



## INDIVIDUAL CONSULTANT PROCUREMENT NOTICE

Date: 09 06 2015

**Country:** Republic of Moldova

**Description of the assignment:** National Consultant on preparation of a HCFC Phase-out Management Plan (HPMP), second (2<sup>nd</sup>) stage for Moldova

**Project name:** Preparation of HCFC Phase-out Management Plan (HPMP) – second (2<sup>nd</sup>) stage

**Period of assignment/services:** June-August 2015, estimated workload up to 30 working days

**Application instructions:** Proposals should be submitted **online** by pressing the "Apply on-line" button no later than **18 June 2015**.

Requests for **clarification only** must be sent by standard electronic communication to the following e-mail: [ozonmd@mail.ru](mailto: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 XIX meeting of the Parties to the Montreal Protocol in September 2007, through its Decision XIX/6<sup>1</sup> adopted an accelerated phase-out schedule for HCFCs. Furthermore, it is intend to fulfill the requirements of the Executive Committee (ExCom) of the Multilateral Fund for the Implementation of the MP (MLF) respecting and submission of a HCFC Phase-out management plan (HPMP) applied to Article 5 countries seeking MLF financial support

The 54<sup>th</sup> Meeting of the Executive Committee in April 2008, as per document UNEP/OzL.Pro/ExCom/54/53<sup>2</sup> and ExCom Decision 54/39<sup>3</sup>, adopted guidelines for the preparation of HPMPs, consistent with decision XIX/6. These guidelines included an indicative outline and content of the HPMPs, which are essentially based on earlier guidelines developed and followed for the Terminal Phase-out Management Plan (TPMP) (RMPs/TPMPs/SPPs/NPPs). The decision has the following key elements:

<sup>1</sup> [http://ozone.unep.org/Meeting\\_Documents/mop/19mop/MOP-19-7E.pdf](http://ozone.unep.org/Meeting_Documents/mop/19mop/MOP-19-7E.pdf), Page 33

<sup>2</sup> <http://www.multilateralfund.org/files/54/5453.pdf>

<sup>3</sup> <http://www.multilateralfund.org/files/54/5459.pdf>, Page 43, Annex XIX.

- a) Adoption of a staged approach to implementation of the HCFC phase-out management plans within the context of an overall national strategy. The first stage would focus on compliance with HCFC consumption 2013 freeze and 2015 reduction targets. The second stage will focus on HCFC phase-out in compliance with the future reduction control targets.
- b) Commitments to achieving the 2013 and 2015 control milestones through performance-based agreements.

Consistent with the recommendations of the ExCom guidance, a staged approach to the HPMP is taken based on consumption baseline to be determined by the average consumption officially reported in 2009 and 2010. It involves presentation of a long term strategy directed to meeting the 2020 (35% baseline reduction) and 2025 (67,5% baseline reduction) phase-out targets and ultimately elimination of HCFC consumption in 2030.

The initial HPMP, Stage I for Moldova was approved at the 63<sup>rd</sup> 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.

With respect to preparation for HPMP – stage II, the 71<sup>st</sup> ExCom agreed to related funding guidelines for Article 5 countries (decision 71/42)<sup>4</sup>.

Preparation of a HCFC phase-out management plan (stage II) was approved at 72<sup>nd</sup> 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 implementation of Preparation of a HPMP, Stage II has an approved total funding of USD 30,000 and will be developed in line with the guidelines for the preparation of HCFC Phase-out Management Plan (HPMP). The level of project preparation funding is based on the amount of remaining HCFC consumption eligible for funding for Article 5 countries with 0 to 5 ODP tonnes (Moldova with 1.0 ODP tonnes).

The HPMP, Stage II, is focused on collection of information inputs in consultation with the industry/private/public sectors and design of future national interventions for Moldova to meet 2020/35% HCFC phase-out obligations. Stage II HPMP would address phase-out of HCFC consumption mainly in the refrigeration and air-conditioning servicing sector.

The expectation is that the HPMP, Stage II would define a long-term strategy that provided an overall direction with a list of critical actions a country would undertake to achieve 2020/35% HCFC phase-out.

The project will result in the preparation of a comprehensive HPMP, Stage II for the Republic of Moldova, which will incorporate the strategy and action plan for the Republic of Moldova for compliance with the post 2015 control targets, which is targeted for submission to the Executive Committee of the Multilateral Fund, at its 75<sup>th</sup> Meeting in December 2015.

In order to achieve the expected results of the project, UNDP is currently seeking a qualified national consultant to develop in close coordination with the National Ozone Unit (NOU) under the Ministry of Environment the UNDP investment component for the Republic of Moldova HPMP, Stage II.

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<sup>4</sup> <http://www.multilateralfund.org/71/default.aspx>

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

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

In light of the above mentioned the scope of services under this TOR is as following:

- Review of existing national policies, regulations, legislative and instructional framework on control, monitoring and reporting of ODS import and consumption, including amendments related to HCFC consumption.
- Review relevant policies and decisions of the Multilateral Fund for the Implementation of the Montreal Protocol related to the Decision XIX/6 for accelerated HCFC phase-out.
- Review the results (preliminary results) of the survey on HCFC and verify the HCFC available/used/consumed in servicing refrigeration sector (industrial, commercial, air conditioning (MAC, stationary & split systems) subsectors.
- Discuss the strategy and concept of the investment activities in view of existing framework (rules and decisions of the MLF) with the NOU (MoE), UNDP Country Office, IA.
- Formulate the chapter on investment component of the HPMP according to relevant guidance for the preparation of HPMPs. The component should fit with overall HPMP document as an organic part of it.
- Assist the NOU/MoE to prepare HPMP Stage II (2016-2020) project submission.
- Assist the NOU/MoE in the course of discussions of the project (draft) with the Secretariat of the Montreal Fund for the Implementation of the Montreal Protocol.

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

## **3. REQUIREMENTS FOR EXPERIENCE AND QUALIFICATIONS**

### 1. Academic Qualifications:

- Bachelor's degree in engineering (Mechanics, Refrigeration), Environmental Management, Chemical Hazardous Management or other relevant fields.

### 2. Years of experience:

- At least 5 (five) years of experience in drafting documents in the area of the Vienna Convention and Montreal Protocol on substances that deplete the Ozone Layer.
- At least 5 (five) years of experience in conducting ODS-related surveys/analyses.
- Experience of working with UNDP and /or other international organization on the identified area.

### 3. Competencies:

- Familiarity with ODSs issues under the Montreal Protocol and country programme on ODS phase-out in Moldova, legal requirements of the EU Regulation 842/2006, climate change issues, energy efficiency, and application of climate friendly alternatives, policy settings and legislation system in the Republic of Moldova.
- Skills to research, design, and produce quality knowledge products (reports, policy papers, 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. 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 engineering (Mechanics, Refrigeration), Environmental Management, Chemical Hazardous Management or other relevant fields.
- At least 5 (five) years experience in drafting documents in the area of the Vienna Convention and Montreal Protocol on substances that deplete the Ozone Layer.

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
<b><u>Technical</u></b>		
Bachelor's degree in engineering (Mechanics, Refrigeration), Environmental Management, Chemical Hazardous Management or other relevant fields	(University degree- 30 pts, Master – 40 pts, PhD – 50 pts)	50
At least 5 (five) years of relevant experience in drafting documents in the area of the Vienna Convention and Montreal Protocol on substances that deplete the Ozone Layer	(5 years – up to 30 pts, 6-10 years - up to 40 pts, more than 10 years - 50 pts)	50
At least 5 (five) years of experience in conducting SDO-related surveys/analyses	(5 years – up to 30 pts, 6-10 years - up to 40 pts, more than 10 years - 50 pts)	50
Experience of working with UNDP and/or other international organizations on the identified area	(no – 0 pts, to some extent – up to 20 pts, yes – up to 30 pts)	30
Familiarity with ODSs issues under the Montreal Protocol and country programme on ODS phase-out in Moldova, legal requirements of the EU Regulation 842/2006, climate change issues, energy efficiency, and application of climate friendly alternatives, policy settings and legislation system in the Republic of Moldova	(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, policy papers, research papers, etc.)	(no – 0 pts, to some extent – up to 20 pts, yes – up to 30 pts)	30
Ability to achieve results and deadlines in a timely manner, maintaining a high standard throughout	(no - 0 pts, yes – up to 20 pts)	20
Good written/spoken Romanian and Russian languages is a requirement. Knowledge of English language is an asset	10 pts for each language	30
<b>Maximum Total Technical Scoring</b>		<b>300</b>
<b><u>Financial</u></b>		
Evaluation of submitted financial offers will be done based on the following formula: <b><math>S = F_{min} / F * 200</math></b> 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.		<b>200</b>

#### **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**