Terms of Reference

GCL Innovation Fund Manager (GCL IF Manager) for Green City Lab Moldova

Job title:	GCL Innovation Fund Manager
Type of Contract:	Individual labour contract
Languages required:	Romanian
Duration:	Indefinite, with three months probation period
Payment arrangements:	Monthly
Evaluation method:	Interview of shortlisted candidates

I. Introduction

These are the Terms of Reference (ToR) for the position "GCL Innovation Fund Manager for Green City Lab Moldova". During the contract the GCL IF Manager will report to the Executive Director and will provide required support to the team in view of establishment and functioning of the Green City Lab and administrating the Innovation Fund.

II. Background Information

Green City Lab (GCL) is an NGO that was founded in 2021. It is an institution created to become the leading innovation, knowledge management and networking platform and a source of expertise for catalysing sustainable low carbon green city development in Moldova, and to be recognized by the key stakeholders.

Holistic urban solutions are the key for the sustainable development of the communities that contribute to creating liveable and sustainable cities to enable the development of smart, urban solutions that make cities healthy, safe and attractive places to live in. The GCL as a knowledge hub for Moldova's city solutions brings new perspectives on how they work and contribute to holistic urban development. Integrated Urban approach is considered a necessary trend to follow, that influences existing city planning science, consisting of three main pillars: relational, human and organisational.

The GCL works closely with donors' community and plans its activities based on fundraising by project proposal writing and application.

GCL manages a fund to implement pilot projects initiated by the GCP project. GCL created a Green City Innovation Fund - a revolving fund to implement and test different innovative projects in this field. Additionally the GCL works to attract other donors and investors to grow the amount of this fund.

Mission of the GCL is to:

- Become leading knowledge management and networking platform in green urban development;
- Provide solutions for sustainable development of the Chisinau municipality, as well as other urban centres/settlements from Moldova;
- Improve the quality of public services provided by municipalities/urban centres to citizens;
- Become source of innovations and expertise in climate resilient, low emission, green and smart urban development;
- Become a training/educational centre in climate resilient, low emission, green and smart urban development.

GCL areas of intervention

- Integrated and participatory urban land use and mobility planning;
- Energy efficiency in buildings and renewable energy use;
- Resource efficient waste management;
- Low carbon mobility;
- Climate resilience.

III. Duties and responsibilities:

The GCL IF Manager will have the following responsibilities:

- Establish and manage revolving Green City Lab Innovation Fund;
- Develop and propose for approval the GCL IF Operations Manual and other necessary documentation;
- Develop GCL IF Business Plan aiming to achieve sustainability within 2 years, in line with GCL Business Plan;
- Identify innovative/technical solutions in line with GCL priorities;
- Develop and propose sustainable (revolving) financing mechanisms to implement such solution;
- Organise the process of selecting beneficiaries/clients;
- Ensure successful project implementation including payback of GCL IF financing;
- Identify additional sources of funding for GCL IF.

Corporate Competencies:

- Exert strict adherence to internal rules, regulations and procedures;
- Integrate gender equality values in GCL operation and ensure respectful working environment free of bias, harassment, discrimination, and abuse of authority;

- Demonstrate integrity and act ethically in any decision and action related and/or associated to GCL.

Personal skills

- Good knowledge of the legislation of the Republic of Moldova in the field of finance and economics;
- Keen interest in the GCL areas of intervention;
- Strong organisational skills that demonstrate a high level of accuracy and attention to details;
- Ability to work in a team;
- Strong time-management skills;
- Strong analytical, reporting and writing abilities;
- Ability to handle multiple work assignments.

IV. Institutional arrangements

The GCL IF Manager will report to the Executive Director and will work in close coordination with the project team, national and international consultants and national partners.

V. Qualifications and experience requirements

<u>Academic qualifications</u>:
- Bachelor degree in a relevant field (finance or economics);

**Master's degree would constitute an advantage.*

<u>Experience</u>:
- At least 3 years of experience of managerial positions in financial institutions

**Experience of working with energy efficiency and renewable energy would constitute an advantage.*

- Full computer literacy.

<u>Language requirements</u>:
- Excellent knowledge of spoken and written Romanian.

**Fluency in English and other languages would constitute an advantage.*

VI. Application process

Applicants shall submit the following four documents:

Required	

	Offerror's Letter confirming Interest and Availability
	Personal CV, including information about past experience in similar assignments and contact details for referees (at least 3);
	Net salary expectation (offer)

The application package shall be submitted electronically by **11.04.2022, 11:00** to the following e-mail address: office@greencity.md titled in the message as "GCL IF Manager, [applicant's name]". Application package received after the above deadline will not be considered.

Evaluation
Firstly, the candidates will be short-listed based on the following minimum qualification criteria:

- Bachelor degree in the relevant field (finance or economics);
- At least 3 years of experience of managerial positions in financial institutions

The short-listed candidates will be further evaluated based on the following methodology:

<u>Cumulative analysis</u>

The candidate shall be preselected considering that the offer has been evaluated and determined as:
a) responsive/compliant/acceptable, and
b) having received the highest score out of a predetermined set of weighted technical and financial criteria specific to the solicitation.

- Technical Criteria weight – 70% 350 pts);
- Financial Criteria weight – 30% (150 pts).

Only candidates obtaining a minimum of 210 points would be considered for the Financial Evaluation.

Criteria	**Scoring**	**Maximum Points Obtainable**
<u>Technical</u>		
Bachelor degree in the relevant field (finance or economics).	Bachelor degree – 30 pts, Master's – 35 pts	35
Any specialised trainings in the domain of fund administration, fund management, GCL areas of intervention	Each training – 5 pts	10

At least 3 years of experience of managerial positions in financial institutions	3 years – 40 pts; more than 4 years – each additional year – 10 pts, up to 60 pts	60
Interview (demonstrated technical knowledge and experience; communication/ interpersonal skills; initiative; creativity/ resourcefulness)		
Good knowledge of the legislation of the Republic of Moldova in the field of finance and economics.	to some extent –30 pts, extensive experience – 60 pts	60
Keen interest in the GCL areas of intervention;	to some extent –25 pts, extensive experience – 45 pts	45
Experience in the usage of computers and office software packages (MS Word, Excel, etc.)	to some extent – 10 pts, extensive experience – 20 pts	20
Teamwork and Learning. Strong organisational skills that demonstrate a high level of accuracy and attention to detail. Ability to work in a team.	to some extent –20 pts, extensive experience – 35 pts	35
Tasks management Strong analytical, reporting and writing abilities; Ability to handle multiple work assignments.	to some extent –20 pts, extensive experience – 35 pts	35
Time management and Delivery. Strong time-management skills;	to some extent –20 pts, extensive experience – 35 pts	35
Fluency in oral and written Romanian	For Romanian – 10 pts, for additional languages – 1 point each language, up to 15 pts.	15
Maximum Total Technical Scoring	**350**	
<u>Financial</u>		
Evaluation of submitted financial offers will be done based on the following formula: **<u>S = Fmin / F * 150</u>** S – score received on financial evaluation; Fmin – the lowest financial offer out of all	**150**	

the submitted offers qualified over the technical evaluation round; F – financial offer under consideration.		