

## INDIVIDUAL CONSULTANT PROCUREMENT NOTICE

Date: 9 July 2015

**Country:** Republic of Moldova

**Description of the assignment:** National consultant on communication / Web content manager

**Project name:** ESCO Moldova - Transforming the market for Urban Energy Efficiency in Moldova by introducing Energy Service Companies

**Period of assignment/services:** 1 August 2015 – 15 December 2016 (up to 100 working days)

Proposal should be submitted online by pressing the "Apply Online" button, no later than **July 19, 2015**.

Requests for **clarification only** must be sent by standard electronic communication to the following e-mail: [nicolae.zaharia@undp.org](mailto:nicolae.zaharia@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 ESCO Moldova project, funded by the Global Environment Facility (GEF), has an implementation timeframe of 4 years with a budget of 1.3 million US\$ allocated by the GEF and 7.615 million US\$ allocated as co-financing by project partners.

The project objective is to create a functioning, sustainable and effective market of Energy Service Companies (ESCOs) in Moldova by converting existing energy service provider companies into ESCOs, as the basis for scaling up energy efficiency improvements and ultimately climate change mitigation efforts.

The main barriers that the project is trying to address are related to energy efficiency project financing; the eagerness of existing Energy Service Providers to embark on the ESCO business model; institutional barriers at the local level; and EE awareness in the municipal sector.

The ESCO Moldova Project intends to eliminate/address these impediments through the following project components:

1. Green Urban Development Plan is adopted and emission reduction projects are financed and Implemented in Chisinau
2. ESCOs are successfully investing in energy projects in the building sector using Energy Performance Contracting modality

3. A Financial Mechanism in form of a Loan Guarantee Fund, is set up and functional, providing financing to ESCOs
4. ESCO(s) are designing, financing and successfully implementing energy efficiency projects using EPC modality in at least one other city in Moldova outside of Chisinau

The low level of public awareness about energy efficient technologies as well as the availability of financing modalities is the reason of limited understanding and acceptance of them from the private business as well as end users sides. In this context, the need to undertake measures for delivering detailed and clear information regarding the on-going projects in the field, technologies used and success stories which would enable the energy end-users of Moldova to accept the energy performance contracting (EPC) and energy services companies (ESCO) is obvious and strongly required.

In this context, the UNDP ESCO Moldova project is seeking to hire a national consultant to support the project in its awareness raising activities, by collecting, systematizing all relevant information about energy performance contracting modality as well as publishing them on a web portal dedicated to the Energy Service Companies and Energy Performance Contracting.

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

The expected output for the national consultant' assignment is to support the project with all communication activities, reflect on a dedicated portal the events, relevant training materials, presentations and news about energy efficiency in buildings as well as relevant information about energy performance contracting modality of financing energy efficiency projects.

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

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

### Academic Qualification:

- University Degree in Journalism, Communication/Media Studies, publishing or other closely related field;

### Experience:

- Minimum 5 years of relevant experience at the national or international level in public relations, communications or advocacy.
- Extensive experience in developing and implementing media/communications strategies and plans, including organizing awareness campaigns;
- Experienced in using computers and office software packages, good knowledge and experience in handling of web-based management systems;
- Experience in similar assignments in a UNDP and/or other international projects are an advantage.

### Competencies:

- Excellent written communication skills, with analytic capacity and ability to synthesize project outputs and relevant findings for the preparation of analytical documents;
- Proven ability to manage diverse and complex tasks required;
- Excellent organizational, inter-personal, diplomatic, communication and administrative skills;
- Responsibility and Creativity;
- Proven commitment to the core values of the United Nations, in particular, respecting differences of culture, gender, religion, ethnicity, nationality, language, age, HIV status, disability, and sexual orientation, or other status.

### Language requirements:

- Fluency in English, Romanian and Russian.

#### 4. DOCUMENTS TO BE INCLUDED WHEN SUBMITTING THE PROPOSALS

Interested individual consultants must submit the following documents/information to demonstrate their qualifications:

1. **Personal CV** including past experience in similar projects and contact details of at least 3 reference persons;
2. **Financial proposal** (lump-sum in USD, specifying a total requested amount per working day, including all related costs, e.g. fees, phone calls etc. );
3. **Cover letter** explaining why the persons are the most suitable for the work.

#### 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.

#### 6. EVALUATION

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

- University Degree in Journalism, Communication/Media Studies, publishing or other closely related field;
- Minimum 5 years of relevant experience at the national or international level in public relations, communications or advocacy;

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.

### **Evaluation Criteria for Local Consultant**

<b>Criteria</b>	<b>Scoring</b>	<b>Maximum Points Obtainable</b>
<b><u>Technical</u></b>		
University Degree in Journalism, Communication/Media Studies, publishing or other closely related field;	(under-Master's-20 pts; Master's-30 pts)	30
Minimum 5 years of relevant experience at the national or international level in public relations, communications or advocacy;	(5 years – up to 25 pts; each additional year 5 pts – up to max 40 pts)	40
Extensive experience in developing and implementing media/communications strategies and plans, including organizing awareness campaigns;	(1-2 years – up to 20 pts; >2-5 years – up to 25 pts, >5 years – up to 30 pts.)	30
<b><u>Interview</u></b>		
Experience in the usage of computers and office software packages, good knowledge and experience in handling of web-based management systems;	up to 30 pts	30
Experience in similar assignments in a UNDP and/or other international projects are an advantage;	up to 15 pts	15
Excellent written communication skills, with analytic capacity and ability to synthesize project outputs and relevant findings for the preparation of analytical documents;	up to 30 pts	30
Proven ability to manage diverse and complex tasks required;	up to 30 pts	30
Excellent organizational, inter-personal, diplomatic, communication and administrative skills;	up to 25 pts	25
Responsibility and Creativity;	up to 20 pts	20
Proven commitment to the core values of the United Nations, in particular, respecting differences of culture, gender, religion, ethnicity, nationality, language, age, HIV status, disability, and sexual orientation, or other status;	up to 20 pts	20
Fluency in English, Romanian and Russian.	English, Romanian and Russian – 30 pts;	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: $S = F_{min} / F * 200$ 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.		<b>200</b>

**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.