

Terms of reference

Job title: National Consultant on Stakeholder Consultations and Support for Design of an Innovation Hub

Location: Chisinau, Moldova (with possible travel in Moldova)

Contract type: Individual Contract (IC)

Expected workload: approximately 70 working days over the period of July 1, 2015 – June 30, 2016

Background

Currently, over 50 percent of the world's population lives in urban areas consuming over 70 percent of the global energy supply while being responsible for 70 percent of the world wide carbon dioxide emissions¹. By 2030, it is expected that 5 billion people worldwide will live in cities. This is mainly caused by people moving from rural to urban areas searching for better economic and employment conditions. Moldova is in line with the global trend of continuously growing urbanization from 47% in 2010 to 60% in 2030. Chisinau, Moldova's capital and also the largest city whose inhabitants make up over 22% of the total country population, is the largest energy user, emitter of GHGs, and consumer of resources in the country.

Therefore, UNDP and the GEF are currently developing a project which aims to create a model for sustainable green cities in Moldova by supporting a shift towards low-emission and resilient urban development and implementing mitigation policies in the most efficient and cost effective manner. This project places specific attention on finding integrated solutions for increasing the involvement of the private sector and promoting the green economy, addressing the private sector as supplier of urban services, provider of innovative technologies and management practices, and implementer of low-emission policies. The five components of the project consist of:

1. The establishment of an innovation hub in Chisinau which identifies, develops, and secures financing for innovate green urban development proposals, thus providing support to the following three components.
2. Support for integrated urban planning in the area of waste with a focus on developing an integrated waste management strategy for the City of Chisinau including the development, scoping, financing, implementation and operation of a waste-to-energy project.
3. Support for integrated urban planning in the area of sustainable transport with a focus on developing and adopting a Sustainable Urban Transport Plan (SUTP), a parking strategy for Chisinau, and an integrated traffic management system (ITMS).

¹ Climate Action, 2013: Sustainable Cities – Building cities for the future available at: http://www.sustainablecities2013.com/images/uploads/documents/SC_2013.pdf

4. Support for the energy sector with a focus on developing a national database on energy consumption for all public buildings, an Energy Management Information System (EMIS), and detailed and comprehensive trainings on ESCOs all contributing to catalyze additional investment in energy efficiency.
5. The replication of the integrated urban planning approach to at least three other cities with special emphasis on outreach and dissemination of best practice including establishing innovation hubs.

In summary, the project will address the modernization of urban policies, develop integrated urban development plans and methodological guidance by using innovation hubs as the key mechanisms to drive investment and develop innovative approaches for broader citizen engagement through incentive schemes, awareness raising and capacity development targeting the urban population. Priority sectors for technology transfer and accelerated uptake of low-emission technologies, approaches and mitigation options are energy efficiency, transport, and waste management. The private sector will be systematically engaged as a partner since private sector investment mobilized is a key indicator of project success. In addition, dissemination of best practices will be replicated from Chisinau to other towns and cities.

Description of Responsibilities

The Consultant will be part of a team of consultants which will conduct a number of studies and stakeholder consultations with the view to further develop the approved project concept into a fully formulated project document. The final output of the initiation plan will be a UNDP-GEF project document and GEF CEO endorsement template ready for submission to UNDP and GEF including GEF tracking tools, and all co-financing letters. The consultant will mainly be involved in supporting an International Consultant in the development of a business plan for the innovation hubs including detailed activities, management structures, financing opportunities that are ensuring the post-project sustainability of these hubs. The Consultant's responsibilities include the following:

OUTPUT 1: Support the International Consultant in developing detailed business plans for the innovation hubs in Chisinau and the other cities

Task 1: The consultant will be responsible for supporting an International Consultant in developing business plans for financial viable and sustainable innovation hubs which will be the creative force behind supporting cities in Moldova for a shift towards low-emission and resilient urban development and will be responsible for implementing mitigation policies in the most efficient and cost effective manner.

Task2: The consultant will be responsible for supporting an International Consultant in developing business plans for the innovation hubs in a way that these hubs will identify, develop, and secure financing for innovate green urban development proposals and provide support to integrated urban planning in the areas of waste, sustainable transport and energy.

OUTPUT 2: Support the International Consultant in developing a detailed sustainability plan and exit strategy including a comprehensive list of activities, projects and financing opportunities that ensure the self-sustainability of innovation hubs after project support ends.

Task 1: The consultant will be responsible for supporting an International Consultant to define a sustainability plan that will outline the principles and guidelines for ensuring the long-term sustainability of project achievements as well as ensuring self-sustainability of the innovation hubs after project support ends. The sustainability plan will also outline an exit strategy, seeking the continuation of key activities/achievements without the need of long-term international financing.

OUTPUT 3: Support the International Consultant in exploring opportunities of catalyzing finance for integrated urban planning through green (municipal) bonds

Task 1: The consultant will be responsible for supporting an International Consultant to develop a detailed report elaborating the financial, legal, political and technical barriers and opportunities of financing integrated urban planning through green bonds with a particular focus on green municipal bonds issued by the City of Chisinau.

OUTPUT 4: Support a National Consultant and the team leader in data collection and other required assistance related to the preparation of a detailed 40-70 page Baseline Report

Task 1: The consultant will be responsible for supporting a National Consultant and the team leader in data collection and other required assistance related to the preparation of a detailed 40-70 page Baseline Report which will describe in detail the baseline situation in the City of Chisinau with regards to green urban development and with particular emphasis on (i) waste (ii) transport (iii) energy consumption in public buildings and (iv) green spaces/urban planning related issues as well as providing detailed energy consumption and GHG emissions related data for the City of Chisinau.

Task 2. The consultant will support the UNDP CO Cluster Lead and a team of experts in developing a project concept on green sustainable development (with focus on energy efficiency measures, financing instruments, etc.) by collecting and providing relevant analytical data, feedback to drafted documents, etc.

OUTPUT 5: Assist and support the team leader in mobilizing and engaging stakeholders during project design

Task 1: The consultant will be responsible for assisting and supporting the team leader in mobilizing and engaging stakeholders during project design such as the City of Chisinau, the Ministry of Environment, the Ministry of Transport, the Ministry of Economy, and the Ministry of Regional Development and Construction, egov (www.egov.md), the Energy Efficiency Agency, the Energy-Efficiency Fund, World Bank, EBRD, OECD, EU, GIZ, and the Regional Environment Centre (REC).

Task2: The consultant will be responsible for assisting and supporting the team leader in negotiating partnerships with on-going projects of these stakeholders and align their activities and projects to build synergies for this project. The consultant will also assist the team leader in providing a profound documentation of these consultations including outcomes, recommendations etc.

OUTPUT 6: Assist and support the team leader in assessing the current and former work relationships of various ministries and departments

Task 1: The consultant will be responsible for assisting and supporting the national consultant and the team leader in assessing the current and former work relationships of various ministries and departments including former initiatives of integrated and inter-disciplinary urban planning between several ministries and departments to identify challenges and opportunities for the establishment of the Urban Sustainability Development Council (IUDC).

OUTPUT 7: Support the team leader in other tasks related to the development of the UNDP-GEF project document as required.

Arrangements

The International Consultant will report directly to the Sustainable Development Cluster Lead and the Project Team Leader and will be part of the team of consultants.

The key products to be delivered and the timeframe are estimated to be broken down as follows:

No.	Deliverables/milestones	Indicative timeframe
1.	OUTPUT 1: Support the International Consultant in developing detailed business plans for the innovation hubs in Chisinau and the other cities	August – September 2015
2.	OUTPUT 2: Support the International Consultant in developing a detailed sustainability plan and exit strategy including a comprehensive list of activities, projects and financing opportunities that ensure the self-sustainability of innovation hubs after project support ends.	October– November 2015
3.	OUTPUT 3: Support the International Consultant in exploring opportunities of catalyzing finance for integrated urban planning through green (municipal) bonds	October – November 2015
4.	OUTPUT 4: Support a National Consultant and the team leader in data collection and other required assistance related to the preparation of a detailed 40-70 page Baseline Report	July – September 2015
5.	OUTPUT 5: Assist and support the team leader in mobilizing and engaging stakeholders during project design	September – November 2015
6.	OUTPUT 6: Assist and support the team leader in assessing the current and former work relationships of various ministries and departments	September – November 2015
7.	OUTPUT 7: Support the team leader in other tasks related to the development of the UNDP-GEF project document as required.	December 2015 – June 2016

Financial Arrangements

Payments will be disbursed in several installments, upon submission and approval of deliverables, and certification by Sustainable Development Cluster Lead that the services have been satisfactorily performed.

Competencies:

- Strong interpersonal skills, communication skills and ability to work in a team
- Ability to plan and organize his/her work, efficient in meeting commitments, observing deadlines and achieving results
- Openness to change and ability to receive/integrate feedback
- Ability to work under pressure and stressful situations
- Strong analytical, reporting and writing abilities

Qualifications:**Education**

- Advanced University degree in economics, energy, engineering, international relations, environmental science, social sciences or a related field

Experience

- At least 5 years of work experience related to the identification, development, and securitization of financing innovative green urban development interventions
- Technical knowledge and work experience with innovative means of catalyzing financing for integrated urban development, such as green bonds and other securities, is an advantage
- Knowledge and experience of green urban planning preferably in the field of energy, transport, and waste is an advantage
- Strong knowledge on statistics related to urban management in Chisinau, such as GHG emissions, waste etc.
- Experience with partnerships/resource mobilization for urban interventions is an advantage
- Prior experience working with Government bodies related to urban planning is an advantage
- Knowledge of MS Word, Excel and email communication software

Language

- Excellent English and Romanian writing and communication skills