



INDIVIDUAL CONSULTANT PROCUREMENT NOTICE

Date: **10 July 2013**

Country: Republic of Moldova

Description of the assignment: National Energy Sector Expert 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: August-December 2013

Proposals should be submitted online by pressing the "Apply Now" button no later than **22 July 2013**.

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

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 (2 international, 1 national), UNDP Moldova office and the UNDP Bratislava Regional Centre.

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

In addition, an investor attraction report shall be prepared, a termsheet, and a draft business plan for the new company, ESCO Moldova.

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

A National Energy Sector Expert will be responsible for assisting the international consultants with collecting data and information and helping them to finalize their work. In particular, the National Energy Sector Expert will assist with providing baseline data about energy consumption in the municipal sector in Chisinau which will enable the international ESCO expert to complete the baseline sections of the GEF Request for CEO Endorsement and UNDP project document. The baseline data should include both information about current energy consumption and also estimates of the possible energy savings from different energy efficiency investments (boiler rehabilitation, lighting, insulation, ventilation etc). The focus of data collection should be on all different types of public buildings such as hospitals, schools,

kindergartens, libraries, municipal buildings and national government buildings. The focus should be to collect data on buildings in the capital city of Chisinau. As part of the exercise, data gaps should be collected and explained. It is suggested to use the Sustainable Energy 4 All (SE4All) tracking methodology for data collection as it relates to the area of energy-efficiency.

A key task of the National Energy Sector Expert will be to calculate the estimated CO2 emissions savings from the ESCO Moldova project using the GEF standard methodology for calculating energy-efficiency in buildings.

In addition, the National Energy Sector Expert will organize and participate in the two project seminars/workshops that will be held during the course of the work including (i) Presentation of the ESCO Moldova Project Seminar and (ii) GEF Logical Framework Analysis Workshop. The National Energy Sector expert will support both missions of the international consultants which include participating in all the meetings of the international consultant, as required.

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

3. REQUIREMENTS FOR EXPERIENCE AND QUALIFICATIONS

Academic Qualification

- Graduate degree related to energy, environment, engineering or related field

Experience

- At least 3 years of working experience in the energy-related field in the country and outside Moldova
- Extended working experience with public sector in Moldova
- Extended working experience with energy-efficiency
- Experience of working with international organizations

Competencies

- Strong competency in energy-efficiency field
- 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 and Romanian
- Knowledge of Russian is a strong 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:

- (i) Explaining why they are the most suitable for the work;

2. Financial proposal;

3. Personal CV including past experience in similar projects and at least 3 references.

5. 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 shall include a breakdown of this lump sum amount (including fee, taxes, travel, per diems, 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.

No travel is envisaged under this assignment.

6. EVALUATION

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

- Graduate degree related to energy, environment, engineering or related field
- At least 3 years of working experience in the energy-related field in the country and outside Moldova

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 related to energy, environment, engineering or related field	(under-Master's – 5 pts, Master's – 20 pts)	20
At least 3 years of working experience in the energy-related field in the country and outside Moldova	(3-5 years-up to 20 pts; >5 years- up to 40 pts)	40
Extended working experience with public sector in Moldova	(No – 0 pts, 1-3 years – up to 10 pts, 3-6 years- up to 20 pts, >7 years- up to 30pts)	30
Extended working experience in the energy-efficiency field	(No – 0 pts, 1-5 years – up to 10 pts, >5 years – up to 35 pts.)	35
Experience of working with international organizations	(No – 0 pts, each year – 5 pts, max 25 pts)	25

Fluent in written and oral communication in English and Romanian. Knowledge of Russian is a strong asset	(knowledge of English and Romanian – 10 pts; good knowledge of Russian +10 pts)	20
Interview (demonstrated technical knowledge and experience; communication/ interpersonal skills; initiative; creativity/ resourcefulness)	(80 – demonstrated technical knowledge and experience; 30– communication/ interpersonal skills/initiative; 20 – creativity/resourcefulness)	130
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