



INDIVIDUAL CONSULTANTS PROCUREMENT NOTICE

Date: **12 August 2020**

Country: Republic of Moldova

Description of the assignment: Team of two local consultants (team leader and technical expert) for supporting the preparation of the Republic of Moldova's HCFC Phase-Out Management Plan (HPMP), stage III

Project name: Preparation of HCFC Phase-out Management Plan (HPMP) – stage III and support in other ozone-related programming processes

Period of assignment/services: September 2020 – February 2021 (up to 62 working days for team leader, up to 31 working days for technical expert)

Proposals should be submitted **online by pressing the "Apply Online" button**, no later than **26 August 2020, 16:30 (Moldova local time)**.

Requests for **clarification only** must be sent by standard electronic communication to the following e-mail: 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 ExCom of the Multilateral Fund approved at its 84th meeting in December 2019 a Project to prepare the Republic of Moldova's HCFC Phase-Out Management Plan (HPMP) stage III.

The project will be implemented jointly by United Nations Development Programme (UNDP) and United Nations Environment Programme (UNEP). The aim of the project is to develop HPMP, Stage III proposal focusing on compliance with the Montreal Protocol targets.

The HPMP, Stage III, will be focused on collection of information inputs in consultation with the industry/private/public sectors and design of future national interventions for Moldova to meet 2025/67.5% HCFC phase-out obligations. Stage III HPMP addressed phase-out of HCFC consumption mainly in the refrigeration and air-conditioning servicing sector.

The expectation is that the HPMP, Stage III will define a long-term strategy that provided an overall direction with a list of critical actions the Republic of Moldova to be undertaken in order to achieve by 1st of January 2025 a 67.5% HCFC phase-out.

The project will result in the preparation of a comprehensive HPMP, Stage III for the Republic of Moldova, which will incorporate the strategy and action plan for the Republic of Moldova for compliance with the post 2020 control targets, which is targeted for submission to the Executive Committee of the Multilateral Fund, at its 86th meeting scheduled to be held from 2 to 6 November 2020.

In order to achieve the expected results of the project, UNDP is currently seeking for a team of two national consultants (a team leader and a technical expert) to develop in close coordination with the National Ozone Unit

(NOU) under the Public Institution “Environmental Projects Implementation Unit” (P.I. “EPIU”) of the Ministry of Agriculture, Regional Development and Environment (MoARDE), the UNDP investment component for the Republic of Moldova’s HPMP, Stage III.

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

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

The overall objective of the assignment is to support the Ministry of Agriculture, Regional Development and Environment (MoARDE), respectively the National Ozone Unit (NOU) under the Public Institution “Environmental Projects Implementation Unit” (P.I. “EPIU”), in preparation and endorsement process on the HPMP, Stage III, for timely finalization and submission to the ExCom, as well as in responding to comments on HPMP, Stage III from MLF/ExCom.

In light of the above mentioned, the scope of services under this TOR is as following:

- Review of existing national policies, regulations, legislative and instructional framework on control, monitoring and reporting of ODS import and consumption, including amendments related to HCFC consumption;
- Review relevant policies and decisions of the Multilateral Fund for the Implementation of the Montreal Protocol related to the Decision XIX/6 for accelerated HCFC phase-out;
- Review the results of the survey on HCFC and verify the HCFC available/used/consumed in servicing refrigeration sector;
- Discuss the strategy and concept of the investment activities in view of existing framework (rules and decisions of the MLF) with the NOU (P.I. “EPIU”), MoARDE, UNDP Country Office, IA;
- Formulate the chapter on investment component of the HPMP according to relevant guidance for the preparation of HPMP. The component should fit with overall HPMP document as an organic part of it;
- Assist the NOU in the Republic of Moldova to prepare HPMP Stage III (2020-2025) project submission;
- Assist the NOU in the Republic of Moldova in the course of discussions of the project (draft) with the Secretariat of the Montreal Fund for the Implementation of the Montreal Protocol;
- Providing support to the NOU in the Republic of Moldova in other ozone-related programming processes (e.g., preparing the proposal for the last tranche of the HPMP Stage II project submission; preparing the Kigali Project submission).

Main Tasks:

The team of two national consultants (team leader and technical expert) under supervision of the National Ozone Unit (P.I. “EPIU”), MoARDE, UNDP Country Office in Moldova and UNDP/MPU Programme Coordinator for Europe and CIS, will have responsibility to carry out the following main tasks:

1. Review of country’s policy and legislation relevant to HCFCs phase-out and propose the new supporting policy and legislative measures according to the MP schedule for phase out of HCFCs:

- Review needs on additional actions for introduction of low GWP alternatives to HCFCs into the country in terms of safety/application standards, economic incentives;
- Undertake an overview and propose activities regarding necessity of the investment measures to be introduced in HPMP, Stage III;
- Undertake an overview and propose activities regarding the capacity building needs and propose actions for HPMP, Stage III;
- Assess the roles/responsibilities of the RAC association and identify needs and activities to be proposed for HPMP, Stage III;
- Review the current situation for safe handling of refrigerants, containment, recovery and recycling and reuse of recovered refrigerants in the republic. Propose activities for HPMP, Stage III, if required.

2. Review of data collected on present and historical HCFC consumption by enterprises, sector, sub-sectors and applications, list of HCFC users segregated by sector/sub-sector, historical (production where applicable)

consumption and import/export data by sector/sub-sector, projected growth trends after 2020 and required reductions in HCFC consumption for meeting the 2025 reductions, by sector/sub-sectors.

3. Organize discussions for developing strategies for compliance with 2025 phase out target with stakeholders, end-users, Ministry of Agriculture, Regional Development and Environment, Public Association of the Refrigeration Technicians experts/representatives, large importers of refrigerants, and importers of R&AC equipment operating on HCFC-22.

4. Elaborate sector-wise plans on HCFC phase-out and their integration into an overall draft National HPMP, Stage III proposal.

5. Participate in workshop with key national stakeholders, Implementing Agency (UNDP&UNEP), technical experts, key representatives of the national scientific and technical university and industry/agriculture representatives to discuss sector-wise plans on HCFC phase-out and summarization of proposed recommendations.

6. Prepare a draft for HPMP, Stage III of UNDP investment components for the Republic of Moldova.

7. Assist the NOU (P.I. "EPIU") in the Republic of Moldova in discussions of the project (draft) with the Secretariat of the Montreal Fund for the Implementation of the Montreal Protocol.

8. Develop the Project Document in UNDP format and assist in the project appraisal.

9. Providing support to the NOU in the Republic of Moldova in other relevant ozone-related programming processes (e.g., preparing the proposal for the last tranche of the HPMP Stage II project submission; enabling activities for HFC phase-down under the Kigali Amendment to the Montreal Protocol).

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

4. REQUIREMENTS FOR EXPERIENCE AND QUALIFICATIONS

For the team leader

I. Education:

- Advanced degree (Master or Ph.D.) in a relevant field, such as Engineering (Mechanics, Refrigeration), Chemical Hazardous Management, Chemistry, Biology, Environmental Sciences, or any related qualification.

II. Experience:

- At least 3 (three) years of experience in drafting documents in the area of the Vienna Convention and Montreal Protocol on substances that deplete the Ozone Layer;
- At least 3 (three) years of experience in conducting ODS and HFCs-related surveys/analyses;
- Experience in working with UNDP and/or other international organization on the identified area would be an asset.

III. Competencies:

- Familiarity with ODS and HFCs issues under the Montreal Protocol and country programme on ODS phase-out in the Republic of Moldova, legal requirements of the EU Regulation 842/2006, replaced in 2014 by Regulation No 517/2014, climate change issues, energy efficiency, and application of climate friendly alternatives, policy settings and legislation system in the Republic of Moldova;
- Strong analytical and reports (national reports, policy papers and research papers) writing skills demonstrated by previous assignments;
- Strong communication and teamwork/coordination skills demonstrated by previous assignments;
- Ability to achieve results and deadlines in a timely manner, maintaining a high standard throughout;
- Previous successful experience in development assistance or related work for a donor organization, governmental institutions, NGOs or consulting firms is a strong advantage;
- Good written/spoken Romanian and Russian languages is a requirement. Knowledge of English language is an asset.

For the technical consultant

I. Education:

- Advanced degree (Master or Ph.D.) in a relevant field, such as Engineering (Mechanics, Refrigeration), Chemical Hazardous Management, Chemistry, Biology, Environmental Sciences, or any related qualification.

II. Experience:

- At least 3 (three) years of professional experience in technical activities related to ozone layer protection and climate change, including the ozone depleting substances and fluorinated greenhouse gas emissions accounting, identification and assessment of mitigation actions for ODS and fluorinated greenhouse gases;
- At least 3 (three) years of experience in conducting ODS and HFCs-related surveys/analyses;
- Experience in working with UNDP and/or other international organization on the identified area would be an asset.

III. Competencies:

- Familiarity with ODS and HFCs issues under the Montreal Protocol and country programme on ODS phase-out in the Republic of Moldova, legal requirements of the EU Regulation 842/2006, replaced in 2014 by Regulation No 517/2014, climate change issues, energy efficiency, and application of climate friendly alternatives, policy settings and legislation system in the Republic of Moldova;
- Strong analytical and reports (national reports, policy papers and research papers) writing skills demonstrated by previous assignments;
- Strong communication and teamwork/coordination skills demonstrated by previous assignments;
- Ability to achieve results and deadlines in a timely manner, maintaining a high standard throughout;
- Previous successful experience in development assistance or related work for a donor organization, governmental institutions, NGOs or consulting firms is a strong advantage;
- Good written/spoken Romanian and Russian languages is a requirement. Knowledge of English language is an asset.

Note: National consultants shall clearly indicate the position they are applying for.

The 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.

5. 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, including past experience in similar assignments, providing a brief information on above qualifications and methodology on how they will approach and conduct the work (if applicable).
2. Offeror's Letter to UNDP Confirming Interest and Availability;
3. CV and at least three names for a reference check.

6. FINANCIAL PROPOSAL

The financial proposal will specify the daily fee, travel expenses and per diems quoted in separate line items, and payments are made to the Individual Consultant based on the number of days worked.

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.

7. EVALUATION

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

Team leader

- Advanced degree (Master or Ph.D.) in a relevant field, such as Engineering (Mechanics, Refrigeration), Chemical Hazardous Management, Chemistry, Biology, Environmental Sciences, or any related qualification;
- At least 3 (three) years of experience in drafting documents in the area of the Vienna Convention and Montreal Protocol on substances that deplete the Ozone Layer;
- At least 3 (three) years of experience in conducting ODS and HFCs-related surveys/analyses.

Technical consultant

- Advanced degree (Master or Ph.D.) in a relevant field, such as Engineering (Mechanics, Refrigeration), Chemical Hazardous Management, Chemistry, Biology, Environmental Sciences, or any related qualification;
- At least 3 (three) years of professional experience in technical activities related to ozone layer protection and climate change, including the ozone depleting substances and fluorinated greenhouse gas emissions accounting, identification and assessment of mitigation actions for ODS and fluorinated greenhouse gases;
- At least 3 (three) years of experience in conducting ODS and HFCs-related surveys/analyses.

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 70% score of the technical evaluation (at least 210 points) would be considered for the Financial Evaluation.

For team leader

Criteria	Scoring	Maximum Points Obtainable
<u>Technical</u>		
<ul style="list-style-type: none"> • Advanced degree (Master or Ph.D.) in a relevant field, such as Engineering (Mechanics, Refrigeration), Chemical Hazardous Management, Chemistry, Biology, Environmental Sciences, or any related qualification 	(Master - 30 pts., PhD – 40 pts.)	40

Criteria	Scoring	Maximum Points Obtainable
<ul style="list-style-type: none"> At least 3 (three) years of experience in drafting documents in the area of the Vienna Convention and Montreal Protocol on substances that deplete the Ozone Layer 	(3 years – 30 pts, more than 3 years – up to 50 pts, 10 pts – for each additional year)	50
<ul style="list-style-type: none"> At least 3 (three) years of experience in conducting ODS and HFCs-related surveys/analyses 	(3 years – 30 pts, more than 3 years – up to 50 pts, 10 pts – for each additional year)	50
<ul style="list-style-type: none"> Experience in working with UNDP, UNEP or other international organization on the identified area demonstrated by previous assignments 	(10 pts. for each assignment)	40
<ul style="list-style-type: none"> Experience with ODS and HFCs issues under the Montreal Protocol and country programme on ODS phase-out in the Republic of Moldova, legal requirements of the EU Regulation 842/2006, replaced in 2014 by Regulation No 517/2014, climate change issues, energy efficiency, and application of climate friendly alternatives, policy settings and legislation system in the Republic of Moldova, demonstrated by previous assignments 	(10 pts. for each assignment)	30
<ul style="list-style-type: none"> Strong analytical and reports (national reports, policy papers and research papers) writing skills demonstrated by previous assignments 	(10 pts. for each assignment)	40
<ul style="list-style-type: none"> Previous successful experience in development assistance or related work for a donor organization and governmental institutions, demonstrated by previous assignments 	(10 pts. for each assignment)	30
<ul style="list-style-type: none"> Fluency in English, Romanian and Russian orally and in writing 	(Romanian and Russian – 5 pts each; English – 10 pts)	20
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

For technical consultant

Criteria	Scoring	Maximum Points Obtainable
<u>Technical</u>		
<ul style="list-style-type: none"> Advanced degree (Master or Ph.D.) in a relevant field, such as Engineering (Mechanics, Refrigeration), Chemical Hazardous Management, Chemistry, Biology, Environmental Sciences, or any related qualification 	(Master - 30 pts., PhD – 40 pts.)	40
<ul style="list-style-type: none"> At least 3 (three) years of professional experience in technical activities related to ozone layer protection and climate change, including the ozone depleting substances and fluorinated greenhouse gas emissions accounting, identification and assessment of mitigation actions for ODS and fluorinated greenhouse gases 	(3 years – max. 30 pts, more than 3 years – up to 50 pts, 10 pts – for each additional year)	50
<ul style="list-style-type: none"> At least 3 (three) years of professional experience in technical activities related to ozone layer protection and climate change, including the ozone depleting substances and fluorinated greenhouse gas emissions accounting, identification and assessment of mitigation actions for ODS and fluorinated greenhouse gases 	(3 years – max. 30 pts, more than 3 years – up to 50 pts, 10 pts – for each additional year)	50

Criteria	Scoring	Maximum Points Obtainable
<ul style="list-style-type: none"> Experience in working with UNDP, UNEP or other international organization on the identified area demonstrated by previous assignments 	(10 pts. for each assignment)	40
<ul style="list-style-type: none"> Experience with ODS and HFCs issues under the Montreal Protocol and country programme on ODS phase-out in the Republic of Moldova, legal requirements of the EU Regulation 842/2006, replaced in 2014 by Regulation No 517/2014, climate change issues, energy efficiency, and application of climate friendly alternatives, policy settings and legislation system in the Republic of Moldova, demonstrated by previous assignments 	(10 pts. for each assignment)	30
<ul style="list-style-type: none"> Strong analytical and reports (national reports, policy papers and research papers) writing skills demonstrated by previous assignments 	(10 pts. for each assignment)	40
<ul style="list-style-type: none"> Previous successful experience in development assistance or related work for a donor organization and governmental institutions, demonstrated by previous assignments 	(10 pts. for each assignment)	30
<ul style="list-style-type: none"> Fluency in English, Romanian and Russian orally and in writing 	(Romanian and Russian – 5 pts each; English – 10 pts)	20
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).

8. ANNEXES

ANNEX 1 – TERMS OF REFERENCES

ANNEX 2 – INDIVIDUAL CONSULTANT GENERAL TERMS AND CONDITIONS