



## INDIVIDUAL CONSULTANT PROCUREMENT NOTICE

Date: 10 03 2015

**Country:** Republic of Moldova

**Description of the assignment:** National Consultant for verification of the HCFC Phase-out Management Plan, stage 1 – tranche I Project reporting

**Project name:** HCFC Phase-out Management Plan (HPMP), stage 1, tranche 1

**Period of assignment/services:** March-April 2015, estimated workload up to 40 working days

**Application instructions:** Proposals should be submitted **online** by pressing the "Apply on-line" button no later than **20 March 2015**

Requests for **clarification only** must be sent by standard electronic communication to the following e-mail: [ozonmd@mail.ru](mailto:ozonmd@mail.ru). 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

Moldova is a party to the Vienna Convention (24 October 1996) and the Montreal Protocol (MP) on the Substances that Deplete the Ozone Layer (24 October 1996) and operates under Article 5 of the MP.

Moldova also ratified all amendments to the Montreal Protocol: the London and Copenhagen Amendments on 25 June 2001, and the Montreal on 24 May 2005 and Beijing Amendment on 5 December 2006.

The Government of the Republic of Moldova has as a general objective to follow the Montreal Protocol phase-out schedule for HCFCs. The Hydrochlorofluorocarbon Phase-out Management Plan or HPMP has been prepared to define the Government commitment and plan to meet the obligations that it has assumed as a Party to the Montreal Protocol (MP) under Decision XIX/61<sup>1</sup> of the Nineteenth Meeting of the Parties, accelerating the phase-out of hydrochlorofluorocarbons (HCFCs) in both Article 5 and non-Article 5 countries.

The HPMP was developed in a staged approach. The first stage of the planned activities covers the period from 2011-2015 and the second stage is related to the period 2015-2030 respectively.

Hydrochlorofluorocarbon Phase-out Management Plan (stage I, period 2011-2015) of the Republic of Moldova, developed by the National Ozone Unit of the Ministry of Environment, with the financial support of the MLF and the technical support of UNDP, in accordance with the guidance issued by the ExCom, as per document

<sup>1</sup> [http://ozone.unep.org/Meeting\\_Documents/mop/19mop/MOP-19-7E.pdf](http://ozone.unep.org/Meeting_Documents/mop/19mop/MOP-19-7E.pdf), Page 33

UNEP/OzL.Pro/ExCom/54/53<sup>2</sup> and ExCom Decision 54/39<sup>3</sup> has been approved by the Executive Committee at its Sixty-third Meeting, April, 2011.

The HCFC Phase-out Management Plan (HPMP), stage 1 consists of two (2) tranches one (1) of which was approved.

The activities included in the HCFC Phase-out Management Plan Project (HPMP, stage 1) are meant to support the country in achieving a 10 percent reduction in HCFCs consumption baseline by 2015, contributing to Moldova's compliance with the 2013 and 2015 control targets for HCFCs.

In HPMP, stage I – tranche 1, a menu of regulatory and administrative control measures are planning to be implemented including imposition of mandatory quotas on the import of HCFCs set at the consumption freeze (average of 2009/10) level in 2013 and a follow-up 10% reduction in 2015, as well as other control measures related to controlling import of HCFCs.

The HPMP, stage 1 comprises a range of investment and non-investment activities for a sustainable freeze and 10% phase-out of HCFCs through a combination of training to refrigeration technicians/Customs, technical support with required tooling in the servicing sector and for Customs, and policy/management support components as well as the support to the National Refrigeration Association.

The implementation of stage-I of HPMP has an approved total funding of USD 88,000, including USD 79,200 for the first tranche. The implementation of individual HPMP project components is dependent on a performance-based agreement between the Executive Committee of the Multilateral Fund and Government of the Republic of Moldova.

Once the HPMP, stage 1 is successfully implemented, the result is a reduction of HCFC consumption from 1.00 ODP tons in 2013 to 0.61 ODP tons in the year 2020.

As per clause 5(b) of the Agreement between the Government of the Republic of Moldova and the Executive Committee of the Multilateral Fund for the Reduction in Consumption of Hydrochlorofluorocarbons also known as the HPMP Agreement, the Targets specified in HPMP agreement have to be independently verified, unless the Executive Committee decides that such verification is not required. In the 73<sup>rd</sup> meeting of the Executive Committee, USD 30,000 was approved for undertaking the verification for all years from the start of HPMP – 2011, 2012, 2013, 2014 (MLF no. MOL/PHA/73/TAS/30). The verification report needs to be submitted along with the request for second tranche of funding to the Multilateral Fund Secretariat (MFS).

UNDP is currently seeking a qualified individuals as National Consultant for the first tranche of the HCFC phase-out management plan, stage 1 verification reporting.

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

The overall objective of the assignment is to develop a verification report that will confirm that HCFC consumption for all years from the start of HPMP – 2011, 2012, 2013, 2014 (as specified in row 1.2 of Appendix 2A of the HPMP agreement of the Republic of Moldova) has been achieved within the HCFC Phase-out Management Plan – tranche I in Moldova.

Scope of Services:

- The National Consultant will confirm the HCFC consumption for all years from the start of HPMP – 2011, 2012, 2013 (freeze year) and 2014, based on process followed for monitoring and reporting for HCFC import and export in Moldova.
- The consultant will confirm that the implementation of licensing and quota system, is satisfactory at the national level and has ensured compliance with HPMP targets.

**For detailed information, please refer to Annex 1 – Terms of Reference.**

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<sup>2</sup> <http://www.multilateralfund.org/files/54/5453.pdf>

<sup>3</sup> <http://www.multilateralfund.org/files/54/5459.pdf>, Page 43, Annex XIX.

### 3. REQUIREMENTS FOR EXPERIENCE AND QUALIFICATIONS

#### 1. Academic Qualifications:

- Bachelor's in Engineering (Mechanics, Refrigeration), Business Administration, Environmental Management, Chemical Hazardous Management, Auditing or other related fields is required

#### 2. Years of experience:

- At least 5 (five) years experience in carrying out audits/verifications of activities of a technical nature, preferably for environmental projects
- Previous experience in collaboration with UN and other international development agencies is a very strong advantage

#### 3. Competencies:

- Ability to analyze guidance documents, tools, and other resources related to environmental protocols/conventions
- Familiarity with the Montreal Protocol and its amendments, country programme on ODS (ozone depleting substances) phase-out in Moldova, national customs and environmental legislation related to ODSs, GHG (greenhouse gases)
- Good understanding of procedures followed for project implementation under Montreal Protocol
- Good understanding of national regulation and procedures relating to import-export of ODSs and industrial policies relating to RAC (refrigeration and air-conditioning) sector in Moldova
- Skills to research, design and produce quality knowledge products (reports, policy papers, research papers, etc.)
- Ability to achieve results and deadlines in a timely manner, maintaining a high standard throughout

#### 4. Language requirements:

- Fluency in written and spoken English

### 4. DOCUMENTS TO BE INCLUDED WHEN SUBMITTING THE PROPOSALS

Interested individual consultants must submit the following documents/information in Romanian, Russian or English to demonstrate their qualifications:

1. Financial Proposal; in (USD, specifying a total lump sum amount and the number of anticipated working days);
2. Cover letter, outlining the survey methodology and approach.
3. Duly completed and signed P11 Form or personal CV.

### 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 should 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 the respective business unit and Individual Consultant, prior to travel and will be reimbursed. No travel is envisaged under this assignment.

## 6. EVALUATION

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

- Bachelor's in Engineering (Mechanics, Refrigeration), Business Administration, Environmental Management, Chemical Hazardous Management, Auditing or other related fields is required.
- At least 5 (five) years experience in carrying out audits/verifications of activities of a technical nature, preferably for environmental projects.

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>		
Bachelor's in Engineering (Mechanics, Refrigeration), Business Administration, Environmental Management, Chemical Hazardous Management, Auditing or other related fields is required	(University degree- 30 pts., Master – 40 pts., PhD – 50 pts.)	50
At least 5 (five) years experience in carrying out audits/verifications of activities of a technical nature, preferably for environmental projects	(5 years – up to 40 pts., 5-10 years - up to 50 pts., more than 10 years - 60 pts.)	60
Previous experience in collaboration with UN and other international development agencies is a very strong advantage	(1 - 4 years – up to 10 pts, 5 years – 20 pts., 6 -10 years - up to 30 pts., more than 10 years - 40 pts.)	40
Ability to analyze guidance documents, tools, and other resources related to environmental protocols/conventions	(no – 0 pts., to some extent – up to 25 pts., yes – up to 40 pts.)	40
Familiarity with the Montreal Protocol and its amendments, country programme on ODS (ozone depleting substances) phase-out in Moldova, national customs and environmental legislation related to ODSs, GHG (greenhouse gases)	(no – 0 pts., to some extent – up to 20 pts., yes – up to 30 pts.)	30

Good understanding of national regulation and procedures relating to import-export of ODSs and industrial policies relating to RAC (refrigeration and air-conditioning) sector in Moldova	(no – 0 pts., to some extent – up to 20 pts., yes – up to 30 pts.)	30
Skills to research, design and produce quality knowledge products (reports, policy papers, research papers, etc.)	(no - 0 pts., yes – up to 20 pts.)	20
Ability to achieve results and deadlines in a timely manner, maintaining a high standard throughout	(no – 0 pts., yes – up to 20 pts.)	20
Fluency in written and spoken English	10 pts.	10
<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).

#### **ANNEXES:**

##### **ANNEX 1 – TERMS OF REFERENCES (TOR)**

##### **ANNEX 2 – INDIVIDUAL CONSULTANT GENERAL TERMS AND CONDITIONS**