



INDIVIDUAL CONSULTANT PROCUREMENT NOTICE

Date: **14 May 2013**

Country: Republic of Moldova

Description of the assignment International ESCO expert to prepare and finalize the package of documentation for the ESCO Moldova Project

Project name: Transforming the market for urban energy efficiency in Moldova by introducing Energy Service Companies (ESCO Moldova Project)

Period of assignment/services: June-December 2013

Proposals should be submitted online by pressing the "Apply Now" button no later than 28 May 2013.

Requests for **clarification only** must be sent by standard electronic communication to the following e-mail: nadja.vetters@undp.org and/or john.obrien@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

In accordance with UNDP and GEF procedures, a team of four consultants is being hired to develop the ESCO Moldova full project. The project is intended to support the development of the first commercial ESCO (Energy Service Company) in Moldova, a public-private partnership between the City of Chisinau and selected investor(s). The ESCO is intended to be launched as a tool to help promote additional investments in the field of energy-efficiency in the municipal sector in Moldova. The purpose of the project preparation grant is to fully design the activities, outputs, and outcomes of ESCO Moldova Project in close cooperation with a team of 3 other consultants (1 international, 2 national), UNDP Moldova office and the UNDP Bratislava Regional Centre.

An international ESCO expert is being hired to prepare and finalize the package of documentation to the GEF Secretariat before the end of the year. The documents to be prepared include (i) a UNDP Project Document (ii) a Request for CEO Endorsement and (iii) a GEF Tracking Tool. Copies of the GEF documents can be found: http://www.thegef.org/gef/guidelines_templates

UNDP will provide the consultant with the latest version of the UNDP project document standard template.

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

The responsibility of the international ESCO expert is to work with the team of consultants (international corporate finance expert, national energy sector expert and national stakeholders consultation expert) to

develop project documentation that will be acceptable to the GEF in order that the ESCO Moldova project can be fully approved and can start in 2014. It is envisaged that the international consultant will need to make two missions to Moldova, one in the summer of 2013 (which includes participation in a stakeholder workshop) and one at the end of the year.

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

3. REQUIREMENTS FOR EXPERIENCE AND QUALIFICATIONS

Academic Qualification

- Graduate degree in economics, engineering, environmental science or equivalent experience.

Experience:

- Experience in developing projects related to energy-efficiency and energy savings
- Experience working with ESCOs (Energy Service Companies)
- Recent knowledge (in last 3 years) of successfully developing a new GEF energy and/or climate change related project document and GEF request for CEO endorsement which was approved by GEF Secretariat
- Experience working with UNDP on energy sector projects
- Experience working with other international organizations on projects in the energy sector
- Experience working in the Eastern Europe and CIS region

Competencies

- Experience working in the energy sector and in developing countries
- Experience working with international organizations
- Strong interpersonal skills, communication and diplomatic skills, ability to work in a team
- Ability to plan and organize his/her work, efficient in meeting commitments, observing deadlines and achieving results
- Openness to change and ability to receive/integrate feedback
- Ability to work under pressure and stressful situations
- Strong analytical, reporting and writing abilities

Language requirements:

- Fluent in written and oral communication in English
- Knowledge of Romanian or/and Russian will be a strong asset.

4. DOCUMENTS TO BE INCLUDED WHEN SUBMITTING THE PROPOSALS

Interested individual consultants must submit the following documents/information (as either one or several attachments) to demonstrate their qualifications:

- A brief **Cover letter** explaining why you are the most suitable candidate for the advertised position and explaining when, if selected, you could start this assignment
- A Copy of your **Most Recent P11 and CV**
- **Financial Proposal*** - specifying a total lump sum amount for the tasks specified in this announcement. The financial proposal shall include a breakdown of this lump sum amount (number of anticipated working days – in home office and on mission, travel – international and local, per diems and any other possible costs), preferably according the following template.

	Nr. of units*	Units	Rate / USD	Total / USD
Work in home office**				
Early Preparatory Work	1	man/days		0
Development of Draft Documents	16	man/days		0
Finalization of Documents	3	man/days		0
Work on mission**				
Mission 1 to Moldova	5	man/days		0
Mission 2 to Moldova	5	man/days		0
Sub-total fee				0
Travel costs				
International travel to and from Moldova	2	missions		0
Per diems	10	overnights		0
		destination		0
Sub-total travel costs				0
TOTAL	30			0

* Estimates are indicated in the TOR, the applicant is requested to review and revise, if applicable.

** Add rows as needed

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 shall include a breakdown of this lump sum amount (number of anticipated working days – in home office and on mission, travel – international and local, per diems and any other possible costs), preferably according the above template.

Travel

The International Expert will have two missions to Moldova: the first mission is anticipated for July 2013, the second - for September/October 2013. The number of days spent in Moldova for each mission is 5 days.

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.

Please note that the **financial proposal is all-inclusive** and shall take into account various expenses incurred by the consultant/contractor during the contract period (e.g. fee, health insurance, vaccination, office costs and any other relevant expenses related to the performance of services...).

Payments will be made only upon confirmation of UNDP on delivering on the contract obligations in a satisfactory manner in accordance with milestones.

Individual Consultants are responsible for ensuring they have **vaccinations**/inoculations when travelling to certain countries, as designated by the UN Medical Director. Consultants are also required to comply with the UN **security directives** set forth under dss.un.org

Applications

Applications can be from individuals or from a company. In the event a company is applying, then UNDP can use the reimbursable loan agreement (RLA) modality for contracting. Companies which apply to this tender should use on the application only the CV of the one person who is applying for the consultancy position and not provide detailed company background.

Qualified **women** and members of **minorities** are encouraged to apply.

Due to large number of applications we receive, we are able to inform only the successful candidates about the outcome or status of the selection process.

Incomplete applications will not be considered.

Please make sure you have provided **all requested materials** including brief cover letter, P11, CV, and financial proposal as either one or several attachments to your email. Incomplete applications (after the deadline) will not be considered. Late applications which are submitted after the deadline will also not be considered.

6. EVALUATION

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

- Graduate degree in economics, engineering, environmental science or equivalent experience
- Experience in developing projects related to energy-efficiency and energy savings

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
<u>Technical</u>		
Graduate degree in economics, engineering, environmental science or equivalent experience.	(under-Master's – 5 pts, Master's – 15 pts and PhD-30 pts)	30
Experience in developing projects related to energy-efficiency and energy savings	(1-3 years-up to 5 pts, 3-6 years-up to 15 pts, 7-10 years – up to 25 pts, >10 years- up to 45pts)	45

Experience working with ESCOs (Energy Service Companies)	(1-3 years- up to 5 pts, 3-7 years – up to 15 pts, >7 years – up to 35 pts.)	35
Recent knowledge (in last 3 years) of successfully developing a new GEF energy and/or climate change related project document and GEF request for CEO endorsement which was approved by GEF Secretariat	Yes- 35 pts, No-0 pts	35
Experience working with UNDP on energy sector projects	(1-3 years of experience- up to 10 pts, 3-5 years of experience – up to 20 pts, >5 years – up to 30 pts)	30
Experience working with other international organizations on projects in the energy sector	(1-3 years of experience- up to 10 pts, 3-5 years of experience – up to 15 pts, >5 years – 25 up to pts)	25
Interview (demonstrated technical knowledge and experience; communication/ interpersonal skills; initiative; creativity/ resourcefulness)	(up to 60 – demonstrated technical knowledge and experience; up to 25– communication/ interpersonal skills/initiative; up to 15 – creativity/resourcefulness)	100
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