



INDIVIDUAL CONSULTANT PROCUREMENT NOTICE

Date: 24 03 2015

Country: Republic of Moldova

Description of the assignment: National Expert to carry out a survey for Hydrochlorofluorocarbons (HCFCs) available/used/consumed in commercial refrigeration sector in Moldova

Project name: Preparation of HCFC Phase-out Management Plan (HPMP) – second (2nd) stage

Period of assignment/services: April - May 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 **2 April 2015**.

Requests for **clarification only** must be sent by standard electronic communication to the following e-mail: 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

The Republic of Moldova is Party to the Vienna Convention for the Protection of the Ozone Layer (Vienna, March 22, 1985) and Montreal Protocol (Montreal, September 16, 1987) since 1996. In this line, the country has committed to gradual phase-out of ozone depleting substances (ODS) such as hydrochlorofluorocarbons (HCFCs) mostly because of their high Ozone Depleting Potential.

The initial HPMP-stage I for Moldova was approved at the 63rd ExCom meeting in December 2010. The first control step was the freeze on production and consumption of HCFCs at the baseline levels by 01 January 2013, and the second control step is the reduction by 10% from the baseline level in 2015.

Preparation of a HCFC phase-out management plan (stage II) was approved at 72nd Meeting of the Executive Committee of the Multilateral Fund in May of 2014. The project is being implemented jointly by United Nations Development Programme (UNDP) and United Nations Environment Programme (UNEP). The aim of the project is to develop HPMP-Stage II proposal focusing on compliance with the Montreal Protocol targets.

The HPMP stage II, is focus on collection of information inputs in consultation with the industry/private/public sectors and design of future national interventions for Moldova to meet 2020 HCFC phase-out obligations.

The HPMP stage II will result in formulation of a specific plan of action for the HCFCs phase-out and an implementation plan document to be developed jointly by UNDP/UNEP and submitted to MLF Secretariat for approval.

To conduct survey of HCFCs consumption, use, availability in Moldova in refrigeration, air-conditioning sector and other applicable sectors, the “bottom up” approach will be used. To update baseline information, backed by the outreach to the HCFC importers and end-users in commercial sector as well as industry (agriculture, product supply chain), and identify the priority next steps to meet 2020/35% HCFC reduction step will be taken.

The surveys will present actions taken by the country for transition from HCFCs to alternatives and will also identify opportunities and challenges for transition to low-GWP alternatives for various applications. In order to achieve the expected results of the project, UNDP is currently seeking a qualified national expert to conduct the survey in close coordination with the National Ozone Unit (NOU) under the Ministry of Environment.

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

The overall objective of the assignments is to support MoE/NOU in review and endorsement process on the HPMP draft, for timely finalization and submission to the ExCom as well as in responding to comments on HPMP from MLF/ExCom.

The scope of work of the National Expert is to collect and update consumption data for HCFCs covered now by the current HPMP stage 1 programme in commercial refrigeration sector.

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

3. REQUIREMENTS FOR EXPERIENCE AND QUALIFICATIONS

1. Academic Qualifications:

- Bachelor’s degree in environmental management, science, engineering (Mechanics, Refrigeration) or any other relevant fields.

2. Years of experience :

- At least 2 (two) years experience with activities related to Refrigeration and Air-Conditioning sector, environmental management or other relevant fields.

3. Competences:

- Good knowledge of Refrigeration and Air-Conditioning sector: current situation, trends and problems to be solved, familiarity with the Montreal Protocol and country programme on ODS phase-out in Moldova.
- Familiarity with the R.Moldova ODS import/export licensing and quota system.
- Skills to research, design and produce quality knowledge products, reports, research papers, etc.
- Ability to achieve results and deadlines in a timely manner, maintaining a high standard throughout.

4. Language requirements:

- Good written/spoken Romanian and Russian languages is a requirement. Knowledge of English language is an asset.

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.

6. EVALUATION

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

- Bachelor's degree in environmental management, science, engineering (Mechanics, Refrigeration), or any other relevant fields.
- At least 2 (two) years experience with activities related to Refrigeration and Air-Conditioning sector, environmental management or any other relevant 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
Technical		
Bachelor's degree in environmental management, science, engineering (Mechanics, Refrigeration), or other relevant fields	(University degree- 40 pts., Master – 50 pts., PhD – 60 pts.)	60
At least 2 (two) years experience with activities related to RAC sector, environmental management or other relevant fields	(2 years – up to 40 pts., 3-5 years - up to 50 pts., more than 5 years - 60 pts.)	60
Good knowledge of refrigeration and air-conditioning sectors: current situation, trends and problems to be solved, familiarity with the Montreal Protocol and country programme on ODS phase-out in Moldova	(no – 0 pts., to some extent – up to 30 pts., yes – up to 40 pts.)	40
Familiarity with the R.Moldova ODS import/export licensing and quota system	(no – 0 pts., to some extent – up to 30 pts., yes – up to 40 pts.)	40
Skills to research, design, and produce quality knowledge products, reports, research papers, etc.)	(no – 0 pts., to some extent – up to 30 pts., yes – up to 40 pts.)	40
Ability to achieve results and deadlines in a timely manner, maintaining a high standard throughout	(no - 0 pts., yes – up to 30 pts.)	30
Fluency in written and spoken Romanian and Russian. Knowledge of English will be a strong asset.	10 pts. for each language	30
Maximum Total Technical Scoring		300
Financial		
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).

ANNEXES:

ANNEX 1 – TERMS OF REFERENCES (TOR)

ANNEX 2 – INDIVIDUAL CONSULTANT GENERAL TERMS AND CONDITIONS