

Terms of references

Job Title:	National consultant to provide support to international consultants in transposing international ESCO experience on the local market
Project Reference:	ESCO Moldova - Transforming the market for Urban Energy Efficiency in Moldova by introducing Energy Service Companies
Duration of Employment:	16 March – 15 December 2015 (with 50 working days)
Contract type:	Individual Contract
Duty Station:	Chisinau, Moldova

I. 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

II. Scope of work and responsibilities

Under this assignment, the recruited consultant will provide comprehensive and holistic support to the International Consultants with all required information on the legal and institutional set ups related to ESCO market development.

In particular, the national consultant is expected to assist the international experts along the process of transposing the best EU ESCO experience into Moldovan realities, starting with primary data collection, organizing meetings and interviews with relevant stakeholders, insuring translation of meetings and documents when required, ending with legal screening of the documents developed and proposed for approval.

The Local Consultant will carry out the following activities:

1. Following the ICs recommendations and methodologies, proceed with data collection for a comprehensive capacity needs assessment among the target groups toward the training objectives and significantly contribute to developing a needs assessment report.
The 4 target groups are:
 - Candidate ESCOs, currently acting as Energy Service Provider or Consulting;
 - Building managers and maintenance managers at the municipal level;
 - Financial institutions or commercial banks, and
 - Likely Trainers (Energy Efficiency Agency)
2. Contribute to the design and delivery of the training package for all stakeholders of the ESCO market
3. Collect and provide data relevant to current legal and institutional set up of the energy efficiency market with a focus on gaps impeding the ESCO market development;
4. Organize meetings at request, translate and prepare draft minutes of the meetings held with relevant stakeholders;
5. Ensure a thoughtful legal screening of the Technical Partnerships and Working Agreements delivered by ICs and signed between the key technical partners (PMU, Energy Efficiency Agency and Chisinau municipality) as well as the arrangements related to the established Loan Guarantees Fund, modalities of grants provision and project financing (e.g. legal review of developed EPCs and other templates);
6. Assist the municipality in preparing the tendering materials in line with existing legislation.

III. Deliverables

Development and submission of deliverables is estimated to be broken down as follows:

Deliverable	Level of effort / days (estimated)
Input data report on training needs assessment with recommended priority areas of intervention;	10
Report on the existing legal and institutional gaps impeding the ESCO market development in Moldova;	15
A bilingual electronic library of legal and normative acts relevant to ESCO market development;	10
A roadmap of tendering procedures required for the acquisition of energy services, legal review of proposed LGF regulation, EPC templates, Agreements, etc.;	15
TOTAL working days	50

The timeframe for specific activities will be determined, discussed and coordinated with the Project Manager upon contracting.

IV. Duration and management arrangements

The Consultant will be appointed in accordance with the provision of the UNDP Individual contract modality. He/she shall report directly to the Project Manager about activities and tasks to be carried out for the contract management and payment. The payment for services provided by the Expert will be made according to deliverables completed, and approved by the Project Manager. The effort estimate is 50 working days during 2015.

V. Requirements for experience and qualification

- Masters' Degree in Law, additional degree in Economics, Energy Engineering or other science relate fields will be an advantage;
- At least 7 years of relevant working experience in one or more of the above fields;
- Extensive knowledge of local current energy market legal and institutional framework;
- 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;
- Good organizational, time management and facilitation skills;
- Excellent command of Romanian and English is mandatory. Knowledge of other regional languages is considered an advantage.

VI. 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

VII. References

Brief description of ESCO Moldova project components and activities Annex 1