



## INDIVIDUAL CONSULTANT PROCUREMENT NOTICE

Date: 20 September 2015

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**Country:** Republic of Moldova

**Description of the assignment:** International Consultant on Energy Efficiency for Mid Term Review (MTR)

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

**Period of assignment/services:** 1 November – 15 December 2016 (with 21 working days, 16 – home based, 5 – on mission)

Proposal should be submitted online by pressing the “Apply Online”, **no later than October 4, 2016.**

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.

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### BACKGROUND

The UNDP GEF “ESCO Moldova project - Transforming the market for Urban Energy Efficiency in Moldova by introducing Energy Service Companies”, funded by the Global Environment Facility (GEF), and co-financed and implemented by the United Nations Development Program has an implementation timeframe of 4 years with a total budget of 1.45 million USD of which \$1.3 million USD comes from the GEF and \$150,000 USD from UNDP.

The project objective is to create a functioning, sustainable and effective ESCO market in Moldova by converting existing energy service provider companies into ESCO companies, as the basis for scaling up mitigation efforts in the whole municipal building sector in Moldova, leading to CO<sub>2</sub> emission reductions by implementing energy performance contracts. The project will work on the largely untapped energy efficiency market in the municipal sector, especially in facilities owned and operated by municipalities, in the Chisinau area for the first stage and then to other parts of Moldova.

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;
- Energy efficiency awareness in the municipal sector.

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

- Green Urban Development Plan adopted by city of Chisinau;
- ESCO Business model in Moldova is operational;
- Financial mechanism and financial support available to ESCOs;
- EPC projects replicated in other municipalities and information disseminated.

The main targets to be achieved by the end of the project are:

- A functional ESCO market with a functional LGF in place;
- ESCO companies created and consolidated; creation of new investments in EE measures that will lead to long term energy consumption savings and 20 EE projects implemented;
- Better conditions in public and residential buildings and overall Chisinau will advance in its sustainable green development.

Project activities were designed to respond all the outlined challenges and consequently offer feasible solutions to the requirements of the energy efficiency financing market needs. Also they envisaged the opportunity of creating synergies with local stakeholders as well as offer incentives for the ESCO market to start developing. A specific attention will be offered to development of capacities of local energy service providers (potential ESCOs), local authority as well as the banking sector. The overall project activities will also develop amendments to the legal framework for energy services and green procurement, will facilitate the improvement of the Urban Development Plan by adding energy efficiency elements, and ultimately will incentivise the implementation of the first 20 projects using the guaranties of a fund established to secure the participation of all stakeholders in the financing scheme.

The inception phase of this project began in January 2015 and the project is due to finish at the end of 2018 after a duration of 4 years. The project is implemented by UNDP Moldova. It is being implemented in close collaboration with the Ministry of Environment, Energy Efficiency Agency, Energy Efficiency Fund and the Municipality of Chisinau. Specific emphasis will be placed on capacity building of all involved stakeholders to adopt the new financing modality and understand their roles and responsibilities, improvement of urban planning and energy efficiency measures to be implemented in Chisinau as well as financial incentives required to give a push to energy services market development. The best practices and lessons learned of the pilot projects implemented in Chisinau will offer an additional argument for replicating them all over the country.

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

The MTR will assess progress towards the achievement of the project objectives and outcomes as specified in the Project Document, and assess early signs of project success or failure with the goal of identifying the necessary changes to be made in order to set the project on-track to achieve its intended results. The MTR will also review the project's strategy, its risks to sustainability.

The main output of the MTR will be specific recommendations for adaptive management to improve the project over the second half of its lifetime.

It is recommended that the Mid Term Review not provide more than 15 recommendations in total, to improve the project.

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

## **REQUIREMENTS FOR EXPERIENCE AND QUALIFICATIONS**

### Academic qualifications:

- Master's degree in Energy, Environment, Business Administration, Economics, Engineering, or other closely related field. PhD is an asset;

### Experience:

- At least 5 (five) years work experience in providing advice to energy-efficiency projects funded by international donors including UNDP or other donors;
- At least 7 (seven) years work experience and proven track record with policy advice and/or project development/implementation in energy efficiency in transition economies;
- Experience in working with the UNDP or another GEF agency or GEF project evaluations, including experience with SMART based indicators (Project evaluation/review experiences within United Nations system will be considered an asset);
- Experience in evaluating performance based energy efficiency projects. Proven knowledge of energy performance contracting, ESCO mechanism;
- Experience in working with international technical assistance projects in the Europe and CIS region with international organizations;

### Competencies:

- Demonstrated understanding of issues related to gender; experience in gender sensitive evaluation and analysis;
- Proven experience in preparation of written reports in an accurate and concise manner in English;

### Language requirements:

- Writing and verbal skills in English, knowledge of Romanian or Russian would be an asset.

## **DOCUMENTS TO BE INCLUDED WHEN SUBMITTING THE PROPOSALS**

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

1. Personal information (Personal History Form/P11) including past experience in similar projects.
2. Financial proposal (in USD, specifying the total lump sum amount as well as the requested amount of the fee per day).
3. The most recent reports delivered in a similar position.

## **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).

### **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.

## **EVALUATION**

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

- Master's degree in Energy, Environment, Business Administration, Economics, Engineering, or other closely related field. PhD is an asset;
- At least 5 (five) years work experience in providing advice to energy-efficiency projects funded by international donors including UNDP or other donors;

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.

<b><u>Criteria</u></b>	<b><u>Scoring</u></b>	<b><u>Maximum Points Obtainable</u></b>
<b><u>Technical</u></b>		
Master's degree in Energy, Environment, Business Administration, Economics, Engineering, or other closely related field. PhD is an asset;	(MSc or equivalent - 25 pts; PhD-30 pts)	30
At least 5 (five) years work experience in providing advice to energy-efficiency projects funded by international donors including UNDP or other donors;	(5 years – 30 pts, each additional year – 5 pts.) max. 40 pts	40
At least 7 (seven) years work experience and proven track record with policy advice and/or project development/implementation in energy efficiency in transition economies;	(less than 7 years – 0 pts; 7 years – 25 pts, each additional year – 5 pts.) max 40 pts	40
Experience in working with the UNDP or another GEF agency or GEF project evaluations, including experience with SMART based indicators (Project evaluation/review experiences within United Nations system will be considered an asset);	(5 pts for each year of experience) max. 30 pts	30
<b><u>Interview</u></b>		
Experience in evaluating performance based energy efficiency projects. Proven knowledge of energy performance contracting, ESCO mechanism;	(5 pts for each year of experience) max. 50 pts	160 pts
Experience in working with international technical assistance projects in the Europe and CIS region with international organizations;	(5 pts for each year of experience) max. 30 pts	
Demonstrated understanding of issues related to gender; experience in gender sensitive evaluation and analysis;	up to 20 pts	
Proven experience on preparation of written reports in English in an accurate and concise manner;	up to 30 pts (based on the presented reports and interview)	
Writing and verbal skills in English, knowledge of Romanian or Russian would be an asset;	English – 25 pts, Romanian or Russian – additional max 5 pts;	
<b>Maximum Total Technical Scoring</b>		<b>300</b>
<b><u>Financial</u></b>		

<p>Evaluation of submitted financial offers will be done based on the following formula:</p> <p><b><u><math>S = F_{min} / F * 200</math></u></b></p> <p>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.</p>	<p><b>200</b></p>
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### **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.