



INDIVIDUAL CONSULTANT PROCUREMENT NOTICE

Date: **2 June 2015**

Country: Republic of Moldova

Description of the assignment: International Senior Consultant on Sustainable Cities – Team Leader Project Documentation Preparation

Period of assignment/services: July 1, 2015 – June 30th, 2016 (approximately 50 working days, home-based, with 2 missions of at least 5 working days each in Chisinau, Moldova)

Proposal should be submitted online by pressing the "Apply Online", no later than June 22, 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

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 emissions. 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 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 innovative 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).
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.

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

The Consultant will be leading a team of one international and two national consultants and, together with his/her team, he/she 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 this activity 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.

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

3. REQUIREMENTS FOR EXPERIENCE AND QUALIFICATIONS

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:

The Consultant should possess the following qualifications:

Education

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

Experience

- At least 15 years of work experience related to sustainable urban planning and sustainable cities
- Strong knowledge on international best practice with integrated urban planning, such as with interventions simultaneously addressing energy and/or waste and/or transport related issues
- Experience with partnerships for urban interventions including successfully developed projects and resource mobilization for climate finance
- Strong technical knowledge in preparing UNDP-GEF project documents, GEF tracking tools, obtaining all co-financing letters etc
- Prior experience working with international organisations (including UNDP) related to urban planning and sustainable cities related topics, particularly in a development context, is an advantage
- Knowledge of MS Word, Excel and email communication software

Language

- Excellent English writing and communication skills

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.

Two missions of at least 5 working days each to Chisinau, Moldova are envisaged under this assignment.

6. EVALUATION

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

- Advanced University degree in economics, energy, engineering, international relations, environmental science, social sciences or a related field
- At least 15 years of work experience related to sustainable urban planning and sustainable cities

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		
Advanced University degree in economics, energy, engineering, international relations, environmental science, social sciences or a related field	(MSc-20 pts; PhD-30 pts)	30

At least 15 years of work experience related to sustainable urban planning and sustainable cities	<i>(15 years – 40 pts; >15 years – 2 pts for each additional year up to max. 10 pts)</i>	50
Prior experience working with international organisations (including UNDP) related to urban planning and sustainable cities related topics, particularly in a development context, is an advantage	<i>(to some extent – 10 pts, strong yes - 20 pts)</i>	20
Interview <ul style="list-style-type: none"> • Strong knowledge on international best practice with integrated urban planning, such as with interventions simultaneously addressing energy and/or waste and/or transport related issues • Experience with partnerships for urban interventions including successfully developed projects and resource mobilization for climate finance • Strong technical knowledge in preparing UNDP-GEF project documents, GEF tracking tools, obtaining all co-financing letters etc • Knowledge of MS Word, Excel and email communication software Excellent English writing and communication skills • Competencies 	<i>(to some extent - 30 pts, strong yes - 50 pts)</i> <i>(up to 5 years - 40 pts; >5 years - 50 pts)</i> <i>(max 30 pts)</i> <i>(max 20 pts)</i> <i>(max 50 pts)</i>	200
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).

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.