



INDIVIDUAL CONSULTANT PROCUREMENT NOTICE

Date: 27 February 2015

Country: Republic of Moldova

Description of the assignment: International Green Urban Development Consultant to update the Urban Development Plan of Chisinau municipality by introducing a “green focus” and special emphasis on energy efficiency measures to be adopted

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

Period of assignment/services: 20 March – 15 December 2015 with 30 working days, 20 home based days and two missions, totaling 10 days in Chisinau, Moldova

Proposal should be submitted online by pressing the “Apply Online”, no later than March 13, 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

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 policies 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 to update the existing Urban Development Plan by providing a “green focus” leading to a reduction of energy consumption as well as to CO₂ 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 consultant will analyze 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. All findings will be consulted with the municipal authorities and will be presented as a detailed findings and recommendations report to the PMU. Based on them, a number of updates to the Urban Development Plan will be proposed for the municipality review, approval and implementation.

A thorough gaps analysis of the Sustainable Energy Action Draft Plan will be conducted to identify the areas where it needs adjustments and improvements. In addition, the consultant will do a thorough review of the Financing Options/Opportunities for implementation of SEAP provisions and design a 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 and /or Architecture;

Experience:

- At least 7 years of relevant working experience in the field of spatial, infrastructure and transport planning, urban design, ecology, green infrastructure;
- Previous experience working on green urban development for UNDP is an asset
- Previous experience working with UNDP GEF projects in Europe & CIS region is an asset

- Extensive knowledge about EU Urban Design Frameworks and Policies;
- Similar 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 English in an accurate and concise manner, and public presentation skills;
- Good organizational, time management and facilitation skills.

Language requirements:

- Excellent command of English;
- Knowledge of Romanian or Russian languages would constitute an advantage but is not mandatory.

4. DOCUMENTS TO BE INCLUDED WHEN SUBMITTING THE PROPOSALS

Interested individual consultants must submit the following documents/information to demonstrate their qualifications:

1. Cover letter with methodological guidelines on achieving the overall objective of the assignment;
2. Personal CV including past experience in similar projects.
3. 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). 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), preferably according the following template. The financial proposal includes 2 missions to Chisinau, but does not include any additional travel that might be required outside or a third mission.

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 Architecture and/or Urban Planning;
- At least 7 years of relevant working experience in the field of spatial, infrastructure and transport planning, urban design, ecology, green infrastructure;

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 Urban Planning and /or Architecture;	(MSc-20 pts; PhD-30 pts)	30
At least 7 years of relevant working experience in the field of spatial, infrastructure and transport planning, urban design, ecology, green infrastructure;	(7 years – up to 30 pts; each additional year 5 pts – up to max 50 pts)	50
<u>Interview</u>		
Previous experience working on green urban development for UNDP is an asset	up to 30 pts	30
Previous experience working with UNDP GEF projects in Europe & CIS region is an asset	up to 30 pts	30
Extensive knowledge about EU Urban Design Frameworks and Policies;	(To some extent-20 pts, strong yes – 30 pts)	30
Similar professional experience in Eastern Europe is an asset;	up to 30 pts	30
Excellent proven analytical skills in analysis, leadership and overall diplomatic skills;	up to 20 pts	20
Proven experience on preparation of written reports in English in an accurate and concise manner, and public presentation skills	up to 30 pts	30
Good organizational, time management and facilitation skills;	up to 20 pts	20
Excellent command of English. Knowledge of Romanian or Russian languages would constitute an advantage but is not mandatory.	English – 25 pts, Romanian and/or Russian – additional max 5 pts	30
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.