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## Terms of reference

**Job title:** National Consultant (Energy and Green Urban Planning) to support the development of a UNDP/GEF Project Document

**Location:** Chisinau, Moldova (with possible travel to other cities in Moldova)

**Contract type:** Individual Contract (IC)

**Expected workload:** approximately **20 working days over the period of March 2016 – December 2016**

## Background

Currently, over 50 percent of the world's population lives in urban areas consuming over 70 percent of the global energy supply while being responsible for 70 percent of the world wide carbon dioxide emissions<sup>1</sup>. By 2030, it is expected that 5 billion people worldwide will live in cities. This is mainly caused by people moving from rural to urban areas searching for better economic and employment conditions. Moldova is in line with the global trend of continuously growing urbanization from 47% in 2010 to 60% in 2030. Chisinau, Moldova's capital and also the largest city whose inhabitants make up over 22% of the total country population, is the largest energy user, emitter of GHGs, and consumer of resources in the country.

Therefore, UNDP and the GEF are currently developing a project which aims to create a model for sustainable green cities in Moldova by supporting a shift towards low-emission and resilient urban development and implementing mitigation policies in the most efficient and cost effective manner. This project places specific attention on finding integrated solutions for increasing the involvement of the private sector and promoting the green economy, addressing the private sector as supplier of urban services, provider of innovative technologies and management practices, and implementer of low-emission policies. The five components of the project consist of:

1. The establishment of an innovation hub in Chisinau which identifies, develops, and secures financing for innovate green urban development proposals, thus providing support to the following three components.
2. Support for integrated urban planning in the area of waste with a focus on developing an integrated waste management strategy for the City of Chisinau including the development, scoping, financing, implementation and operation of a waste-to-energy project.
3. Support for integrated urban planning in the area of sustainable transport with a focus on developing and adopting a Sustainable Urban Transport Plan (SUTP), a parking strategy for Chisinau, and an integrated traffic management system (ITMS).
4. Support for the energy sector with a focus on developing a national database on energy consumption for all public buildings, an Energy Management Information System (EMIS), and

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<sup>1</sup> Climate Action, 2013: Sustainable Cities – Building cities for the future available at: [http://www.sustainablecities2013.com/images/uploads/documents/SC\\_2013.pdf](http://www.sustainablecities2013.com/images/uploads/documents/SC_2013.pdf)

detailed and comprehensive trainings on ESCOs all contributing to catalyze additional investment in energy efficiency.

5. The replication of the integrated urban planning approach to at least three other cities with special emphasis on outreach and dissemination of best practice including establishing innovation hubs.

In summary, the project will address the modernization of urban policies, develop integrated urban development plans and methodological guidance by using innovation hubs as the key mechanisms to drive investment and develop innovative approaches for broader citizen engagement through incentive schemes, awareness raising and capacity development targeting the urban population. Priority sectors for technology transfer and accelerated uptake of low-emission technologies, approaches and mitigation options are energy efficiency, transport, and waste management. The private sector will be systematically engaged as a partner since private sector investment mobilized is a key indicator of project success. In addition, dissemination of best practices will be replicated from Chisinau to other towns and cities. The project will follow closely the GEF Green Cities Integrated Approach Pilot (IAP) which is being implemented by the World Bank, to make sure that it is developed in a manner which is consistent with the general approach from the World Bank project. The project document may depart to a certain extent from the initially approved PIF, based on the findings and priority areas identified during stakeholder's consultations.

### **Description of Responsibilities**

The Consultant will support the team leader and will be part of a team of consultants which will conduct a number of studies and stakeholder consultations with the view to further develop the approved project concept into a fully formulated project document. The final output of the initiation plan will be a UNDP-GEF project document and GEF CEO endorsement template ready for submission to UNDP and GEF including GEF tracking tools, and all co-financing letters. The Consultant will report to a Senior International Consultant who will be the team leader. The Consultant will support the team with additionally required information and data for the existing baseline analysis pertaining to the sustainable urban planning in Chisinau, but in the other three cities in Moldova where the low-emission and resilient urban development approach will be replicated. The consultants will also proactively assist the team leader in formulation of the Project Results Framework, UNDP Project Document and GEF request for CEO endorsement, GEF Tracking Tool and consultation of the project with stakeholders at different stage of its development. The Consultant's responsibilities include the following:

**OUTPUT 1: Support the team leader during his missions in Chisinau and online when necessary, in order to complement the existing baseline analysis with the additionally required information and develop the Project results framework and first draft of the project document** (to be submitted after the first mission of the team leader to Moldova)

Task 1: A comprehensive Baseline Analysis and an incipient logframe currently exists, however these sections of the project document are not complete and the support of the national consultant is needed in order to fill the missing information and support the team leader finalize the baseline and develop a robust project logframe with activities, indicators and outputs/outcomes related to the following areas: green urban development with particular emphasis on (i) waste (ii) transport (iii) energy consumption in public buildings and (iv) green spaces/urban planning related issues. Specific tasks include, inter alia: Support the team leader during his missions in the organization of the meetings, preparation of background documents, technical inputs as required.

Task 2: Support the team leader in identifying the potential entry points of energy, transport and waste issues in the integrated urban management planning in Chisinau, as well as in the other 3 cities recommended for replication.

**OUTPUT 2: Assist the team leader in order to draft the M&E work plan with management arrangements discussed with key stakeholders, draft project document and GEF Request for CEO Endorsement - including providing detailed energy consumption and GHG emissions related data for the City of Chisinau**

Task 1: The consultant will be responsible for supporting the team leader to develop the other sections of the project document, including providing detailed calculations using approved GEF methodologies on CO<sub>2</sub> GHG emissions from the baseline situation in the City of Chisinau including detailed data on energy consumption and GHG emissions from the waste, transport, and buildings sectors using the most recent data possible (from years 2014/2015). Detailed tables on both GHG emissions and energy consumption for the city of Chisinau related to energy, transport, and waste sectors should be provided.

Task 2: Assist and support the team leader in the identification and suggestion of specific demonstration projects related to transportation, waste, and or energy efficiency in buildings and include basis information about each investment project, including estimated investment cost, payback period, and GHG savings over the project lifetime.

Task 3: Assist and support the team leader in identifying and proposing at least three other cities in Moldova where the project could replicate the integrated urban planning approach of Chisinau and establish innovation hubs.

**OUTPUT 3: Assist and support the team leader in finalizing UNDP Project Document and the entire GEF submission package (including GEF Request for CEO Endorsement, GEF Tracking Tool)**

Task 1: The consultant will be responsible for assisting the Team Leader finalize the GEF submission package (as indicated above) and to liaise with the national counterparts as required.

Task 2: The consultant will facilitate communication of the team leader with the relevant ministries, departments and stakeholders and will be responsible to liaise with these for consultation and validation of the draft Project Document. The consultant will also support the team leader in formulation and collection of the required co-financing letters.

**OUTPUT 4: Assist and support the team leader during missions, in mobilizing and engaging stakeholders during project design**

Task 1: The consultant will be responsible for assisting and supporting the team leader in mobilizing and engaging stakeholders during project design such as the City of Chisinau, the Ministry of Environment, the Ministry of Transport, the Ministry of Economy, the Ministry of Regional Development and Construction, egov ([www.egov.md](http://www.egov.md)), the Energy Efficiency Agency, the Energy-Efficiency Fund, World Bank, EBRD, OECD, EU, GIZ, and the Regional Environment Centre (REC).

Task 2: The consultant will be responsible for assisting and supporting the team leader in negotiating partnerships with on-going projects of these stakeholders and aligning their activities and projects to build synergies for this project. The consultant will also assist the team leader in providing a profound documentation of these consultations including outcomes, recommendations etc.

**OUTPUT 5: Support the team leader in other tasks related to the development of the UNDP-GEF project document as required.**

**Task 1.** The consultant will participate proactively and will provide the technical input requested by the team leader in formulation of the Project Results Framework, Request for CEO endorsement and Project Document which includes detailed M&E work plan, management arrangement etc.

**Arrangements**

The National Consultant will report directly to the Sustainable Development Cluster Lead and the Project Team Leader and will be part of the team of consultants.

The key products to be delivered and the timeframe are estimated to be broken down as follows:

No.	Deliverables/milestones	Indicative timeframe
1.	<b>OUTPUT 1:</b> <u>Project results framework and draft project document</u>  Support the team leader during his missions in Chisinau and online when necessary, in order to complement the existing baseline analysis with the additionally required information and develop the Project results framework and first draft of the project document (after the International team Leader's first mission)	April 2016
2.	<b>OUTPUT 2:</b> <u>(Support to) Detailed M&amp;E work plan with management arrangements discussed with key stakeholders and first draft UNDP Project Document and GEF RCE prepared and approved by CO and RTA</u>  Assist in providing input to the project document sections and detailed energy consumption and GHG emissions related data for the City of Chisinau and assist in the identification of specific demonstration projects.	May 2016
3.	<b>OUTPUT 3:</b> <u>(support to) Finalized UNDP Project Document, GEF RCE, and GEF Tracking Tool submitted and approved by UNDP CO and UNDP RTA/HQ</u>	June-July 2016
4.	<b>OUTPUT 4:</b> Assist and support the team leader during missions, in <u>mobilizing and engaging stakeholders</u> during project design	April-September 2016
5.	<b>OUTPUT 5:</b> <u>(support to) final approval of GEF Secretariat of the Project Document, GEF RCE and Tracking Tool Support</u> the team leader in other tasks related to the development of the UNDP-GEF project document <b>as required.</b>	March-December 2016

## **Financial Arrangements**

Payments will be disbursed in several installments, upon submission and approval of deliverables, and certification by Sustainable Development Cluster Lead that the services have been satisfactorily performed.

### **Competencies:**

- Strong technical competencies in Energy/Climate Change area
- Strong interpersonal skills, communication skills and ability to work in a team
- Ability to plan and organize his/her work, efficient in meeting commitments, observing deadlines and achieving results
- Openness to change and ability to receive/integrate feedback
- Ability to work under pressure and stressful situations
- Strong analytical, reporting and writing abilities
- 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

UNDP Moldova is committed to workforce diversity. Women, persons with disabilities, Roma and other ethnic or religious minorities, persons living with HIV, as well as refugees and other non-citizens legally entitled to work in the Republic of Moldova, are particularly encouraged to apply.

### **Qualifications:**

#### **Education**

- Advanced University degree in economics, energy, engineering, international relations, environmental science, social sciences or a related field

#### **Experience**

- At least 5 years of work experience related to energy sector, sustainable urban planning climate change in particular with GHG inventory/baseline
- Strong experience in working with GHG calculation methodologies represents an advantage
- Strong technical knowledge and experience of green urban planning preferably in the field of energy, transport, and waste
- Strong knowledge of legal and institutional framework and experience with working with all stakeholders involved in energy area including green urban planning in Moldova, such the City of Chisinau, the Ministry of Environment, the Ministry of Transport, the Ministry of Economy, and the Ministry of Regional Development and Construction etc.
- Experience with partnerships/resource mobilization for urban interventions
- Knowledge of MS Word, Excel and email communication software

#### **Language**

- Excellent English and Romanian writing and communication skills