



## INDIVIDUAL CONSULTANT PROCUREMENT NOTICE

Date: 19 January 2016

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**Country:** Republic of Moldova

**Description of the assignment:** International Advisor for the Climate Change, Energy Efficiency and Environment Cluster, UNDP Moldova

**Period of assignment/services:** April 1, 2016 – March, 2018 (up to 520 working days)

Proposal should be submitted online by pressing the "Apply Online", no later than 5 February, 2016.

Requests for **clarification only** must be sent by standard electronic communication to the following e-mail: [silvia.pana-carp@undp.org](mailto: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.

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### 1. BACKGROUND

Under the supervision and overall guidance of the Deputy Resident Representative (DRR), the International Advisor for the Climate Change, Energy Efficiency and Environment Cluster (Energy and Environment Cluster Lead) acts as advisor to Senior Management on all aspects of CO programme in the area of Energy and Environment. The incumbent manages the Energy and Environment programme practice area. The main role is to plan, implement and manage the country programme in the area of responsibility including continued resource mobilization for the sector. The International Advisor leads the Energy and Environment team in strategic planning, identification of new programme areas and mobilization of the resources to support new areas while ensuring consistency with UNDAF/ CPD priorities and creative responses to emerging challenges and opportunities, provision of substantive inputs to the development of the new UNDAF and CPD.

International Advisor leads and supervises Energy and Environment programme team and works in close collaboration with Programme and Operations teams in the CO, Programme staff in other UN Agencies, UNDP HQs staff and Government officials, technical advisors and experts, multi-lateral and bi-lateral donors and civil society to successfully implement the UNDP programme.

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

The main **objective** of this assignment is to provide advisory and managerial support to the UNDP Senior Management in efficiently managing the *Green Sustainable Energy & Resilience*. In particular, the Advisor is expected to: (i) support in managing the Environment and Energy portfolio and ensure synergies and complementarities with *Inclusive & Sustainable Growth*, as well as with *Good Governance & Rule of Law* clusters; (ii) participate in establishing strategic partnerships and mobilize resources for energy and environment related initiatives; (iii) provide technical inputs and relevant policy advice on energy and environment matters; (iv) contribute to the upstream policy dialogue with the Government on promoting green growth through environmentally friendly production and consumption practices, promotion of energy efficiency and clean technologies, implementation of climate mitigation and adaptation measures, etc.

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

### 3. REQUIREMENTS FOR EXPERIENCE AND QUALIFICATIONS

#### Academic Qualification:

- Advanced university degree in energy efficiency and/or environmental management, disaster risk management, or a closely related field.

#### Experience:

- 10 years relevant work experience in energy efficiency and environment management, or related fields
- At least 2 years of experience in providing policy advice to the government officials in the area of energy efficiency and environment management
- Demonstrated solid knowledge of environmental financing and project cycle management
- Good knowledge of Rio Conventions requirements
- Experience in the policy development process associated with environment, climate change and sustainable development would be an asset.

#### Competencies:

##### *Technical work*

- Thorough understanding of environmental and energy efficiency areas
- Demonstrated knowledge and expertise in governance and operational management of energy and environment initiatives
- In depth knowledge and experience on project cycle management
- Experience in drafting strategic documents

##### *Partnerships*

- Maturity and confidence in dealing with senior and high-ranking members of international, regional and national institutions.
- Displays cultural, gender, religion, race, nationality and age sensitivity and adaptability.
- Good oral communication skills and conflict resolution competency to manage inter-group dynamics and mediate conflicting interests of varied actors.
- Excellent written communication skills, with analytic capacity and ability to synthesize project outputs and relevant findings for the preparation of analytical documents.

##### *Results*

- Promotes the vision, mission, and strategic goals of UNDP.
- Builds strong relationships with clients, focuses on impact and result for the client and responds positively to feedback.

#### Language requirements:

- Excellent English writing skills are essential. Knowledge of Romanian and/or Russian would 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 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.

#### **6. EVALUATION**

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

- Advanced university degree in energy efficiency and/or environmental management, disaster risk management, or a closely related field;
- 10 years relevant work experience in energy efficiency and environment management, or related fields;
- At least 2 years of experience in providing policy advice to the government officials in the area of energy efficiency and environment 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
<b><u>Technical</u></b>		
Advanced university degree in energy efficiency and/or environmental management, disaster risk management, or a closely related field.	(MSc-20 pts; PhD-30 pts)	30
10 years relevant work experience in energy efficiency and environment management, or related fields	(10 years – 50 pts; >10 years – 2 pts for each additional year up to max additional 10 pts)	60
At least 2 years of experience in providing policy advice to the government officials in the area of energy efficiency and environment management	(2 years – 20 pts; >2 years - 2 pts for each additional year up to max additional 10 pts)	30
Experience in the policy development process associated with environment, climate change and sustainable development would be an asset.	(up to 7 years - 20 pts; >7 years - 30 pts)	30
<b>Interview/Written test:</b> <ul style="list-style-type: none"> <li>• Demonstrated solid knowledge of environmental financing and project cycle management</li> <li>• Good knowledge of Rio Conventions requirements</li> <li>• Excellent English writing skills are essential. Knowledge of Romanian and/or Russian would be an asset.</li> <li>• Competencies</li> </ul>	(to some extent - 20 pts, strong yes - 40 pts)  (to some extent - 20 pts, strong yes - 40 pts)  English – 25 pts, Romanian and/or Russian – additional max 5 pts)  (max 40 pts)	150
<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).

**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.