



INDIVIDUAL CONSULTANT PROCUREMENT NOTICE

Date: 14 April 2015

Country: Republic of Moldova

Description of the assignment: National consultant to develop Sustainable Public Procurement guideline (draft of regulation) for energy services acquisition

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

Period of assignment/services: 5 May – 15 December 2015 (with 50 working days)

Proposal should be submitted online by pressing the "Apply Online", **no later than April 26, 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

The current public procurement legislation is not in line with the energy performance contracting modality and is restrictive towards accepting it as one of usual procurement modalities applied, which jeopardizes the ESCO market development in Moldova. "ESCO Moldova - Transforming the market for Urban Energy Efficiency in Moldova by introducing Energy Service Companies" will contribute to improving the secondary legislation that is required to operationalize EPC modality through approximating the local legislation to the EU norms and/or through transposing standards and good practices used on the markets where the ESCO model successfully works.

In this context, the UNDP ESCO Moldova project is seeking to hire a national consultant to develop a draft regulation as well as a standard set of documents required to operationalize the energy services procurement processes and make it in line with the current legal framework. It is expected that the document will be approved and will offer practical guidance to all contracting authorities willing to adopt energy performance contracting modality as the most suitable for achieving the energy efficiency in the public sector buildings.

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

The expected output for the national consultant' assignment is to develop a Draft regulation and a standard set of documents in line with national legislation required for procurement of energy services. The regulation will describe the logical sequence of steps to be taken in the process of energy services acquisition as well as a methodological guideline for preparing the application for being tendered out.

At the same time, the consultant will develop a green procurement guideline that will introduce environmental and energy efficiency criteria in the overall procurement processes organized and implemented by Municipality of Chisinau.

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

3. REQUIREMENTS FOR EXPERIENCE AND QUALIFICATIONS

Academic Qualification:

- Master's Degree or equivalent (5-year university education) in Economics and/or Law, other social sciences;

Experience:

- At least 5 years of relevant working experience in public procurement policy development and implementation, public finance or relevant fields;
- Extensive knowledge of local as well as EU procurement legal framework, including non-legislative initiatives;

Competencies:

- Excellent proven analytical skills in analysis, leadership and overall diplomatic skills;
- Good organizational, time management and facilitation skills.

Language requirements:

- Proven experience on preparation of written reports in Romanian and English in an accurate and concise manner;

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 Economics and/or Law, other social sciences;
- At least 5 years of relevant working experience in public procurement policy development and implementation, public finance or 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
<u>Technical</u>		
Master's Degree or equivalent (5-year university education) in Economics and/or Law, other social sciences sciences;	(MSc or equivalent (5-year university education)-40 pts; PhD-50 pts)	50
At least 5 years of relevant working experience in public procurement policy development and implementation, public finance or relevant fields;	(5 years – up to 40 pts; each additional year 5 pts – up to max 60 pts)	60
<u>Interview</u>		
Extensive knowledge of local as well as EU procurement legal framework, including non-legislative initiatives;	(To some extent-35 pts, strong yes – 50 pts)	50
Excellent proven analytical skills in analysis, leadership and overall diplomatic skills;	up to 50 pts	50
Good organizational, time management and facilitation skills;	up to 40 pts	40
Proven experience on preparation of written reports in Romanian and English in an accurate and concise	up to 50 pts	50
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.