

# INDIVIDUAL CONSULTANT PROCUREMENT NOTICE

Date: **21 December 2018**

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**Country:** Republic of Moldova

**Description of the assignment:** International Consultant - Technical Reviewer of National Greenhouse Gas Inventories – Energy Sector

**Project name:** Republic of Moldova: Preparation of the Second Biennial Update Report under the United Nations Framework Convention on Climate Change (UNFCCC)

**Period of assignment/services:** January 2019 (10 working days)

Proposals should be submitted on [clima@clima.md](mailto:clima@clima.md) and/or on [v.scorpan@yahoo.com](mailto:v.scorpan@yahoo.com) no later than **28 December 2018**.

Requests for clarification only must be sent by standard electronic communication to the above mentioned e-mail addresses. Climate Change Office of the Ministry of Agriculture, Regional Development and Agriculture of the Republic of Moldova 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.

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## 1. BACKGROUND

The UNEP/GEF Project SB-006199.01 "Republic of Moldova: Preparation of the Second Biennial Update Report under the United Nations Framework Convention on Climate Change (UNFCCC)" is being pursued to support the Republic of Moldova in the preparation of its Second Biennial Update Report to the Conference of the Parties to the United Nations Framework Convention on Climate Change (UNFCCC) in accordance with decision 1/CP.16 and 2/CP.17.

The project is in conformity with objective 3 of the GEF-6 Climate Mitigation Strategy that focuses on fostering enabling conditions to mainstream mitigation concerns into sustainable development strategies. It is aligned to Program 5 for integrating findings of Convention obligations and enabling activities into national planning processes and mitigation contributions.

The main components of the project are as follows: (i) Description of national circumstances, institutional arrangements for the preparation of national communications, biennial update reports and national inventory reports on a continuous basis; (ii) The national inventory of anthropogenic emissions by sources and removal by sinks of all greenhouse gases (GHGs) not controlled by the Montreal Protocol, including a national inventory report for the period since 1990 to 2016; (iii) Information on mitigation actions and their effects; (iv) Financial, technical and capacity needs including support needed and received; (v) Domestic measurement, reporting and verification; (vi) Other information relevant to the BUR process. (vii) Technical assistance; (viii) Compilation and publication of Second Biennial Update Report of the Republic of Moldova to the Conference of the Parties; (ix) Project monitoring and evaluation; and (x) Project management. The project is implemented over 24 months, from February 2017 to January 2019.

The preparation of the BUR2 is also expected to enhance general awareness and knowledge on climate change-related issues in the Republic of Moldova. It should seek to assist in the process of national

planning and policy formulation, especially as it relates to mainstreaming vulnerability and adaptation, and mitigation measures within the work programme of the various stakeholders. In addition, it will contribute to the social and economic development of the country by reducing vulnerability associated with climate change, or proposing options to do so in the key sectors while reducing emissions and enhancing sinks of greenhouse gases.

As GHG inventories are a key component of both the NCs and BURs, there are opportunities under the respective project, on the one hand – for peer reviewing the most relevant chapters of the draft National Inventory Report (NIR) before its submission to the UNFCCC as an Annex of the Second Biennial Update Report (BUR2) and its review by the ICA; and on the other hand – for enhancing the level of knowledge of the national experts and partner institutions involved in the development of national GHG Inventory, specifically in the light of the findings of the peer review exercise to be undertaken and of the recommendations for inventory improvements to be further considered in the process of developing the Fifth National Communication (NC5) of the Republic of Moldova under the UNFCCC.

In this regard, Climate Change Office of the Ministry of Agriculture, Regional Development and Environment is seeking the expertise of a Technical Reviewer to:

- Perform the peer review of the national GHG inventory for Sector 1 'Energy' and of the Chapter 3 'Energy Sector' of the draft 'National Inventory Report: 1990-2016, Greenhouse Gas Sources and Sinks in the Republic of Moldova' before submission to the UNFCCC and enhance the professional knowledge and skills of the national experts and institutions involved in the development of GHG Inventory for Sector 1 'Energy' based on review findings and recommendations.

The consultant will submit the final report to the Climate Change Office of the Ministry of Agriculture, Regional Development and Environment of the Republic of Moldova.

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

The focus of this assignment is to perform a peer review of the national GHG inventory – Sector 1 'Energy' and of Chapter 3 'Energy Sector' of the draft 'National Inventory Report: 1990-2016, Greenhouse Gas Sources and Sinks in the Republic of Moldova' before its submission to the UNFCCC.

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

## **3. REQUIREMENTS FOR EXPERIENCE AND QUALIFICATIONS**

### **Education:**

- Master's Degree or equivalent (5-year university education) in energy, statistics and climate change related fields.

### **Experience:**

- At least 10 years of demonstrated experience in application of IPCC methodologies for preparation of GHG inventories - energy sector;
- At least 5 years of demonstrated experience in providing technical review services of national GHG inventories (energy sector) and inventory system products, including national inventory reports, national communications and biennial reports;
- At least 3 years of demonstrated experience in designing and/or providing professional trainings for the GHG Inventory staff;
- Proven experience in working with international or local organizations on similar assignments (successful experience in working with UN agencies) is an asset.

## **Competencies:**

- Demonstrated comprehensive technical knowledge related to estimation and technical review of national GHG inventories;
- Strong analytical, reporting, and writing abilities;
- Openness to change and ability to receive/integrate feedback;
- Ability to plan, organize, implement, and report on work;
- Ability to work under pressure and tight deadlines;
- Demonstrates integrity and ethical standards;
- Positive, constructive attitude to work;
- Excellent human relations, coordination, planning and team work skills;
- Displays cultural, gender, religion, race, nationality and age sensitivity and adaptability;
- 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.

## **Language:**

- Proficient in written and spoken English;
- Knowledge of Romanian and/or Russian is a distinct asset.

## **4. DOCUMENTS TO BE INCLUDED WHEN SUBMITTING THE PROPOSALS**

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

1. Technical Proposal - explaining how applicant responds to each of the qualification requirements and why she/he is the most suitable for the work (particularly providing details on the previously implemented similar assignments and previous experience in the fields related to this consultancy as described in the terms of reference);
2. Personal information (CV or Personal History Form / P11) including records of past experience in similar assignments and concrete outputs obtained with three references;
3. Financial proposal (in USD, specifying a total lump sum amount).

## **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 will include a breakdown of this lump sum amount (including fees and taxes, 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, Climate Change Office of the Ministry of Agriculture, Regional Development and Environment of the Republic of Moldova will 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 unit and Individual Consultant, prior to travel and will be reimbursed.

One (1) in-country mission to Chisinau, Republic of Moldova are envisaged under the current assignment in the second half of January 2019.

## 6. EVALUATION

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

- Master's Degree or equivalent (5-year university education) in energy, statistics and climate change related fields;
- At least 10 years of demonstrated experience in application of IPCC methodologies for preparation of GHG inventories - energy sector;
- At least 5 years of demonstrated experience in providing technical review services of national GHG inventories (energy sector) and inventory system products, including national inventory reports, national communications, biennial reports.

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:

- responsive/compliant/acceptable, and
- having received the highest score out of a pre-determined set of weighted technical and financial criteria specific to the solicitation.

- Technical evaluation (max 350 points) – 70%;
- Financial evaluation (max 150 points) – 30%.

Technical evaluation will be based on a thorough desk review of applications.

Only candidates obtaining a minimum of 70% score of the technical evaluation (at least 245 points) would be considered for the Financial Evaluation.

Criteria	Scoring	Maximum Points Obtainable
<b>Technical</b>		
Master's Degree or equivalent (5-year university education) in energy, statistics and climate change related fields	<i>(Master – 30 pts., PhD – 60 pts.)</i>	60
At least 10 years of demonstrated experience in application of IPCC methodologies for preparation of GHG inventories (energy sector)	<i>(10 years of experience – 50 pts., 11-15 years – up to 75 pts., more than 15 years – up to 100 pts.)</i>	100
At least 3 years of demonstrated experience in designing and/or providing professional trainings for the GHG Inventory staff	<i>(3 years of experience – 20 pts., 4-6 years – up to 30 pts., more than 7 years – up to 40 pts.)</i>	40

<b>Criteria</b>	<b>Scoring</b>	<b>Maximum Points Obtainable</b>
Member of the UNFCCC roster of experts nominated by Parties and intergovernmental organizations and at least 5 years of demonstrated experience in providing technical review services of national GHG inventories (energy sector) and inventory system products, including national inventory reports, national communications and biennial reports	<i>(5 years of GHG inventory peer review skills and experience – 50 pts., 6-7 years – up to 70 pts., 8-9 years – up to 90 pts., &gt; 10 years – up to 100 pts.)</i>	100
Proven experience in working with international or local organizations on similar assignments (successful experience in working with UN agencies) is an asset	<i>(no – 0 pts., to some extent – up to 15 pts., extensive experience – up to 25 pts.)</i>	25
Fluency in English. Knowledge of Romanian and/or Russian languages is an asset	<i>(English – 15 pts., Romanian – 5 pts., Russian – 5 pts.)</i>	25
<b>Maximum Total Technical Scoring</b>		<b>350</b>
<b>Financial</b>		
Evaluation of submitted financial offers will be done based on the following formula: <b>S = Fmin / F * 150</b> 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.		<b>150</b>
<b>Final total scoring (technical scoring + financial scoring)</b>		<b>500</b>

### **Winning candidate**

The winning candidate will be the candidate, who has accumulated the highest aggregated score (technical scoring + financial scoring).

### **Important notice**

The applicant 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 duration of the Individual Contract.

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