



## INDIVIDUAL CONSULTANT PROCUREMENT NOTICE

Date: 01 04 2014

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Country: Republic of Moldova

Description of the assignment: National Consultant for preparing the Training Manual for service refrigeration and air-conditioning technicians

Project name: HCFC Phase-out Management Plan (HPMP), stage 1

Period of assignment/services: May-July 2014, estimated workload up to 40 working days during

Application instructions: Proposals should be submitted online by pressing the "Apply on-line" button no later than 22 April 2014.

Requests for clarification only must be sent by standard electronic communication to the following e-mail: [ozonmd@mail.ru](mailto:ozonmd@mail.ru). 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.

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### 1. BACKGROUND

The XIX<sup>th</sup> Meeting of the Parties to the Montreal Protocol in September 2007, through its Decision XIX/6, adopted an accelerated phase-out schedule for HCFCs. The 54<sup>th</sup> Meeting of ExCom in April 2008, through Decision 54/39, adopted guidelines for preparation of HCFC phase-out management plans. These guidelines provided indicative outline and contents of the HCFC phase-out management plans, which are essentially based on earlier guidelines developed and followed for the Terminal Phase-out Management Plan (TPMP) (RMPs/TPMPs/SPPs/NPPs). The decision featured the following key elements:

- a) Adoption of a staged approach to implementation of the HCFC phase-out management plans within the context of an overall national strategy. The first stage would focus on compliance with the 2013 freeze and 2015 reduction targets. The second stage would focus on HCFC phase-out in compliance with the future reduction control targets;
- b) Commitments to achieving the 2013 (freeze at the 2009/2010 baseline level) and 2015 (10% reduction) control milestones through performance-based agreements.

The HCFC Phase-out Management Plan (HPMP) for the Republic of Moldova for the period 2011-2015, stage 1 has been prepared by the National Ozone Unit of the Ministry of Environment of the Republic of Moldova to meet obligations that the Republic of Moldova has assumed as a Party to the Montreal Protocol. At the 63<sup>rd</sup> ExCom meeting in December 2010, the HPMP-stage I for Moldova was approved for implementation.

The primary focus of the HPMP-stage 1 is on the actions required to achieve the immediate phase target of a 2013 freeze at the baseline (determined by the average consumption of HCFCs in 2009 and 2010) and the subsequent 10% reduction of the baseline by 2015.

The HPMP is the first stage of the long term strategy directed to meeting the 2020 (35 % baseline reduction) and 2025 (67,5% baseline reduction) phase out targets & ultimately complete elimination of HCFCs consumption in 2040.

The activities included in the HCFC Phase-out Management Plan (HPMP) implementation project for the Republic of Moldova for the period 2011-2015, stage 1 are meant to support the country in achieving a 10 per cent reduction in HCFCs consumption by 2015.

The HCFC Phase-out Management Plan (HPMP) project includes and prioritizes various activities including establishment of suitable policy and regulatory support frameworks, training and certification of service technicians, improvement of data collection systems and control and monitoring of the HCFCs consumption, public awareness campaigns.

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

The objective of this consultancy service is to prepare the Training Manual for service refrigeration and air-conditioning technicians, moving the process of training and certification of refrigeration technicians to a higher level, in line with international level requirements.

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

## 3. REQUIREMENTS FOR EXPERIENCE AND QUALIFICATIONS

### 1. Academic Qualifications:

Bachelors degree in education, science, engineering (Mechanics, Refrigeration) or any other relevant fields.

### 2. Years of experience:

At least 5 (five) years experience in the relevant field.

At least 5 (five) years experience in curriculum development, and course materials design and teaching aids, preferable related to technical, vocational and educational training.

Experience with working in international assistance projects. Previous experience with UNDP is a very strong advantage;

Experience in the usage of computers and office software packages (Ms Word, Excel, Outlook etc.).

### 3. Competencies:

Good knowledge of refrigeration and air-conditioning sectors: current situation, trends and problems to be solved, familiarity with the Montreal Protocol and country programme on ODS phase-out in Moldova, legal requirements of the EU Regulation 842/2006;

Skills to research, design, and produce quality knowledge products (manuals, reports, policy papers, research papers, curricula, etc.)

Demonstrate capacity of team-oriented work, excellent planning and organizational skills;

Ability to achieve results and deadlines in a timely manner, maintaining a high standard throughout;

Fluency in written and spoken Romanian and Russian. Knowledge of English will be 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. Financial Proposal; in (USD, specifying a total lump sum amount and the number of anticipated working days);
2. Signed and dated P-11 form.

## 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 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:

- Bachelors degree in education, science, engineering (Mechanics, Refrigeration) or any other relevant fields.
- At least 5 (five) years experience in the relevant field.
- At least 5 (five) years experience in curriculum development, and course materials design and teaching aids, preferable related to technical, vocational and educational training.

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>		
Bachelors degree in education, science, engineering (Mechanics, Refrigeration) or any	(University degree- 40pts, Master –50 pts, PhD – 60 pts)	60

other relevant fields		
5 (five) years experience in the relevant field	(5 years – 40 pts, >5 years – 50 pts)	50
5 (five) years experience in curriculum development, and course materials design and teaching aids, preferable related to technical, vocational and educational training	(5 years – 40 pts, >5 years – 50 pts)	50
Good knowledge of refrigeration and air-conditioning sectors: current situation, trends and problems to be solved, good knowledge of Montreal Protocol and country programme on ODS phase-out in Moldova, legal requirements of the EU Regulation no. 842/2006	(no – 0, yes – 40 pts.)	40
Skills to research, design, and produce quality knowledge products (manuals, reports, policy papers, research papers, curricula, etc.)	(no – 0, yes – 30 pts.)	30
Experience in working with international organizations (successful experience in working with UN agencies is an asset)	(each year of such work – 5 pts, up to 20 pts.)	20
Experience in the usage of computers and office software packages (Ms Word, Excel, Outlook etc.)	(no - 0 pts, yes -20 pts)	20
Fluency in written and spoken Romanian and Russian. Knowledge of English is a strong asset	(Romanian and Russian – 20 pts; English – 10 pts)	30
Maximum Total Technical Scoring		300
<b><u>Financial</u></b>		
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