



INDIVIDUAL CONSULTANT PROCUREMENT NOTICE

Date: 14 May 2015

Country: Republic of Moldova

Description of the assignment: International Advisor for the Sustainable Development Cluster, UNDP Moldova

Period of assignment/services: September 1, 2015 – April 1, 2016 (with one month of break period during 15 December 2015 – 15 January 2016)

Expected workload: 110 days

Proposal should be submitted online by pressing the "Apply Online", no later than May 28, 2015.

Requests for **clarification only** must be sent by standard electronic communication to the following e-mail: valeria.ieseanu@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 Sustainable Development Cluster resulted from a merge of the Environment and Energy Cluster and the Local/Regional Development portfolio in 2014. Aiming at further consolidation and alignment with the Strategic Plan during 2015, the new cluster firmly embraces two of the three 'big' ideas about development: transforming economies towards more sustainable and inclusive model and increasing resilience of economic sectors, communities and individuals. The cluster has an increasingly greater urban focus, demonstrating integrated innovative solutions at the level of cities and towns.

Recognizing that local and regional development is a multidimensional process, UNDP provides for integrated policy and local-level interventions, meaningfully engaging with central and local public authorities. At the policy level, the Government is supported to advance the decentralization agenda and strengthened local self-governance, focusing on key sectors, as well as cross-cutting areas like fiscal decentralization and administrative-territorial set up of the country. Local governments' capacities are strengthened to efficiently operate, engage with stakeholders, and provide quality and equitable local public services.

Across the programme, the cluster promotes local and regional economic opportunities, addressing interlinked economic, environmental and social challenges. An EU-funded intervention on promoting the use of locally produced biomass and technologies is combining the social and

environmental benefits through increased heat comfort in public buildings and reduced emissions. Private sector engagement towards a greener inclusive development path and access to finance are pursued throughout, demonstrating innovative mechanisms. Increased inflow of climate finance to support the implementation of low emission and climate resilient development policies is expected, as a result of capacity development for programme and project development, improving the readiness of national institutions for direct access and putting robust MRV systems in place.

In the context of Moldova's high vulnerability to climate change, natural hazards and extreme weather events, Climate Change Adaptation and Disaster Risk Management remain a priority area. In view of increasing resilience of economic sectors, communities and the population, UNDP focusses on the operationalization of national strategies by developing capacities for climate resilient planning and budgeting at the central, sectorial and local level, and mainstreaming climate change into sector policies.

In view of improved environmental and natural resource management in line with international standards and commitments assumed as part of the EU Association Agenda, the limited institutional capacities of central environment authorities remain a critical bottleneck. UNDP's assistance is currently mainly focused on two priority sectors, biodiversity conservation and chemicals management, incl. ozone depleting substances, supporting the development of policies, legislation and operational capacities in these areas. In view of the chronic underfinancing of the sector, strengthening financial planning capacities including economic, financial and fiscal instruments and reform of the National Ecological Fund are current priorities.

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

The main objective of this assignment is to provide advisory and managerial support to the UNDP Sustainable Development Cluster Lead in efficiently managing the Energy and Environment Portfolio within the Sustainable Development Cluster. In particular, the Advisor is expected to: (i) support in managing the Environment and Energy portfolio and ensure synergies and complementarities with local/regional development portfolio, as well as with the Effective Governance cluster; (ii) participate in establishing strategic partnerships and mobilize resources for environment and energy related initiatives; (iii) provide technical inputs and relevant policy advice on environment and energy matters; (iv) contribute to the upstream policy dialogue with the Government on promoting green growth through environmentally friendly production and consumption practices, promotion of energy efficiency and clean technologies, implementation of climate mitigation and adaptation measures, etc.

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

3. REQUIREMENTS FOR EXPERIENCE AND QUALIFICATIONS

Academic Qualification:

- Advanced university degree in energy efficiency and/or environmental management, disaster risk management, or a closely related field.

Experience:

- 10 years relevant work experience in energy efficiency and environment management, or related fields
- At least 2 years of experience in providing policy advice to the government officials in the area of energy efficiency and environment management;
- Demonstrated solid knowledge of environmental financing and project cycle management;
- Good knowledge of Rio Conventions requirements;

- Experience in the policy development process associated with environment, climate change and sustainable development would be an asset.
- Experience of work in Central and Eastern European countries would be an asset.

Competencies:

Technical work

- Thorough understanding of environmental and energy efficiency areas
- Demonstrated knowledge and expertise in governance and operational management of energy and environment initiatives
- In depth knowledge and experience on project cycle management
- Experience in drafting strategic documents

Partnerships

- Maturity and confidence in dealing with senior and high-ranking members of international, regional and national institutions.
- Displays cultural, gender, religion, race, nationality and age sensitivity and adaptability.
- Good oral communication skills and conflict resolution competency to manage inter-group dynamics and mediate conflicting interests of varied actors.
- Excellent written communication skills, with analytic capacity and ability to synthesize project outputs and relevant findings for the preparation of analytical documents.

Results

- Promotes the vision, mission, and strategic goals of UNDP.
- Builds strong relationships with clients, focuses on impact and result for the client and responds positively to feedback.

Language requirements:

- Excellent English writing skills are essential. Knowledge of Romanian and/or Russian would be an asset.

4. DOCUMENTS TO BE INCLUDED WHEN SUBMITTING THE PROPOSALS

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

1. Proposal: Explaining why they are the most suitable for the work including information on previous similar assignments;
2. Financial proposal;
3. Personal CV or P11 including past experience in similar projects and at least 3 references.

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:

- Advanced university degree in energy efficiency and/or environmental management, disaster risk management, or a closely related field
- 10 years relevant work experience in energy efficiency and environment management, or related fields
- At least 2 years of experience in providing policy advice to the government officials in the area of energy efficiency and environment management

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>		
Advanced university degree in energy efficiency and/or environmental management, disaster risk management, or a closely related field	(MSc-20 pts; PhD-30 pts)	30
10 years relevant work experience in energy efficiency and environment management, or related fields	(10 years – 50 pts; >10 years – 2 pts for each additional year up to max additional 10 pts)	60

At least 2 years of experience in providing policy advice to the government officials in the area of energy efficiency and environment management	2 years – 20 pts; >2 years - 2 pts for each additional year up to max additional 10 pts)	30
Experience in the policy development process associated with environment, climate change and sustainable development would be an asset	(up to 7 years - 20 pts; >7 years - 30 pts)	30
Interview: <ul style="list-style-type: none"> • Demonstrated solid knowledge of environmental financing and project cycle management • Good knowledge of Rio Conventions requirements • Experience of work in Central and Eastern European countries would be an asset • Excellent English writing skills are essential. Knowledge of Romanian and/or Russian would be an asset. • Competencies 	(to some extent - 20 pts, strong yes - 30 pts) (to some extent - 15 pts, strong yes - 30 pts) (max 20 pts) English – 25 pts, Romanian and/or Russian – additional max 5 pts) (max 40 pts)	150
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.