



INDIVIDUAL CONSULTANT PROCUREMENT NOTICE

Date: **3rd of October 2019**

Country: Republic of Moldova

Description of the assignment: National Consultant in Energy and Climate Planning

Project name: "Transfer of Czech experience in the development and implementation of the Sustainable Urban Mobility Plan of the Chisinau Municipality"

UNDP/GEF Project: Moldova Sustainable Green Cities – Catalysing investment in sustainable green cities in the Republic of Moldova using a holistic integrated urban planning approach

Period of assignment/services: 90 working days from **October 2019** to **June 2020**

Contract type: Individual Contract

Proposals should be submitted online by pressing the "Apply Online" button, no later than **15th of October 2019**.

Requests for **clarification only** must be sent by standard electronic communication to the following e-mail: simion.berzoi@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 Czech-UNDP Partnership for SDGs (hereafter CUP) project "*Transfer of Czech experience in the development and implementation of the Sustainable Energy and Climate Action Plan of the Chisinau Municipality*" is linked with the UNDP/GEF project "*Moldova Sustainable Green Cities – Catalyzing investment in sustainable green cities in the Republic of Moldova using a holistic integrated urban planning approach*", to be implemented during 2018–2022 years.

The objective of the project is to activate investments in low carbon green urban development based on integrated urban planning approach by encouraging innovation, participatory planning and partnerships between a variety of public and private sector entities.

As a tool for this, the project will support the design, launching, and establishment of the Green City Lab (hereafter GCL) to become the leading knowledge management and networking platform, clearing house, an inter-mediator of finance and a source of innovations and expertise to catalyze

sustainable low carbon green city development in Moldova with a mission to transform Chisinau and other urban centers in Moldova into modern green and smart European cities with improved quality of life for their citizens, while also demonstrating opportunities for sustainable economic growth.

The **Overall Objective** of the tendered services is to strengthen the capacities of the Chisinau municipal public authorities in sustainable energy and climate planning through transfer of the Czech relevant experience and knowledge. The expected result of the project is the enabling environment for successful development and approval of the Sustainable Energy and Climate Action Plan of the Chisinau Municipality, based on the CoM Guidebooks and forms (see <https://eumayors.eu/support/library.html>).

As part of this project, UNDP through its Green City Lab, will partially support the development of the SECAP. Through the technical assistance and expert support for the development of the SECAP, Chisinau authorities will be able to learn from the Czech and EU experience and approaches in modern practices used for Climate Change mitigation and adaptation at local level.

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

National Consultant shall support International consultant in transferring his knowledges, skills and good practices through provided consultancy services in close collaboration with official representatives of the Chisinau Municipality. The Consultant will work in close collaboration with the international consultant and under direct supervision of the Green Cities Project Manager and UNDP Country Office in Moldova. The consultant will provide his assistance based on Guidebook 'How for preparatory works related to the development of Sustainable Energy and Climate Action Plan (SECAP)':

<https://ec.europa.eu/jrc/en/publication/eur-scientific-and-technical-research-reports/guidebook-how-develop-sustainable-energy-and-climate-action-plan-secap>

Additionally, to the SECAP development national consultant in partnership with international consultant is asked to provide the methodological advice for Energy Management Unit of the Chisinau municipality (EMU) in terms of (i) Energy Management standards and (ii) Methodologies for Baseline Emissions Inventory and Climate Change Risk and Vulnerability Assessment. Also, it is expected that the national consultant in partnership with international consultant will screen current capacities of the EMU and based on an analytical work will develop basic capacity building needs.

The national consultant will have the following responsibilities:

- Assist international consultant during his missions in Chisinau for scoping, data collection, analysis of the status quo of the developed SEAP, etc;
- Providing support to international consultant in clearly identifying overall commitments of the SECAP;
- Inputs provided to international consultant in gap analysis of data availability for SECAP development;
- Providing support to international consultant for estimating stakeholders' engagement potential and their roles in data collection for transport, building, water, municipal and hazardous waste sectors, etc.
- Providing support to international consultant in assignment of Energy Management Unit as official administrative structure, responsible for SECAP elaboration and implementation;

- Providing support to international consultant regarding the involvement of stakeholders and citizens in the preparation of SECAP and their further role in the ensuing implementation;
- Take lead in organization of round table meetings with Chisinau Municipality, civil society, and other related stakeholders;
- Take lead in providing support to group of experts in data collection and preliminary analysis.

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

3. REQUIREMENTS FOR EXPERIENCE AND QUALIFICATIONS

I. Academic Qualifications:

- Master's degree (or 5 years University degree) in energy, environment and/or climate planning, urban development and/or other related fields. PhD is an asset

II. Experience:

- At least seven (4) years of professional experience in energy, environment and/or climate planning, urban development and/or other related projects;
- Experience in working with international technical assistance projects, international donors including UNDP or other donors will be an asset;
- Experience in work with performance-based in energy and climate planning projects;
- Experience in international state-of-the-art approaches and best practices in action planning.

III. Competencies:

- Good analytical and problem-solving skills and the related ability for adaptive management with prompt action on the conclusion and recommendations coming out from the assignment;
- 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
- Computer literacy (Word, Excel, Internet, Power Point);
- Proficiency (verbal and written) in Romanian and English; working level of Russian will be an asset.

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.

4. DOCUMENTS TO BE INCLUDED WHEN SUBMITTING THE PROPOSALS

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

1. Proposal:
 - (i) Explaining why they are the most suitable for the work;
 - (ii) Provide a brief methodology on how they will approach and conduct the work (if applicable);
2. Financial proposal;
3. CV including past experience in similar projects and at least 3 references;
4. Offeror's Letter confirming Interest and Availability.

5. FINANCIAL PROPOSAL

Lump sum contracts

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, taxes, travel costs, accommodation costs, communication, 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:

- Master's degree (or 5 years University degree) in energy, environment and/or climate planning, urban development and/or other related fields.
- At least seven (4) years of professional experience in energy, environment and/or climate planning, urban development and/or other related projects.

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.

Criteria	Scoring	Maximum Points Obtainable
Technical		
<ul style="list-style-type: none"> Master's degree (or 5 years University degree) in energy, environment and/or climate planning, urban development and/or other related fields. PhD is an asset 	Master's – 50 pts, PhD – 60 pts	60
<ul style="list-style-type: none"> At least seven (4) years of professional experience in energy, environment and/or climate planning, urban development and/or other related projects 	4 years – 50 pts, >4 years – 60 pts	60
<ul style="list-style-type: none"> Experience in working with international technical assistance projects, international donors including UNDP or other donors will be an asset 	< 3 assignments – 30 pts; >3 assignments – 40 pts	40
<ul style="list-style-type: none"> Experience in work with performance-based in energy and climate planning projects 	< 3 assignments – 30 pts; >3 assignments – 40 pts	40
<ul style="list-style-type: none"> Experience in international state-of-the-art approaches and best practices in action planning 	< 3 assignments – 30 pts; >3 assignments – 40 pts	40
<ul style="list-style-type: none"> Experience in gender sensitive evaluation and analysis 	no – 0, yes – 30 pts	30
<ul style="list-style-type: none"> Proficiency (verbal and written) in Romanian and English; working level of Russian will be an asset 	English – 10 pts each; Russian and Romanian – 5 pts each	20
<ul style="list-style-type: none"> Computer literacy (Word, Excel, Internet, Power Point) 	no – 0, yes – 10 pts	10
Maximum Total Technical Scoring		300
Financial		
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).

Important notice

The applicant's 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 entire duration of the Individual Contract.

A retired government official is not considered in this case a government official, and as such, may be contracted.

ANNEXES:

ANNEX 1 – TERMS OF REFERENCES (TOR)

ANNEX 2 – INDIVIDUAL CONSULTANT GENERAL TERMS AND CONDITIONS