



INDIVIDUAL CONSULTANT PROCUREMENT NOTICE

Date: 2 March 2015

Country: Republic of Moldova

Description of the assignment: National consultant to provide support to international consultants in transposing international ESCO experience on the local market

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 a total of 50 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. 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

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

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.

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

3. REQUIREMENTS FOR EXPERIENCE AND QUALIFICATIONS

Academic Qualification:

- Masters' Degree in Law, additional degree in Economics, Energy Engineering or other science relate fields will be an advantage;

Experience:

- 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;

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;
- Good organizational, time management and facilitation skills;

Language requirements:

- Excellent command of Romanian and English is mandatory. Knowledge of other regional languages is considered 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 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 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;

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.

Evaluation Criteria for Local Consultant

Criteria	Scoring	Maximum Points Obtainable
<u>Technical</u>		
Masters' Degree in Law, additional degree in Economics, Energy Engineering or other science	(MSc-30 pts; PhD-40 pts)	40
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

<u>Interview</u>		
Extensive knowledge of local current energy market legal and institutional framework;	(To some extent-35 pts, strong yes – 50 pts)	50
Excellent proven 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 40 pts	40
Good organizational, time management and facilitation skills;	up to 30 pts	30
Excellent command of Romanian and English is mandatory. Knowledge of other regional languages is considered an advantage.	English and Romanian – 30 pts Other – 10 pts.	40
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.