



## INDIVIDUAL CONSULTANT PROCUREMENT NOTICE

Date: **6 April 2016**

**Country:** Republic of Moldova

**Description of the assignment:** International Trainer in applying the IPCC Inventory Software of the 2006 IPCC Guidelines for National Greenhouse Gas Inventories – Energy, IPPU and Waste Sectors

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

**Period of assignment/services:** 30 May, 2016 – 30 June, 2016 (estimated 8-10 working days)

Proposals should be submitted online by pressing the "Apply Now" button, no later than **25 April 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.

### 1. BACKGROUND

The UNDP Low Emission Capacity Building (LECB) Global Programme has two overall objectives:

1. to build public sector capacity on developing greenhouse gas (GHG) national inventory systems, nationally appropriate mitigation actions, low-emissions development strategies, and monitoring, verification, and reporting procedures; and
2. to build private sector capacity for mitigation actions in selected sectors.

The Global Programme, which is funded by the European Commission and the governments of Germany and Australia, is under implementation in 25 countries around the world, inclusive in the Republic of Moldova.

UNDP Moldova together with the Climate Change Office of the Ministry of Environment (MoEN) is implementing the LECB Project – Republic of Moldova.

In the Republic of Moldova, the 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 objectives are:

- i) 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;

- ii) to identify and formulate Nationally Appropriate Mitigation Actions (NAMAs) in the context of the national Low Emission Development Strategy (LEDS); and
- iii) to measure/monitor, verify and report (MRV) progress on NAMAs and LEDS implementation.

Under the first project objective the following four main outputs have been set:

- 1) The National Inventory System institutionalized through a legislative/normative act;
- 2) A 'National Inventory System Report' developed following the U.S. EPA's Template Workbook 'Developing a National GHG Inventory System' (available on the U.S. EPA's website: [www.epa.gov/climatechange/emissions/ghginventorycapacitybuilding](http://www.epa.gov/climatechange/emissions/ghginventorycapacitybuilding));
- 3) Level of knowledge of the national experts and partner institutions involved in the development of GHG Inventory for Energy, IPPU, AFOLU and Waste Sectors enhanced.
- 4) A data management system for tracking and archiving the inventory information used in each inventory cycle in place.

The implementation of project objectives will support the Republic of Moldova to prepare high quality National Communications (NCs) and Biennial Update Reports (BURs) to be submitted to the UNFCCC timely (i.e. once in four years in case of NCs and once in two years in case of BURs).

As GHG inventories are a key component of both the NCs and BURs, there are opportunities under the LECB Project for enhancing the professional capacities and the level of knowledge of the national experts and partner institutions involved in the development of national GHG Inventory, specifically in the light of the transition to the 2006 IPCC Guidelines for National Greenhouse Gas Inventories in all sectors while developing the Fourth National Communication (to be submitted by July 2017) and the Second Biennial Update Report (to be submitted by March 2018) of the Republic of Moldova under the UNFCCC.

In this regard, UNDP is seeking the expertise of an international GHG inventory trainer to enhance the professional knowledge and skills of the national experts and institutions involved in the development of GHG Inventory for Energy, IPPU and Waste Sectors through a 3-day hands-on training seminar.

The consultant will submit the final report to UNDP Moldova and work under direct supervision of the LECB Project Manager and the Coordinator of the GHG Inventory Working Group.

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

The focus of this assignment is to perform a 3-day hands-on training of the national experts involved in the development of GHG Inventory for Energy, IPPU and Waste Sectors, considering specifically as main background materials:

- a. the 2006 IPCC Guidelines for National Greenhouse Gas Inventories;
- b. the IPCC Inventory Software Version 2.17, release of 1 March 2016;
- c. the IPCC Inventory Software User Manual Version 2.17;
- d. the training programmes for inventory software users as developed by IPCC Task Force on National Greenhouse Gas Inventories (TFI).

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

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

### **Education:**

- Master's Degree or equivalent (5-year university education) in energy, industry, environment protection and other climate change related fields.

**Experience:**

- Minimum 5 years of demonstrated experience in application of the 2006 IPCC Guidelines for National Greenhouse Gas Inventories methodologies for preparation of GHG inventories – with specific focus on Energy, IPPU and Waste sectors;
- At least 2 years of demonstrated experience in designing and/or providing professional trainings for the GHG Inventory staff;
- Proven experience in working with international or local organizations on similar assignments (successful experience in working with UN agencies) is an asset.

**Competencies:**

- Demonstrated comprehensive technical knowledge related to estimation of national GHG inventories;
- Strong analytical, reporting, and writing abilities;
- Openness to change and ability to receive/integrate feedback;
- Ability to plan, organize, implement, and report on work;
- Ability to work under pressure and tight deadlines;
- Demonstrates integrity and ethical standards;
- Positive, constructive attitude to work;
- Excellent human relations, coordination, planning and team work skills;
- Displays cultural, gender, religion, race, nationality and age sensitivity and adaptability;
- 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.

**Language:**

- Proficient in written and spoken English;
- Knowledge of Romanian and/or Russian is a distinct asset.

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

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

1. Technical Proposal - explaining how applicant responds to each of the qualification requirements and why s/he is the most suitable for the work (particularly providing details on the previously implemented similar assignments and previous experience in the fields related to this consultancy as described in the terms of reference).
2. Personal information (CV and/or Personal History Form / P11) including records of past experience in similar assignments and concrete outputs obtained with three references.
3. Financial proposal (in USD, specifying a total lump sum amount).

**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 fees and taxes, 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.

One mission to Chisinau, Republic of Moldova is envisaged under the current assignment.

## **6. EVALUATION**

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

- Master's Degree or equivalent (5-year university education) in energy, industry, environment protection and other climate change related fields;
- Minimum 5 years of demonstrated experience in application of the 2006 IPCC Guidelines for National Greenhouse Gas Inventories methodologies for preparation of GHG inventories – with specific focus on Energy, IPPU and Waste sectors;
- At least 2 years of demonstrated experience in designing and/or providing professional trainings for the GHG Inventory staff.

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 (max 300 pts) – 60%;
  - Financial Criteria Weight (max 200 pts) – 40%.

Technical evaluation will be based on a thorough desk review of applications and interviews with the shortlisted candidates.

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>		
Master's Degree or equivalent (5-year university education) in energy, industry, environment protection and other climate change related fields	<i>(Master – 30 pts., PhD – 40 pts.)</i>	40

Criteria	Scoring	Maximum Points Obtainable
Minimum 5 years of demonstrated experience in application of the 2006 IPCC Guidelines for National Greenhouse Gas Inventories methodologies for preparation of GHG inventories – with focus on Energy, IPPU and Waste sectors	<i>(5 years of experience – 40 pts., 6-8 years – up to 50 pts., more than 9 years – up to 60 pts.)</i>	60
At least 2 years of demonstrated experience in designing and/or providing professional trainings for the GHG Inventory staff	<i>(2 years of experience – 40 pts., 3-4 years – up to 50 pts., more than 5 years – up to 60 pts.)</i>	60
Proven experience in working with international or local organizations on similar assignments (successful experience in working with UN agencies) is an asset	<i>(no – 0 pts., to some extent – up to 10 pts., extensive experience – up to 15 pts.)</i>	15
Fluency in English. Knowledge of Romanian and/or Russian languages is an asset	<i>(English – 15 pts., Romanian – 5 pts., Russian – 5 pts.)</i>	25
Interview	<i>(40 – application 2006 IPCC Guidelines extensive skills and experience; 35 – experience in designing and providing professional trainings for the GHG Inventory staff; 25 – competencies)</i>	100
<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>
<b>Final total scoring (technical scoring + financial scoring)</b>		<b>500</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.