



## INDIVIDUAL CONSULTANT PROCUREMENT NOTICE

Date: 2 March 2015

**Country:** Republic of Moldova

**Description of the assignment:** Green Urban Development National Consultant to assist the international consultant in updating the Urban Development Plan of Chisinau municipality by introducing a "green focus" and special emphasis on energy efficiency measures

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

**Period of assignment/services:** 16 March – 15 December 2015 (with 40 working days)

Proposal should be submitted online by pressing the "Apply Online", **no later than March 9, 2015**.

Requests for **clarification only** must be sent by standard electronic communication to the following e-mail: [nicolae.zaharia@undp.org](mailto:nicolae.zaharia@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

Under component 1, the ESCO Moldova project has the objective to put a “green focus” and special emphasis on energy efficiency of the adopted Urban Development Plan (UDP). The requested assistance will help the municipality of Chisinau in updating the Urban Development Plan (UDP). Such a plan is crucial to green value chain at all steps of future urban development, especially in regards to the building sector owned and operated by the municipal authorities in Moldova. The plan will serve as a hands-on tool in defining specific areas in which the municipal ESCO will invest, will establish a strategy to finance the necessary investments for achieving the emissions reduction targets and will provide grounds to developing of a ‘Green Procurement Guide’.

Another important objective of this assignment is to update the Sustainable Energy Action Plan meant to encourage and support the municipality of Chisinau to achieve and implement a more sustainable local energy policy via the opportunities offered in the framework of the Covenant of Mayors.

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

The objective of this assignment is to provide technical assistance to the Municipality of Chisinau in updating the existing Urban Development Plan by providing a “green focus” leading to a reduction of energy consumption as well as to CO<sub>2</sub> emissions, having a special emphasis on energy efficiency in the building sector and to thereby help turn the urban development plan into a Green Urban Development Plan.

Under the respective project component, the national consultant will provide all required support to the international expert in analyzing the green urban development trends in Chisinau and will conduct an inventory of all national and municipal energy efficiency programs, action plans and relevant ongoing programs. A series of consultation meetings will be held with the stakeholders where the national consultant will serve as resource person, being responsible for establishing meetings, keeping minutes, providing translation services and others upon request.

As part of the same assignment, a thorough gaps analysis of the Sustainable Energy Action Draft Plan will be conducted, where the national consultant will contribute with inputs on the current situation of legal and institutional framework related to SEAP implementation. In addition, the consultant will do a thorough review of the Financing Options/Opportunities for implementation of SEAP provisions and provide inputs to the Resource mobilization plan for SEAP implementation. The proposed edition of the SEAP together with the Resource mobilization plan will be presented to the municipal council for adoption on the platform towards Chisinau's Cooperation with the EU Covenant of Mayors.

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

## **3. REQUIREMENTS FOR EXPERIENCE AND QUALIFICATIONS**

### Academic Qualification:

- Masters' Degree in Urban planning, Design, Energy Engineering or other science related fields;

### Experience:

- At least 7 years of relevant working experience in one or more of the above fields;
- Extensive knowledge of local current developments in the urban planning, energy, building fields;

### Competencies:

- Excellent proven analytical skills in analysis, leadership and overall diplomatic skills;

- Proven experience on preparation of written reports in Romanian and English in an accurate and concise manner;
- Excellent public presentation skills;
- Good organizational, time management and facilitation skills.

Language requirements:

- In addition to Romanian, excellent command of English and Russian is mandatory.

#### **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 including past experience in similar projects.
2. Financial proposal;

#### **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.

#### **6. EVALUATION**

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

- Masters' Degree in Urban planning, Design, Energy Engineering or other science related fields;
- At least 7 years of relevant working experience in one or more of the above fields;

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
<b><u>Technical</u></b>		
Masters' Degree in Urban planning, Design, Energy Engineering or other science related fields;	(MSc-20 pts; PhD-30 pts)	30
At least 7 years of relevant working experience in one or more of the above fields;	(7 years – up to 40 pts; each additional year 5 pts – up to max 60 pts)	60
<b><u>Interview</u></b>		
Extensive knowledge of local current developments in the urban planning, energy, building fields;	( To some extent-25 pts, strong yes – 40 pts)	40
Excellent proven analytical skills in analysis, leadership and overall diplomatic skills;	up to 40 pts	40
Proven experience on preparation of written reports in Romanian and English in an accurate and concise manner;	up to 30 pts	30
Excellent public presentation skills;	up to 40 pts	40
Good organizational, time management and facilitation skills;	up to 30 pts	30
In addition to Romanian, excellent command of English and Russian is mandatory	English, Romanian and Russian - 30	30
<b>Maximum Total Technical Scoring</b>		<b>300</b>
<b><u>Financial</u></b>		
Evaluation of submitted financial offers will be done based on the following formula: <b><math>S = F_{min} / F * 200</math></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>200</b>

### **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.