



TERMS OF REFERENCE

- **Job title:** National Technical Consultant to deliver trainings on GHG Monitoring Plans development and GHG Emissions Reporting
- **Duty Station:** Republic of Moldova, Chisinau
- **Reference to the project:** Capacity building for climate action in the Republic of Moldova
- **Contract type:** Individual Contract (IC)
- **Contract duration:** up to 40 working days during June 2026 – March 2027
- **Indicative starting date:** June 2026

1. BACKGROUND

The Republic of Moldova has undergone a profound socio-economic transformation since gaining independence in 1991. While the country has achieved sustained economic growth over the past decade, its economy remains relatively undiversified and highly vulnerable to external shocks, particularly those induced by climate variability. Agriculture continues to play a central role in Moldova's economy, employing a significant portion of the population and contributing substantially to GDP. However, this sector is especially sensitive to climate extremes such as droughts, floods, and temperature fluctuations, which are becoming more frequent and severe.

Over the past 130 years, Moldova's climate has become markedly warmer and drier. Scientific assessments and long-term meteorological data indicate a trend toward a semi-arid climate, with projections showing further reductions in precipitation and increased evaporation rates. These changes pose serious risks to water availability, agricultural productivity, forest health, public health, and infrastructure resilience. Moldova ranks among the most climate-vulnerable countries in Europe, and the medium- to long-term impacts of climate change are expected to intensify across social, environmental, and economic dimensions.

Despite these challenges, Moldova has demonstrated strong political commitment to climate action. The country submitted its third Nationally Determined Contribution (NDC 3.0) in 2025, informed by the outcomes of the first global stocktake. It sets ambitious, legally binding targets to reduce greenhouse gas emissions by 71% by 2030 and 75% by 2035 compared to 1990 levels, aiming for climate neutrality by 2050. It includes strong methane reduction goals and integrates adaptation priorities across agriculture, energy, forestry, health, transport, and water. The strategy is aligned with EU climate goals and Moldova's accession process, supported by laws and national programs such as the LEDP 2030 and NCCAP 2030. Significant investments are planned in renewable energy, energy efficiency, public infrastructure, and forest expansion. Moldova emphasizes a just transition, gender-responsive planning, and inclusive stakeholder engagement. The country has established robust monitoring and reporting systems and is preparing for participation in international carbon markets.

Importantly, Moldova's climate policy framework emphasizes inclusive and equitable climate action, prioritizing the involvement of vulnerable groups such as women, Indigenous Peoples, and low-income communities in decision-making and benefit-sharing. This reflects a commitment to a just transition, ensuring that climate resilience efforts do not exacerbate existing inequalities.

Institutionally, the Ministry of Environment (MoE) serves as the National Designated Authority (NDA) for the Green Climate Fund (GCF) and is responsible for environmental protection, climate change policy, and natural resource management. The National Commission on Climate Change (NCCC), chaired by the Prime Minister, is mandated to coordinate climate policy implementation across sectors. However, both the MoE and NCCC face capacity constraints that limit their ability to effectively plan, coordinate, and monitor climate action.

To address these challenges, the GCF Readiness grant aims to strengthen Moldova's institutional architecture for climate governance, enhance technical capacities, and improve knowledge management systems. The project will support the operationalization of the NDA and NCCC, mainstream climate priorities into national and sectoral policies, and develop a pipeline of bankable climate finance proposals. It will also promote the development and dissemination of best practices and lessons learned to inform future programming.

The Readiness support specifically targets four critical barriers:

1. Limited capacity for coordination of climate action – including weak inter-institutional mechanisms and under-resourced climate governance bodies.
2. Insufficient planning and mainstreaming of climate action – with climate risks not adequately integrated into national and sectoral development strategies or budgets.
3. Limited financing, funding, and budgeting for climate action – with a heavy reliance on external donor support and limited capacity to develop bankable proposals.
4. Inadequate data, knowledge, and information management – including outdated climate data, weak dissemination platforms, and limited access to evidence-based decision-making tools.

By overcoming these barriers, the project will contribute to Moldova's ability to meet its national, regional, and global climate commitments, while building long-term resilience and sustainable development pathways. To support the implementation of Moldova's climate commitments, targeted capacity building is essential across institutions, sectors, and communities. The Readiness grant includes several outputs that directly address institutional strengthening, gender-responsive planning, and climate-resilient technologies.

The Republic of Moldova is establishing a national Monitoring, Reporting and Verification (MRV) framework for greenhouse gas (GHG) emissions from stationary installations, as part of the country's efforts to align with the EU climate acquis and advance the EU integration process. This framework is being developed in line with the provisions of Law No. 74/2024 on Climate Action and the relevant secondary legislation, including Government Decision No. 575/2024 approving the Regulation on the monitoring, reporting and verification of greenhouse gas emissions from stationary installations and aviation activities. The national MRV system is designed to be consistent with EU best practices, including the principles set out in Commission Implementing Regulation (EU) 2018/2066 on the monitoring and reporting of greenhouse gas emissions. This represents an important step toward strengthening Moldova's institutional and technical readiness for future participation in carbon market mechanisms and potential alignment with the EU Emissions Trading System (EU ETS) as part of the country's broader EU accession process.

As part of this process, a national methodological Guideline is being developed by the national Policy Officer to provide operators with clear requirements for the development of installation-level GHG monitoring plans, the collection and management of activity data, the application of calculation-based and measurement-based monitoring methodologies, and the preparation of annual GHG emissions reports. In line with EU guidance and the national MRV regulatory framework, monitoring plans and emission reports must clearly define installation boundaries, emission sources, source streams, monitoring methodologies, activity data, emission factors, measurement points, and quality control procedures to ensure the completeness, consistency, transparency, and accuracy of emissions reporting.

To support the effective implementation of these Guidelines and facilitate the practical application of MRV requirements by installation operators, specialized technical support is required to operationalize the methodological provisions and provide practical guidance and capacity building for operators preparing monitoring plans and emissions reports.

2. OBJECTIVE AND EXPECTED OUTPUTS

The objective of the assignment is to support the implementation and operationalization of the national methodological Guidelines for GHG monitoring plans and emissions reporting, strengthening their technical quality, developing practical implementation tools, and building the capacity of installation operators to prepare compliant monitoring plans and annual emission reports in line with the EU Monitoring and Reporting Regulation (MRR) and the national regulatory framework. The assignment shall contribute to the delivery of revised methodological Guidelines, a technical instruction note on Annex No. 1 to Law No. 74/2024 and ETS scope determination, practical guidance materials and templates, targeted operator training, and technical support during the initial implementation phase.

Under the supervision of UNDP Project Manager and in close coordination with the National Policy Officer and Ministry of Environment, the Technical Consultant will perform the following tasks:

- Review the draft methodological Guidelines developed by the Policy Officer and provide detailed technical inputs and proposals for improvement to ensure clarity, consistency, practical usability for installation operators, and alignment with EU MRR requirements and national regulatory framework;
- Develop a technical instruction note for operators on the practical application of Annex No. 1 to Law No. 74/2024, including explanatory notes, decision trees/flowcharts, and practical tools to support the determination of whether stationary installations fall within the scope of the EU ETS.
- Develop practical guidance materials and implementation tools to support operators in the preparation and updating of monitoring plans and emissions reporting, including step-by-step explanations on the application of monitoring methodologies (including calculation-based and measurement-based approaches, where relevant), documentation requirements, and quality control considerations.
- Based on the list of operators and the technical and operational data made available, support the categorization of installations and the determination of their installation boundaries in accordance with the criteria set out in the Annex No.1 to Law No. 74/2024, and ensure that the methodology and practical examples are reflected in the technical instruction note and related supporting materials..
- Prepare practical support materials and sample templates, including exemplar monitoring plans, a simplified monitoring plan in accordance with Article 13 of the MRR, an improvement report, a monitoring plan update, practical examples, and other supporting documentation as required under the assignment.
- Design a practical training package for operators on the implementation of the Guidelines and the broader MRV framework, including the development of the training curriculum, presentations, case studies, practical exercises on completing monitoring plans and emission reports, step-by-step instructions, and other training materials.
- Deliver at least 4 training workshops for operators on the preparation, updating, and implementation of monitoring plans and the overall MRV framework, covering monitoring methodologies, data collection and calculation, reporting procedures, quality control, and documentation requirements.
- Provide technical advice, clarifications and on-demand support to operators during the initial application of the Guidelines and related monitoring requirements.
- Review draft monitoring plans prepared by operators and provide technical feedback to support their improvement and compliance.
- Identify common implementation challenges, recurring technical questions, and areas requiring further clarification, and consolidate these into a final Technical Support Report containing practical recommendations for strengthening the regulatory framework, Guidelines, tools, and future capacity-building efforts.

By the end of the assignment, the following concrete, measurable outcomes are expected:

1. A revised and technically improved version of the national methodological Guidelines on the development of monitoring plans for greenhouse gas emissions from stationary installations and aviation activities, reflecting the Consultant's detailed technical proposals and ensuring improved clarity, internal consistency, usability for

operators, and alignment with the requirements of the EU Monitoring and Reporting Regulation (MRR) and Law No. 74/2024.

2. A finalized technical instruction note on the practical application of Annex No. 1 to Law No. 74/2024 and ETS scope determination, providing operators and competent authorities with a structured methodology, explanatory notes, and practical decision-support tools to assess whether stationary installations fall within the scope of the EU ETS, including guidance on installation categorization and boundary determination.

3. A complete set of practical guidance materials and operational templates to support implementation of the MRV framework by operators, including:

- an exemplar Monitoring Plan;
- an exemplar Simplified Monitoring Plan in accordance with Article 13 of the MRR;
- an exemplar Improvement Report;
- an exemplar Monitoring Plan Update;
- training presentations, case studies, step-by-step guidance, practical exercises, and supporting documentation.

4. At least 4 training workshops delivered to relevant operators and technical staff, with a total expected outreach of approximately 60–80 participants, aimed at strengthening institutional and operator-level capacity on the preparation, updating, implementation, and practical use of GHG monitoring plans within the broader MRV framework.

5. Improved practical understanding among operators and stakeholders of:

- the legal and technical requirements for MRV compliance;
- the structure and content of monitoring plans;
- the selection and application of monitoring methodologies;
- data collection, quality assurance and quality control procedures;
- reporting obligations and update requirements.

6. Targeted technical support provided to operators during the initial implementation phase, including individualized feedback and clarification support for up to five operators, contributing to the improved quality, completeness, and consistency of draft monitoring plans submitted for review.

7. A consolidated evidence base on implementation challenges and support needs, captured through training delivery, operator interaction, and technical support activities, including recurring questions, common technical difficulties, and areas requiring further clarification or institutional strengthening.

8. A final Technical Support and Delivery Report summarizing the work carried out under the assignment, including:

- activities implemented under each deliverable;
- participant and operator engagement;
- technical issues and clarifications addressed;
- lessons learned from the initial implementation phase;
- concrete recommendations for strengthening the regulatory framework, methodological Guidelines, technical tools, and future capacity-building efforts.

3. KEY DELIVERABLES AND TENTATIVE TIMETABLE

No.	Key deliverables	Tentative timetable	Estimated workload
1	<p>Revised Methodological Guidelines and Technical Guidance Document</p> <ul style="list-style-type: none"> - Revised and improved version of the national methodological Guidelines on the development of monitoring plans for greenhouse gas emissions from stationary installations and aviation activities, incorporating the Consultant’s technical proposals for clarity, consistency and full alignment with EU MRR and national legislation; 	By 15 June 2026	8 wd

	<p>Indicative activities and expected results:</p> <ol style="list-style-type: none"> 1) Review of the draft Guidelines; 2) Provision of detailed technical proposals for improvement; 		
2	<p>A technical instruction note on Annex No. 1 to Law No. 74/2024 and ETS Scope Determination</p> <p>- Technical instruction note for operators on the practical application of Annex No. 1 to Law No. 74/2024, including explanatory notes, decision trees/flowcharts, and practical tools for determining whether stationary installations fall within the scope of the EU ETS. The note shall support the categorization of installations and the determination of installation boundaries, based on the list of operators and in accordance with the criteria set out in Law No. 74/2024, by providing a clear, consistent, and technically grounded framework for the assessment of relevant technical and operational data.</p>	By 25 June 2026	6 wd
3	<p>Practical Guidance Materials, Sample Templates, And Training Package:</p> <p>Complete training package (presentations, case studies, step-by-step guidance, practical exercises and supporting documentation) including the following sample templates and exemplars</p> <ul style="list-style-type: none"> • Exemplar Monitoring Plan; • Exemplar Simplified Monitoring Plan in accordance with Article 13 of the MRR; • Exemplar Improvement Report; • Exemplar Monitoring Plan Update. 	By 15 July 2026	8 wd
4	<p>Delivery Report of at least 4 Training Workshops on preparation, updating and implementation of monitoring plans and the overall MRV framework</p> <p>- Design and delivery of a minimum of 4 training workshops on preparation, updating and implementation of GHG monitoring plans and the overall MRV framework.</p> <p>- Workshops shall be conducted primarily in-person in Chişinău, with the possibility of hybrid sessions if requested by participants.</p> <p>- Target participants: installation and avia operators as well as the technical staff responsible for MRV compliance from energy, industry, chemical, aviation and other relevant sectors, public authorities, environmental institutions (expected total number of participants: 60–80 across all workshops).</p> <p>- Workshop content shall include practical exercises on completing monitoring plans and emission reports, selection of methodologies, data collection, quality control and reporting procedures.</p> <p>- A Delivery Report summarizing workshop activities, participant profiles, feedback received and recommendations for future capacity-building activities.</p>	By 15 September 2026	2 wd per training

5	<p>Technical support report summarizing operator support and recommendations, including:</p> <ul style="list-style-type: none"> - Summary notes on provision of individual, on-demand technical support to operators during the initial application phase (estimated up to 5 operators will receive personalized support via email, online meetings or in-person consultations). - Review of draft monitoring plans submitted by operators and provision of constructive written feedback. - Compilation of frequently asked questions, common implementation challenges and practical solutions. - A final Technical Support Report containing: a summary of assistance provided, technical clarifications issued, an analytical summary of implementation issues identified, and concrete recommendations for strengthening the regulatory framework, Guidelines and tools. 	By 31 March 2027	10 wd
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Note:

**The deliverables and the activity timeline can be amended or further specified for the purpose of the assignment. All deliverables should be agreed with UNDP and be provided in an electronic copy. Payment will be made upon the successful completion of the assigned tasks. All activities under this assignment shall be performed in a gender-sensitive manner and applying human rights-based approach.*

4. INSTITUTIONAL ARRANGEMENTS

This is a part-time consultancy. The timeframe for the work of the Consultant is planned for June 2026 – March 2027. All communications and documentation related to the assignment will be in Romanian and English.

The Consultant will work in close collaboration with the Ministry of Environment under the overall guidance and direct supervision of the UNDP Project Manager.

The UNDP Project will provide administrative and logistical support in the organization of the envisaged events, meetings and/ or consultations.

All deliverables shall be submitted in Romanian.

Before submission of deliverables, the consultant will discuss the draft documents with the parties involved so that final products reflect their comments.

5. FINANCIAL ARRANGEMENTS

The financial proposal shall specify a total lump sum amount, and payment terms around specific and measurable (qualitative and quantitative) deliverables. Payments are based upon output, i.e. upon delivery of the services specified in the TOR. Payment will be made upon the successful completion of the tasks assigned upon submission and validation of deliverables (certifying that the services have been satisfactorily performed). 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, communication costs, travel, per diems, and number of anticipated working days).

6. CONFIDENTIALITY

Materials provided to the Consultants and all proceedings within the consultancy contract shall be regarded as confidential, both during and after the consultancy. Violation of confidentiality requirements may result in immediate termination of contract.

7. QUALIFICATIONS AND SKILLS REQUIRED

Academic Qualifications:

- Advanced university degree in environmental engineering, energy engineering, climate change, industrial processes, environmental sciences, or another relevant field.

Experience and knowledge:

- At least 7 years of experience in GHG emissions monitoring, reporting, or MRV systems;
- Experience in delivering technical trainings;

Competencies:

- Demonstrated experience in working with national legislation and/or alignment with EU climate acquis, preferably in the context of policy implementation or regulatory frameworks;
- Knowledge of EU ETS Monitoring and Reporting Regulation is a strong asset;
- Strong communication and interpersonal skills.
- Fluency in Romanian is required, knowledge of English and Russian will be an asset.
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*The UNDP Moldova is committed to workforce diversity. Women and men, persons with different types of disabilities, LGBT, Roma and other ethnic, linguistic 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. **Please specify in CV, in case you belong to the group(s) under-represented in the UN Moldova and/or the area of assignment.***

8. DOCUMENTS TO BE INCLUDED WHEN SUBMITTING THE PROPOSALS

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

- Offeror's letter to UNDP confirming interest and availability for the individual contractor (IC) assignment, incorporating Financial proposal in Annex 2
Upload the signed version of the filled in Offeror's letter to UNDP confirming interest and availability for the individual contractor (IC) assignment. Annex 2 to the Offeror's letter, incorporating the Financial Proposal, shall be filled in mandatorily and includes the detailed breakdown of costs supporting the all-inclusive financial proposal.
The Financial Proposal shall be additionally submitted directly in the system. Please ensure there are no mathematical errors and that amounts from Offeror's Letter to UNDP Confirming Interest and Availability match with your offer in the system.
- Duly completed and updated personal CV and at least 3 references;

Note: Please, refer to the Individual Procurement Notice of this recruitment for a more detailed information on the application and selection process.

Important notice: Applicants who have 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 entire duration of the Individual Contract.

9. EVALUATION

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

- Advanced university degree in environmental engineering, energy engineering, climate change, industrial processes, environmental sciences, or another relevant field;
- At least 7 years of experience in GHG emissions monitoring, reporting, or MRV systems;
- Experience in delivering technical trainings.
- Citizen of the Republic of 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 and Scoring	Maximum Points Obtainable
Technical evaluation	
Advanced university degree in environmental engineering, energy engineering, climate change, industrial processes, environmental sciences, or another relevant field <i>(Bachelor's degree – 10 pts., Master's degree – 15 pts., PhD degree – 20 pts.)</i>	20
At least 7 years of experience in GHG emissions monitoring, reporting, or MRV systems <i>(7 years – 20 pts., each year – 10 pts., up to max. 60 pts.)</i>	60
Experience in delivering technical trainings <i>(3 training sessions – 20 pts., each additional session – 10 pts., up to max. 50 pts.)</i>	50
Technical scoring	130
Interview (demonstrated technical knowledge and experience; communication/ interpersonal skills; initiative; creativity/ resourcefulness). Only the first 5 applicants that have accumulated the highest technical score shall be invited to the interview.	
Demonstrated experience in working with national legislation and/or alignment with EU climate acquis, preferably in the context of policy implementation or regulatory frameworks. <i>(2 assignments –30 pts., each additional assignment –10 pts., up to max. 60 pts.)</i>	60
Knowledge of EU ETS Monitoring and Reporting Regulation is a strong asset <i>(Fair - 10 pts., Good - 30 pts.; very good - 50 pts.)</i>	50
Strong communication and interpersonal skills <i>(No – 0 pts., to some extent –20 pts., extensive experience / good skills – 30 pts.)</i>	30
Fluency in Romanian is required, knowledge of English and Russian will be an asset. <i>(Romanian – 10 pts; English – 5 pts; Russian – 5 pts.)</i>	20
Belonging to the group(s) under-represented in the UN Moldova and/or the area of assignment* <i>(No – 0 pts., to one group – 5 pts., to two or more groups – 5 pts.)</i> * Under-represented group in the area of assignment (law enforcement) are women. Under-represented groups in UN Moldova are persons with disabilities, LGBTI, ethnic and linguistic minorities, especially ethnic Gagauzians, Bulgarians, Roma, Jews, people of African descent, people living with HIV, religious minorities, especially Muslim women, refugees and other non-citizens. Please specify in CV, in case you belong to the group(s) under-represented in the UN Moldova and/or the area of assignment.	10
Total interview scoring	170
Maximum Total Technical Scoring	300

Financial	
Evaluation of submitted financial offers will be done based on the following formula: $S = F_{min} / F * 200$ S – score received on financial evaluation. F_{min} – 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).