



## INDIVIDUAL CONSULTANT PROCUREMENT NOTICE

Date: 5 May 2016

Country: Republic of Moldova

Description of the assignment: Team of 5 (five) National Experts (Team Leader and 4 Experts in refrigeration and air-conditioning sector) to carry out a survey on ODS alternatives in Moldova

Project name: MOL/SEV/75/TAS/33 Survey of ODS alternatives

Period of assignment/services: May- July 2016

Application instructions: Proposals should be submitted online by pressing the "Apply on-line" button no later than 17 May 2016.

Requests for clarification only must be sent by standard electronic communication to the following e-mail: [ozonmd@mail.ru](mailto:ozonmd@mail.ru). 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 Republic of Moldova is Party to the Vienna Convention for the Protection of the Ozone Layer (Vienna, March 22, 1985) and Montreal Protocol (Montreal, September 16, 1987) since 1996. In this line, the country has committed to gradual phase-out of ozone depleting substances (ODS) such as hydrochlorofluorocarbons (HCFCs) mostly because of their high Global Warming Potential (GWP) and the significant climate benefits this would generate. Linked to the schedule for HCFCs phase-out (and the concern about HFCs), is the need for continued development of alternative substances and low or zero GWP energy efficient technologies that would minimize environmental impacts, in particular impacts on climate, as well as meeting other health, safety and economic considerations.

Following the decision of the Parties to the Montreal Protocol (paragraph 4 of decision XXVI/9), at its 74<sup>th</sup> meeting, the Executive Committee approved funding for the preparation of surveys of ODS alternatives for Article 5 countries, defined the objective and scope of the surveys; and limited the funding for preparation of surveys based on the countries' HCFC baseline consumption. Requests for preparation of surveys of ODS alternatives in Article 5 countries have been submitted to the 75<sup>th</sup> meeting.

Against this background, the country/ Moldova has benefited from financial support from the Multilateral Fund for the implementation of the of the Montreal Protocol for conducting ODS alternatives survey. The main objective of this project is to conduct survey of ODS alternatives consumption, use, availability in Moldova in refrigeration, air-conditioning sector and other applicable sectors which depend on HCFCs at this moment, and covered by HPMP support for HCFC phase-out currently implemented by the National Ozone Unit of Moldova and UNDP.

Following the 75<sup>th</sup> meeting of the Executive Committee, the Secretariat revised the format for the preparation of surveys of ODS alternatives and the presentation of the resulting data (UNEP/OzL.Pro/ExCom/75/77/Rev.1)<sup>1</sup> based on which the Secretariat has prepared the Guide to be used as a reference in the preparation and finalization of the surveys of the ODS alternatives in Article 5 countries.

The Guide is divided into the following sections and annexes:

Part I: Preparation of surveys on ODS alternatives

Describes the objectives, implementation modalities, timeframe, and activities to be undertaken by Article 5 countries with the assistance from bilateral and implementing agencies, for guidance purposes only.

Part II: Presentation of the resulting data from the surveys

Presents a proposed format for the final report, and describes how the results of the surveys will be analysed and presented.

Annex I: Use of ODS alternatives per sector

Summarizes information on most commonly used ODS alternatives in all manufacturing sectors, as contained in decision XXV/5 Task Force Report of the Technology and Economic Assessment Panel (TEAP), and includes tables that could be used in collecting data and information on the use of alternatives in sectors and sub-sectors during the survey, for guidance purposes only.

Annex II: Data tables

Includes the required tables to be submitted to the Secretariat as part of the survey report for summarizing and presenting data collected through the surveys.

Annex III: Glossary of terms

Provides definitions of terms used in the present document, for reference purposes only.

The survey is proposed to be undertaken through a team consisting of 4 National Experts and a National Team Leader on preparation of ODS alternatives survey. The National Experts shall undertake survey planning, data collection and data analysis under the National Ozone Office and UNDP coordination. The Team Leader shall provide technical and policy guidance to the National Experts to carry-out a survey on ODS in Moldova.

The Ozone Unit in Moldova will use the experience it acquired for a similar HFC survey undertaken with financial support from the Climate and Clean Air Coalition (CCAC), which aimed at maximization of climate benefits of HCFC phase-out through demonstration of energy-efficient and low-GWP alternative technologies and conducting HFCs surveys.

Successful implementation of this project is expected to contribute to wider adoption low-GWP, energy efficient and safe alternatives to HCFCs and a significant multiplier effect towards maximizing climate benefits of HCFC phase-out in Article 5 countries sustainably through direct and indirect CO<sub>2</sub> emission reductions, while avoiding the introduction of high-GWP alternative technologies.

In order to achieve the expected results of the project, UNDP is currently seeking 5 qualified candidates to conduct the survey in close coordination with the National Ozone Unit (NOU) under the Ministry of Environment.

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

The overall objective of the assignments is to support the NOU in Moldova in conducting a detailed national survey on ODS alternatives as part of the HCFCs focal area programme. The survey will establish the current supply and consumption of ODS alternatives, analyze historical consumption and provide future projection and growth patterns by substance/sector.

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<sup>1</sup> <http://www.multilateralfund.org/75/English/1/7577r1.pdf>

The scope of work of the (5) National Experts (Team Leader and 4 National Experts) is to collect consumption data for ODS alternatives used in the country and the key sectors/subsectors where they are used: refrigeration and air-conditioning (RAC) servicing sector (industrial, commercial, mobile air-conditioning (MAC), stationary air-conditioning sub-sectors), and aerosol (technical products and/or metered dose inhalers); foam; solvents; and/or fire fighting.

The Guide prepared by the Secretariat of the Multilateral Fund shall be used as a reference document in the preparation and finalization of the surveys of the ODS alternatives in Moldova.

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

### 3. REQUIREMENTS FOR EXPERIENCE AND QUALIFICATIONS

#### For Team Leader

##### 1. Academic Qualifications:

- Bachelor's degree in engineering (Mechanics, Refrigeration), environmental science, or other closely related fields.

##### 2. Years of experience:

- At least 10 (ten) years experience with activities related to Refrigeration and Air-Conditioning sector, environmental science or other relevant fields;
- Proven experience in conducting HPMP project related surveys/analyses;
- Previous experience in producing similar reports (National survey/ inventory in relevant technical area (Ozone Depleting Substances (ODS), Greenhouse Gases (GHGs), etc.);
- Proven experience in working with international or local organizations on similar assignments (successful experience in working with UN agencies) is an asset.

##### 3. Competencies:

- Ability to analyze guidance documents, tools, and other resources related to environmental protocols/conventions;
- Skills to research, design, and produce quality knowledge products, reports, research papers, etc;
- Ability to achieve results and deadlines in a timely manner, maintaining a high standard throughout;
- 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 noncitizens legally entitled to work in the Republic of Moldova, are particularly encouraged to apply.

##### 4. Language requirements:

- Fluency in written and spoken Romanian and Russian. Knowledge of English will be a strong asset.

For Technical Experts in refrigeration and air-conditioning servicing sector (industrial, commercial, mobile air-conditioning (MAC), stationary air-conditioning sub-sectors)

##### 1. Academic Qualifications:

- Bachelor's degree in engineering (Mechanics, Refrigeration), environmental science, or other closely related fields.

2. Years of experience:

- At least 3 (three) years experience with activities related to Refrigeration and Air-Conditioning sector, environmental science, or other relevant fields;
- Proven experience in conducting HPMP project related surveys/analyses;
- Previous experience in producing reports, research papers on compiling and analyzing of survey data;
- Proven experience in working with international or local organizations on similar assignments (successful experience in working with UN agencies) is an asset.

3. Competencies:

- Skills to research, design, and produce quality knowledge products, reports, research papers, etc.;
- Ability to achieve results and deadlines in a timely manner, maintaining a high standard throughout;
- Excellent human relations, planning and team work skills;
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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 noncitizens legally entitled to work in the Republic of Moldova, are particularly encouraged to apply.

4. Language requirements:

- Fluency in written and spoken Romanian and Russian. Knowledge of English will be a strong asset.

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

Interested individual consultants must submit the following documents/information in Romanian, Russian or English to demonstrate their qualifications:

1. Financial Proposal; in (USD, specifying a total lump sum amount and the number of anticipated working days);
2. Cover letter, outlining the survey methodology and approach.
3. Duly completed and signed P11 Form or personal CV.

Important note: National Expert shall clearly indicate the position/ area they are applying for.

#### 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.

## 6. EVALUATION

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

### For Team Leader

- Bachelor's degree in engineering (Mechanics, Refrigeration), environmental science, or other closely related fields.
- At least 10 (ten) years experience with activities related to Refrigeration and Air-Conditioning sector, environmental science, or other relevant fields.

For Technical Experts (in refrigeration and air-conditioning sector (industrial, commercial, mobile air-conditioning sector and stationery air-conditioning subsectors))

- Bachelor's degree in engineering (Mechanics, Refrigeration), environmental science, or other closely related fields.
- At least 3 (three) years experience with activities related to Refrigeration and Air-Conditioning sector, environmental sciences, or other relevant fields.

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.

### Team Leader

Criteria	Scoring	Maximum Points Obtainable
<u>Technical</u>		
Bachelor's degree in engineering (Mechanics, Refrigeration), environmental science, or other closely related fields	(University degree- 20 pts., Master – 30 pts., PhD – 40 pts.)	40
At least 10 (ten) years experience with activities related to RAC sector, environmental science, or other relevant fields	(10 years – up to 50 pts., 10-15 years - up to 60 pts., more than 15 years - 70 pts.)	70
Proven experience in conducting HPMP project related surveys/analyses	(no – 0 pts., 5 years – up to 40 pts., 5-7 years - up to 50 pts., more than 10 years - 60 pts.)	60
Previous experience in producing similar reports (National survey/ inventory in relevant technical area (Ozone Depleting Substances (ODS),	(no – 0 pts., to some extent – up to 40 pts., yes – up to 50 pts.)	50

Greenhouse Gases (GHGs), etc.)		
Proven experience in working with international or local organizations on similar assignments (successful experience in working with UN agencies) is an asset	(no – 0 pts., to some extent – up to 40 pts., yes – up to 50 pts.)	50
Fluency in written and spoken Romanian and Russian. Knowledge of English will be a strong asset	10 pts. for each language	30
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

Technical Experts (in refrigeration and air-conditioning sector (industrial, commercial, mobile air-conditioning and stationery air-conditioning subsectors))

Criteria	Scoring	Maximum Points Obtainable
<u>Technical</u>		
Bachelor's degree in engineering (Mechanics, Refrigeration), environmental science, or other closely related fields	(University degree- 20 pts., Master – 30 pts., PhD – 40 pts.)	40
At least 3 (three) years experience with activities related to RAC sector, environmental science, or other relevant fields	(3 years – up to 50 pts., 3-7 years - up to 60 pts., more than 10 years - 70 pts.)	70
Proven experience in conducting HPMP project related surveys/analyses	(no – 0 pts., 3 years – up to 50 pts., 3-7 years - up to 60 pts., more than 10 years - 70 pts.)	70
Previous experience in producing reports, research papers on compiling and analyzing of survey data	(no – 0 pts., to some extent – up to 40 pts., yes – up to 50 pts.)	50
Proven experience in working with international or local organizations on similar assignments (successful experience in working with UN agencies) is an asset	(no – 0 pts., to some extent – up to 30 pts., yes – up to 40 pts.)	40
Fluency in written and spoken Romanian and Russian. Knowledge of English will be a strong asset	10 pts. for each language	30
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).

#### ANNEXES:

ANNEX 1 – TERMS OF REFERENCES (TOR)

ANNEX 2 – INDIVIDUAL CONSULTANT GENERAL TERMS AND CONDITIONS