



INDIVIDUAL CONSULTANT PROCUREMENT NOTICE

Date: **29 June 2015**

Country: Republic of Moldova

Description of the assignment: International Consultant for the development of two NAMA project design documents in the frame of UNDP Low Emission Capacity Building Project, Republic of Moldova

Project name: Low Emission Capacity Building Project, Republic of Moldova

Period of assignment/services: July, 2015 – February, 2016 (50 working days)

Proposals should be submitted online by pressing the "Apply Now" button, no later than **08 July 2015**.

Requests for clarification only must be sent by standard electronic communication to the following e-mail: silvia.pana-carp@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

UNDP Moldova together with the Climate Change Office of the Ministry of Environment (MoEN) of the Republic of Moldova is implementing the Low Emission Capacity Building (LECB) Project – Republic of Moldova. The main scope of the LECB project is to increase institutional capacities to provide appropriate mechanisms of support and coordination when addressing climate risks, to strengthen the technical knowledge in order to better understand and make use of climate information, and increasing relevant data and access to data for planning and decision-making.

The main project objective is to strengthen the institutional and technical capacity of the Republic of Moldova to develop a National Inventory System to support the development of national GHG inventory on a regular basis; to identify and formulate Nationally Appropriate Mitigation Actions (NAMAs) in the context of the national Low Emission Development Strategy (LEDS); and to measure/monitor, verify and report (MRV) progress on NAMAs and LEDS implementation.

In this context, it is requested to submit four supported and/or credited NAMA proposals to the UNFCCC NAMAs Registry. Subject of this Terms of Reference is the development of two supported NAMA proposals, selected already according to the procedures of LECB - R. Moldova project, namely:

- Replacing incandescent bulbs with energy-efficient LED bulbs in public sector buildings (NAMA 1);
- Afforestation of degraded, impracticable for agriculture, lands (NAMA 2).

The measures to be employed by these two project activities aim to reduce annually the GHG emissions by 167 Gg CO₂eq per NAMA1 and 772 GgCO₂eq per NAMA2.

NAMA proposals should be developed according to the UNDP MDG Carbon Nationally Appropriate Mitigation Actions (NAMA) Template (<http://www.undp.org/content/undp/en/home/librarypage/environment-energy/mdg-carbon/mdg-carbon-nama-template.html>), or any other recent UNDP template, if available.

To be able to submit to and be accepted by the UNFCCC NAMAs Registry of NAMAs proposals, UNDP is seeking to engage a qualified international consultant that will develop Project Design Document of two NAMAs selected in the frame of LECB - R. Moldova project and provide knowledge transfer to local consultants through a training workshop.

The consultant will work under direct supervision of the Senior Project Manager, the Project Manager and leader of NAMA Working Group, in cooperation with two national consultants. The International consultant shall also communicate with the other two project working groups (GHG inventories and MRV).

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

Under this assignment the consultant has to develop the Project Design Documents for both NAMA 1 “Replacing incandescent bulbs with energy-efficient LED bulbs in public sector building” and NAMA 2 “Afforestation of degraded, impracticable for agriculture, lands”. Fully developed NAMA proposals are subject to be submitted to the UNFCCC NAMA Registry for registration.

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

3. REQUIREMENTS FOR EXPERIENCE AND QUALIFICATIONS

Competencies:

- Demonstrates integrity and fairness by modelling UN values and ethical standards;
- Demonstrates professional competence and is conscientious and efficient in meeting commitments;
- Observing deadlines and achieving results;
- Excellent communications, presentation, report writing and analytical skills;
- Display cultural, gender, nationality, religion and age sensitivity and adaptability.

Education:

- Minimum B.Sc. (or equivalent) in relevant area (natural, technical, environmental sciences, law). Higher degree shall be considered an asset.

Experience:

- At least five years of experience in working with NAMA, CDM and environmental projects;
- Experience in development NAMA and CDM projects;
- Work experience with international organizations or firms;
- Knowledge in the energy efficiency, LULUCF, GHG capture, environment management system, international environmental Conventions and Agreements;
- Experience in developing of financial portfolios for promotion of climate change mitigation projects.

Language:

- English language proficiency;
- Knowledge of Russian and/or Romanian language will be an advantage.

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 and fully completed P11, including past experience in similar projects and at least 3 references;
4. Brief methodology clearly describing his/her understanding of the assignment and challenges, and steps needed to carry out the assignment;
5. Reference list of relevant work/projects, position held and contact details of the clients.

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.

Two missions to Chisinau, Moldova are envisaged under the current assignment.

6. EVALUATION

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

- Minimum B.Sc. (or equivalent) in relevant area (natural, technical, environmental sciences, law).
- At least five years of experience in working with NAMA, CDM and environmental projects.

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>		
Minimum B.Sc. (or equivalent) in relevant area (natural, technical, environmental sciences, law). Higher degree will be considered an asset	(B.SC or equivalent – 25 pts, Higher degree – 30 pts)	30
At least five years of experience in working with NAMA, CDM and environmental projects	(5 years – 40 pts, >5 years – 2 pts for each additional year up to max. 10 additional pts)	50
Experience in development NAMA and CDM projects	(no – 0 pts, to some extent – 10 pts, strong yes - 20 pts)	20
Interview <ul style="list-style-type: none">▪ Work experience with international organizations or firms▪ Knowledge in the energy efficiency, LULUCF, GHG capture, environment	(no – 0 pts, to some extent - 30 pts, large - 50 pts) (no – 0 pts, to some extent - 20 pts, strong yes - 30 pts)	200

management system, international environmental Conventions and Agreements <ul style="list-style-type: none"> ▪ Experience in developing of financial portfolios for promotion of climate change mitigation projects • English language proficiency. Knowledge of Russian and/or Romanian language will be an advantage • Competencies 	(up to 3 years - 40 pts; >3 years - 50 pts) (English – 25 pts; Romanian and/or Russian – additional max. 5 pts.) (max. 40 pts)	
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.