



INDIVIDUAL CONSULTANT PROCUREMENT NOTICE

Date: **20 December 2012**

Country: Republic of Moldova

Description of the assignment: Adviser on Energy Policy to the Office of the Prime Minister

Project name: European Union High Level Policy Advice Mission to the Republic of Moldova (EUHLPAM)

Period of assignment/services: 1 February 2013 – 30 September 2013 (with possibility of extension)

Proposals should be submitted online by pressing the “Apply now” button at the link http://jobs.undp.org/cj_view_job.cfm?job_id=34634 or by email to vacancies-moldova@undp.org, no later than **7 January 2013**.

Requests for **clarification only** must be sent by standard electronic communication to the following e-mail: administrator@euhipam.org. UNDP will respond by standard electronic mail and will send copies of the response, including an explanation of the query without identifying the source of inquiry, to all consultants.

1. BACKGROUND

The EU High Level Policy Advisory Mission (EUHLPAM) is a project financed by the European Union and implemented by the UNDP. The objective of the project is to support the Government to implement its reform agenda, the Government Activity Programme and the National Development Strategy Moldova 2020, and in particular to assist the Government to develop the capacities required for the preparation, negotiation and implementation of the EU-Moldova Association Agreement, including the Deep and Comprehensive Free Trade Area, and visa liberalization. Specifically, the project aims at strengthening the policy-making, strategic planning and policy management capacities of selected line Ministries and Agencies involved in the negotiation and implementation of the Association Agreement and visa liberalization and at enhancing stakeholders’ knowledge and awareness of EU policies, legislation and regulations in sectors strategic to the conclusion of the Association Agreement including the Deep and Comprehensive Free Trade Area, and to the implementation of visa liberalization.

The EUHLPAM will achieve these objectives through the continued delivery of an optimal mix of policy, legal and institutional advice ensuring that the Moldovan authorities have direct access to EU best practice and reform experience in order to strengthen policy design and implementation.

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

The Advisor on Energy Policy will act within the EUHLPAM overall framework and provide policy advice to the Prime Minister’s Office on issues related to energy policy and to support the beneficiary to undertake its strategic, regulatory and policy making roles as relates to formulation and implementation of the Government’s agenda on energy, the provisions of the EU integration process and the Deep and Comprehensive Free Trade Area. The advisor will support the Office of the Prime Minister in management of international negotiations and relationships as relates to the energy sector. S/he will assist in coordinating between the various Moldovan institutions on energy policy issues and support in

integration of energy considerations into sector policies. The Adviser will also contribute to the negotiations with external partners of the Republic of Moldova.

The Adviser will report primarily to the Prime Minister of Moldova and Secretary General of the Government, with a secondary reporting line to the EU Delegation and UNDP. The Advisor will work closely with the other members of the team of EUHLPAM advisors and the EU Delegation in Moldova. Together with other EUHLPAM advisors, s/he will represent the EUHLPAM in meetings with key officials, partner organisation and other institutions involved into implementation of the Project.

Key Responsibilities:

- Provide strategic advisory support to the Office of the Prime Minister to undertake its strategic, regulatory and policy making roles related to energy policy formulation and implementation;
- Assist the Office of the Prime Minister in its coordination role between Moldovan institutions with competence in the area of energy;
- Support the Office of the Prime Minister in management of international negotiations and relationships as relates to the energy sector;
- Draft policies aimed at diversifying energy market, ensuring access to different energy suppliers
- Provide assistance to the development of strategies for investments in the field of energy;
- Provide assistance to ensuring integration of energy considerations in other sector policies, such as environment, transport, and agriculture, among others.

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

3. REQUIREMENTS FOR EXPERIENCE AND QUALIFICATIONS

I. Academic Qualifications:

- Master's Degree in Law, Public Administration, Economics, Engineering or related field. A Bachelor's Degree combined with 15 years of experience in the energy sector will serve in lieu of a Master's Degree;

II. Years of experience:

- Minimum 15 years of professional experience;
- Minimum 10 years of proven working experience in the energy field;

III. Competencies:

- Profound knowledge of EU legislation, standards and policy related to energy;
- Knowledge of the energy policy of Moldova's external energy partners (e.g. the Russian Federation) will be an asset;
- Proven experience in the energy sector of an EU Member State, preferably in one having joined the European Union after 2003. Experience in the gas and/or electricity sectors will be an asset;
- Knowledge of EU external assistance and policies regarding EaP countries will be an asset;
- Experience in international negotiations related to the energy sector will be an asset;
- Experience in providing advisory and technical assistance services to EU governments or to EU candidate countries will be an asset;
- Very good overall understanding of development trends and ability to present related issues clearly both to a general and a specialist audience;
- Excellent communication and proven drafting skills;
- Full PC literacy;
- Fluency in written and spoken English, knowledge of Romanian or Russian will 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;
2. Financial proposal;

3. Personal CV including past experience in similar projects, the duly filled Personal History Form (P11) and at least 3 references.

5. FINANCIAL PROPOSAL

The Financial Proposal shall specify a daily lump-sum fee and travel expenses quoted in separate line items. Payments are made monthly to the Individual Consultant based on the submission and approval of the time sheets (monthly) and activity reports (quarterly). The Advisor is required to be present in Moldova at least 60% of the time.

Travel

One time travel to join duty station/repatriation travel must be included in the financial proposal. 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 will be agreed upon, between UNDP 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:

- Master's Degree in Law, Public Administration, Economics, Engineering or related field. A Bachelor's Degree combined with 15 years of experience in the energy sector will serve in lieu of a Master's Degree;
- Minimum 15 years of professional experience;
- Proven experience in the energy sector of an EU Member State, preferably in one having joined the European Union after 2003.

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 – 70% (350 pts);

* Financial Criteria weight – 30% (150 pts);

Only candidates obtaining a minimum of 245 points would be considered for the Financial Evaluation.

Criteria	Scoring	Maximum Points Obtainable
<u>Technical</u>		
1. Master's Degree in Law, Public Administration, Economics, Engineering or related field. A Bachelor's Degree combined with 15 years of experience in the energy sector will serve in lieu of a Master's Degree	(Bachelor's + 15 years of experience – 15 pts., Master's – 25 pts., PhD – 30 pts.)	30
2. Minimum 15 years of professional experience	(15 years – 20 pts, >15 years – 40pts.)	40
3. Minimum 10 years of proven working experience in the energy field	(10 years – 20pts, >10 years – 40pts.)	40

4. Proven experience in the energy sector of an EU Member State, preferably in one having joined the European Union after 2003. Experience in the gas and/or electricity sectors will be an asset	(Experience in a country of an EU Member State - up to 30 pts, experience in a country that joined EU after 2003 – up to 40 pts.)	40
5. Interview		
• Profound knowledge of EU legislation, standards and policy related to energy	(limited –10 pts, satisfactory – 20 pts, extensive – 40 pts.)	40
• Knowledge of the energy policy of Moldova's external energy partners (e.g. the Russian Federation)	(limited –10 pts, satisfactory – 20 pts, extensive – 40 pts.)	40
• Experience in international negotiations related to the energy sector	(limited –10 pts, satisfactory – 20 pts, extensive – 40 pts.)	40
• Experience in providing advisory and technical assistance services to EU governments or to EU candidate countries; Knowledge of EU external assistance and policies regarding EaP countries;	(limited –10 pts, satisfactory – 20 pts, extensive – 40 pts.)	40
• Excellent communication and proven drafting skills; Very good overall understanding of development trends and ability to present related issues clearly both to a general and a specialist audience	(no – 0 pts, limited – 15 pts, extensive – 30pts.)	30
• Fluency in written and spoken English	(limited –3 pts, satisfactory – 5 pts, extensive – 10pts.)	10
Maximum Total Technical Scoring		350
Financial		
Evaluation of submitted financial offers will be done based on the following formula: $S = F_{min} / F * 150$ 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.		150

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