCCC documents and guidelines relevant for MRV, as well as other relevant MRV guidelines applicable for non-Annex I countries- X pts; (2) The proposed methodology for the assignment is feasible, clearly described and is conducive to achievement of deliverables and project outputs; (3) Excellent analytical skills and proven experience in preparation of written reports in an accurate and concise manner, (4) Good organizational, time management and facilitation skills;	up to 30 pts; up to 50 pts up 40 pts; up to 30 pts;	180

(5) Good command of written and spoken English is required for this assignment. Knowledge of Romanian or Russian will be an asset	English – 25 pts, Romanian and/or Russian – additional max 5 pts	
Maximum Total Technical Scoring		350
<u>Financial</u>		
Evaluation of submitted financial offers will be done based on the following formula: $S = F_{min} / F * 150$ 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.		150

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.