



INDIVIDUAL CONSULTANT PROCUREMENT NOTICE

Date: **17 May 2015**

Country: Republic of Moldova

Description of the assignment: National Consultant to undertake the Terminal Evaluation of the UNDP-GEF Project "Strengthening capacities to undertake environmental fiscal reform to meet national and global environmental priorities"

Project name: "Strengthening capacities to undertake environmental fiscal reform to meet national and global environmental priorities"

Period of assignment/services: 25 days during July-September, 2015

Proposals should be submitted online by pressing the "Apply Now" button no later than 30 June 2015. Requests for **clarification only** must be sent by standard electronic communication to the following e-mail: mihail.roscovan@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 United Nations Development Programme (UNDP), acting as an implementing agency of the Global Environment Facility (GEF), is providing assistance to the Moldovan Ministry of Environment in the implementation of the GEF medium size Project "Strengthening capacities to undertake environmental fiscal reform to meet national and global environmental priorities".

The project was designed to: build capacities for implementing environmental fiscal reforms (EFR) that will produce increased national and global environmental benefits through the adoption of selected subsidies, fees, fines, taxes and other appropriate fiscal instruments. The reforms will focus on creating conditions, financial incentives and disincentives, and decreased opportunity costs to undertake actions that deliver global environmental outcomes. The expected outcome is that EFR will be adopted as an important element of Moldova's development policy, whereby improved fiscal and financial instruments and their use would strengthen regulatory and other approaches to environmentally sound and sustainable development, with a particular emphasis of meeting obligations under the three Rio Conventions. The project will also contribute to and complement a broader national decentralization

reform process, including policy planning at the national level, redesigning of competencies and responsibilities of local and sub-national governments and reforming local government revenue systems. In order to reach Government of Moldova's objective, the project will adopt a focused and comprehensive strategy composed of three main components: (1) Reform of environmentally harmful subsidies, green subsidies, as well as environmental charges within the agricultural and energy sectors, (2) Capacity development for EFR to build consensus among concerned stakeholders, and (3) Component 3: Integration of EFR in local and central planning processes.

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

The National Consultant is expected to assist the International Consultant in undertaking the terminal evaluation of the "Strengthening capacities to undertake environmental fiscal reform to meet national and global environmental priorities" Project. The Consultant shall use the criteria of **relevance, effectiveness, efficiency, sustainability, and impact** following a participatory and consultative approach with government counterparts, UNDP Country Office, project team, UNDP GEF Technical Adviser and key stakeholders.

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

3. REQUIREMENTS FOR EXPERIENCE AND QUALIFICATIONS

I. Academic Qualifications:

- Master's degree in Public Finance, Economics, Environmental management or other related areas.

II. Experience:

- 5 years of working experience in providing management or consultancy services to the multi focal area projects, preferably in environmental planning and management;
- Experience in monitoring and evaluating environmental projects for UN or other international development agencies (at least one project);
- Sound knowledge in results-based management (especially results-oriented monitoring and evaluation);
- Experience in GEF project design, technical consultancy or evaluation will be an asset.

III. Competencies:

- Ability to critically analyze issues, find root-causes and suggest optimum solutions;
- Ability to interact with a wide range of partners: government officials, development agencies and etc.;
- Excellent team working and management skills.

IV. Language requirements:

- Fluent in English and Romanian both written and spoken. Knowledge of Russian will 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 past experience in similar Projects (please provide brief information on each of the above qualifications, item by item);
2. Financial proposal (LUMP SUM) in USD, specifying in a total requested amount per day, including all related costs, travel, phone calls etc.);
3. Duly completed P 11 form, personal CV 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 (is the total sum of all financial claims of the candidate for accomplishment of the task with detailed breakdown of expected honorarium) and the number of anticipated working days. The evaluator shall bare costs for all supplies needed for data collection and data processing including possession of his own personal computer.

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:

- Master's degree in Public Finance, Economics, Environmental management or other related areas;
- 5 years of working experience in providing management or consultancy services to the multi focal area projects, preferably in environmental planning and 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
Technical		
Master's degree in Public Finance, Economics, Environmental management or other related areas	(Master's -35, PhD – 50 pts)	50
5 years of working experience in providing management or consultancy services to the multi focal area projects, preferably in environmental planning and management	(5 years – up to 35 pts, >5 years – up to 50 pts)	50
Experience in monitoring and evaluating environmental projects for UN or other international development agencies (at least one project)	(no – 0, to some extent – 25 , strong yes – up to 40 pts.)	40
Interview <ul style="list-style-type: none"> • Sound knowledge in results-based management (especially results-oriented monitoring and evaluation); • Experience in GEF project design, technical consultancy or evaluation will be an asset • Fluent in English and Romanian both written and spoken. Knowledge of Russian an asset. • Competencies 	(to some extent – 30, strong yes – up to 50 pts.) (no – 0, to some extent – 30, strong yes – up to 50 pts.) (English – up to 10 pts; Romanian – up to 10 pts; Russian – up to 5 pts.) (max. 35 pts.)	160
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).

ANNEXES:

ANNEX 1 – TERMS OF REFERENCES (TOR)

ANNEX 2 – INDIVIDUAL CONSULTANT GENERAL TERMS AND CONDITIONS