

Terms of reference (ToR) for the procurement of services below the EU threshold

CONFIDENTIAL

	Project number/ cost centre: G-011989-011
Capacity Building for MOLDAC on Accreditation of GHG Emissions Verifiers	Tender number 10047842

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0. List of abbreviations

AG	Commissioning party
AN	Contractor
AVB	General Terms and Conditions of Contract for supplying services and work
FK	Expert
FKT	Expert days
KZFK	Short-term expert
ToRs	Terms of reference
EU AVR	EU Accreditation of Verifiers Regulation
MOLDAC	Moldova Accreditation Agency
EaP	Eastern Partnership
EA	European Cooperation for Accreditation

1. Brief Project Information

The multi-Donor Action “EU4ClimateResilience” is jointly co-financed by the European Union and the Federal Ministry for the Environment, Nuclear Safety and Consumer Protection (BMUKN), and implemented by GIZ and OECD. EU4ClimateResilience is implemented as part of the BMUKN-funded project ‘Promoting Green Deal Readiness in the Eastern Partnership Countries’ (PROGRESS). This complementarity and implementation of both the Action and PROGRESS by GIZ and OECD therefore reflects the Team Europe approach.

EU4ClimateResilience supports the Eastern Partnership (EaP) countries Armenia, Azerbaijan, Georgia, the Republic of Moldova and Ukraine in improving climate change and adaptation policies to achieve the mitigation and adaptation goals and targets under the Paris Agreement (PA) and related to bilateral agreements with the EU. This is achieved inter alia by technical support for the NDC 2025 up-date, improving the regulatory framework as well as further improving the institutional capacities to update the Nationally Determined Contribution (NDC), elaborate and implement Monitoring, Reporting and Verification (MRV) systems and mainstream climate change into sectoral and regional policies. The Action also acts on a local level by supporting the implementation of local climate adaptation projects, increasing the preparedness and resilience of cities and municipalities against short- and long-term climate risks. To mobilize additional sustainable investments, the introduction of innovative financial instruments such as green bonds will be supported. In Ukraine, the Action will address the reconstruction needs.

The project will do so in close coordination with the other on-going activities supported by the countries themselves and their development partners (past and on-going EU projects, other bilateral donors’ support, GEF and GCF support). The action will be aligned with the work of Ukraine, Moldova and Georgia under the Energy Community and with the work under the Covenant of Mayors initiative.

2. Context

Following the signing of the EU–Republic of Moldova Association Agreement in 2014, the Republic of Moldova committed to gradually aligning its legislation, policies and institutional frameworks with those of the European Union. Since then, substantial efforts have been undertaken to harmonize national legal and regulatory frameworks across multiple sectors, including environment, climate change, energy, transport and sustainable development.

In its Opinion of 16 June 2022 on Moldova’s application for EU membership, the European Commission noted that Moldova had gradually advanced in the alignment process across many chapters and had established a solid basis for further alignment, while also emphasizing that progress varied across sectors. On 23 June 2022, the European Council granted the Republic of Moldova EU candidate country status, marking a new phase in EU–Moldova relations and creating a stronger requirement for continued legislative and institutional alignment with the EU acquis.

In December 2023, the European Council decided to open accession negotiations with the Republic of Moldova. Following this decision, the Council approved the Negotiating Framework on 21 June 2024, and the first Intergovernmental Conference at ministerial level was held on 25 June 2024, formally opening EU accession negotiations with Moldova.

Moldova has since been actively engaged in the explanatory and bilateral screening process, which assesses the level of alignment of the national legal and institutional framework with the EU acquis. This process is a key stage in preparing the country for accession negotiations

under the revised enlargement methodology, structured around negotiating clusters. In September 2025, the European Commission announced that Moldova had successfully completed the screening process, representing an important milestone in the accession path.

The 2025 Enlargement Package recognized Moldova as one of the enlargement partners that advanced most on reforms during the year, while underlining that continued progress depends on the quality and sustainability of reforms, particularly in relation to the rule of law, democratic institutions and fundamental freedoms. The EU–Moldova Association Council also welcomed Moldova's progress in aligning with the EU acquis and looked forward to the opening of negotiating clusters, starting with the Fundamentals cluster.

A further milestone was reached on 15 June 2026, when the EU and the Republic of Moldova opened negotiations on Cluster 1 “Fundamentals” during the second EU–Moldova Accession Conference. This cluster covers core elements of the EU acquis, including the rule of law and fundamental rights, the functioning of democratic institutions, public administration reform and economic criteria.

Under the “Green Agenda and Sustainable Connectivity” cluster, the European Commission will continue to assess Moldova's capacity to fulfil EU membership obligations in areas including transport, energy, trans-European networks, environment and climate change. The Commission's earlier assessment emphasized that, although preparatory work had been carried out, significant efforts, together with political, technical and financial support, remain necessary to align Moldovan legislation and institutional practice with the EU acquis in the field of environment and climate action, particularly in view of the objectives of the European Green Deal.

In this context, strengthening national institutional capacities for climate-related measurement, reporting, verification, accreditation and conformity assessment is increasingly important.

The project has supported the Government in aligning its national climate related legislation with the EU acquis in Climate Change area. In more specific terms, the project supported with approximation of Commission Implementing Regulation (EU) 2018/2067 of 19 December 2018 on the verification of data and on the accreditation of verifiers pursuant to Directive 2003/87/EC of the European Parliament and of the Council.

With the adoption of HG No. 257/2026, Moldova has established the national legal framework for the accreditation and oversight of independent GHG emissions verifiers. This creates a clear mandate for implementation by MOLDAC, as the national accreditation body and requires targeted institutional support to ensure that accreditation, surveillance, impartiality, competence assessment and mutual recognition procedures are applied consistently with the EU AVR framework.

In this regard, in 2026 there was signed an Joint action plan between the Ministry of Environment and Moldova Accreditation Agency, to promote the timely implementation of AVR provision in MD.

The project is seeking to provide support for development of accreditation capacities under ISO/IEC 17029, including for validation and verification activities related to greenhouse gas emissions and climate action.

3. Tasks to be performed by the contractor

GIZ is seeking to contracting an EU-level expert, competent on the ISO/IEC 17029 scheme, to support the Moldova Accreditation Agency (MOLDAC) in implementation of provisions of Government Decision No. 257 of 20 May 2026 for the approval of the Regulation on accreditation and requirements applicable to verifiers of greenhouse gas emissions.

The consultant is expected to contribute to achieving on the main output of the project in Moldova, specifically the improvement of the national MRV-A framework and becoming operational by 2027. The Consultant will work in close consultation and coordination with the climate policy advisor, Moldova Accreditation Agency, project's national and international consultants and other relevant stakeholders.

The contractor is responsible for providing the following services:

1. Consulting MOLDAC in the process of developing the accreditation scheme for independent GHG emissions verifiers;
2. Training of Chief Evaluators/experts/technical evaluators on the requirements of ISO/IEC 17029 standards, EU regulations and applicable EA, IAF documents
3. Support in identification of technical experts according to pre-established criteria and advise before their subcontracting
4. Support organization of a study visit to national Accreditation Agencies from EU member countries, with the ISO/IEC 17029 accreditation scheme implemented.
5. Support in elaboration/revision of MOLDAC documents/forms according to the ISO/IEC 17029 accreditation scheme with the support of the EU expert:
 - Required Accreditation Domain
 - Criteria for selecting the personnel involved in this accreditation scheme, guidance documents, MS documents specific to the given field, the forms related to the scheme (evaluation report, assisted evaluation report, evaluation plan, etc
6. Inclusion in the MOLDAC evaluation team at the first evaluation of a chief evaluator and technicians from the National Accreditation Bodies of EU member countries

The work shall promote environmental integrity, transparency, accuracy, completeness, comparability and consistency, and ensure the avoidance of double counting (Article 4.13). Synergies with various projects on MRV-A topic shall be ensured (completed or in process of implementation)

Certain milestones, as laid out in the table below, are to be achieved during the contract term:

Milestones/process steps/partial services	Deadline/place/person responsible
Provide advisory support and trainings to MOLDAC personnel on ISO/IEC 17029 scheme and AVR implementation, including on site travel to Moldova (35 expert days)	Throughout the whole duration of contract
➤ Detailed work plan, methodology, coordination arrangements, and indicative timeline for providing advisory and training support to Moldac .	1 week from the contract signature
➤ Provide ad hoc advisory services as requested by Moldac and/or	Primary in November -December 2026

EU4Climate Resilience project that are contributing to AVR advancement ➤ At least 4-5 workshops and 1 training course organized (out of which 1 in person) ➤ Participate online, as required, in internal meetings, webinars, platforms, and other events related to AVR implementation and ISO/IEC 17029 scheme	January – February 2027 Ad hoc, throughout the duration of assignment
Support organization of a study visit of MOLDAC personnel to EU MS accreditation agency (5 w/days) ➤ Study visit concept agreed (2 pages) ➤ Host institution coordination ➤ Draft agenda and logistics package prepared ➤ Assist the Moldac delegation during the study tour	6-9 months from contract signature March-May 2027
Support Moldac in revising its internal management system documentation, to accommodate AVR standardization and ISO/IEC 17029 accreditation scheme (25 w/days) ➤ Review of MOLDAC's management system documentation - Gap analysis in relation to the Validation & Verification accreditation scheme ➤ Support MOLDAC in clarifying and structuring the required accreditation domain for validation/verification activities under ISO/IEC 17029, including scope description and links to relevant climate/GHG areas. ➤ Support the development or revision of criteria for selecting and qualifying personnel involved in the scheme, including lead assessors, technical assessors, experts etc.	Throughout the whole duration of contract

➤ Provide technical input for revising MOLDAC management system documents specific to the ISO/IEC 17029 accreditation scheme, including procedures, guidance documents and internal instructions. ➤ Support in addressing the scheme-specific requirements in MOLDAC's documents Other consulting / supporting activities (e.g. in identification of suitable technical experts for the scheme, etc)	
Participate in the first evaluation process as advisor with EU accreditation expertise, including 1 on site visit to Moldova (2 w/days)	8-9 months from contract signature

Period of assignment: from 31 October 2026 until 30 June 2027.

4. Concept

In the tender, the tenderer is required to show *how* the objectives defined in Chapter 2 (Tasks to be performed) are to be achieved, if applicable under consideration of further method-related requirements (technical-methodological concept). In addition, the tenderer must describe the project management system for service provision.

Note: The numbers in parentheses correspond to the lines of the technical assessment grid.

Technical-methodological concept

Strategy (1.1): The tenderer is required to consider the tasks to be performed with reference to the objectives of the services put out to tender (see Chapter 1 Context) (1.1.1). Following this, the tenderer presents and justifies the explicit strategy with which it intends to provide the services for which it is responsible (see Chapter 2 Tasks to be performed) (1.1.2).

The tenderer is required to present the actors relevant for the services for which it is responsible (**1.2**)

The tenderer is required to describe the key **processes** for the services for which it is responsible and create an **operational plan** or schedule (1.4.1) that describes how the services according to Chapter 2 (Tasks to be performed by the contractor) are to be provided. In particular, the tenderer is required to describe the necessary work steps and, if applicable, take account of the milestones and **contributions** of other actors (partner contributions) in accordance with Chapter 2 (Tasks to be performed) (1.4.2).

The tenderer is required to present and explain the measures that are undertaken to promote scaling-up effects (1.5.2) under **learning and innovation**.

Project management of the contractor (1.6)

The tenderer is required to explain its approach for coordination with the GIZ project. In particular, the project management requirements specified in Chapter 2 (Tasks to be performed by the contractor) must be explained in detail.

5. Personnel concept

The tenderer is required to provide personnel who are suited to filling the positions described, on the basis of their CVs (see Chapter 7), the range of tasks involved and the required qualifications.

The below specified qualifications represent the requirements to reach the maximum number of points in the technical assessment.

Team leader

Tasks of the key expert

- Provide qualitative and timely advisory support to the project beneficiaries
- Coordinating and ensuring communication with GIZ, partners and others involved in the climate policy enhancement work
- Regular reporting in accordance with deadlines

Qualifications of the team leader

- Education/training (2.1.1): Master's Degree or equivalent in a relevant field, such as Energy, Industry, Chemistry, Biology, Agriculture and/or Forestry Sciences, Environmental Policy, Engineering, Environmental economics
- Language (2.1.2): Command of English (C2)
- General professional experience (2.1.3): 7 years of professional experience in accreditation according to European Regulations related to environment and climate standards
- Specific professional experience (2.1.4): 7 years in provision of consultancy support, guidance documents
- Leadership/management experience (2.1.5): 7 years of project management or/leadership experience as team lead evaluator, team lead assessor, lead peer evaluator
- Regional experience (2.1.6): 7 years of experience in EU funded projects dealing with transposition of EU climate Aquis in the national legislation and strengthening of institutional capacities related to accreditation of independent verifiers
- Development cooperation (DC) experience (2.1.7): 7 years of experience in DC projects in EaP region, including Moldova
- Other (2.1.8): 7 years experience as a qualified EA Team Member in peer evaluations of Validation and Verification Bodies , including assessment of compliance with applicable accreditation requirements and standards.

Soft skills

In addition to their specialist qualifications, the following qualifications are required from team leader:

- Team skills
- Initiative

- Communication skills
- Efficient, partner- and client-focused working methods
- Interdisciplinary thinking

6. Costing requirements

Assignment of personnel and travel expenses

Per diem allowances are reimbursed as a lump sum up to the maximum amounts permissible under tax law for each country as set out in the country table in the circular from the German Federal Ministry of Finance on travel expense remuneration (downloadable from the [German Federal Ministry of Finance – tax treatment of travel expenses and allowances for international business travel as of 1 January 2026 \(GERMAN ONLY\)](#)).

Accommodation allowances are reimbursed as detailed in the specification of inputs below.

With special justification, additional Accommodation costs up to a reasonable amount can be reimbursed against evidence.

All business travel must be agreed in advance by the officer responsible for the project

Sustainability aspects for travel

GIZ has undertaken an obligation to reduce greenhouse gas emissions (CO₂ emissions) caused by travel. When preparing your tender, please incorporate options for reducing emissions, such as selecting the lowest-emission booking class (economy) and using means of transport, airlines and flight routes with a higher CO₂ efficiency. For short distances, travel by train (second class) or e-mobility should be the preferred option.

CO₂ emissions caused by air travel must be offset. GIZ specifies a budget for this, through which the carbon offsets can be settled against evidence.

There are many different providers in the market for emissions certificates, and they have different climate impact ambitions. The [Development and Climate Alliance \(German only\)](#) has published a [list of standards \(German only\)](#). GIZ recommends using the standards specified there.

Specification of inputs

Fee days	Number of experts	Number of days per expert	Total	Comments
Designation of TL	1	67	67	
Travel expenses	Quantity	Number per expert	Total	Comments
Fixed travel budget	1	1	948 €	An overall budget of 948 EUR is estimated for 2 roundtrips flights. Costs are covering the flight ticket,

				overnight accommodation and per diems. Cost will be invoiced against provision of evidence.
CO₂ compensation for air travel	1	1	200 €	A fixed budget of EUR 200€ is earmarked for settling carbon offsets against evidence. There are estimated 2 roundtrips to Moldova with around 50 EUR compensation for one way flight.

Workshops, events and trainings

The contractor is expected to suggest and facilitate events and/or workshops.

7. Inputs of GIZ or other actors

The MOLDAC Agency is expected to make the following available:

- Workstation
- Logistics for workshops (venue, video equipment, etc.)
- Relevant staff to engage in consultations work with the contractor

8. Requirements on the format of the tender

The structure of the tender must correspond to the structure of the ToR. In particular, the detailed structure of the concept (Chapter 3) should be organised in accordance with the positively weighted criteria in the assessment grid (not with zero). The tender must be legible (font size 11 or larger) and clearly formulated. It must be drawn up in English (language).

The complete tender must not exceed 10 pages (excluding CVs). If one of the maximum page lengths is exceeded, the content appearing after the cut-off point will not be included in the assessment. External content (e.g. links to websites) will also not be considered.

The CVs of the personnel proposed in accordance with Chapter 4 of the ToRs must be submitted using the format specified in the terms and conditions for application. The CVs shall not exceed 4 pages each. They must clearly show the position and job the proposed person held in the reference project and for how long. The CVs can also be submitted in English (language).

Please calculate your financial tender based exactly on the parameters specified in Chapter 5 Quantitative requirements. The contractor is not contractually entitled to use up the days, trips, workshops or budgets in full. The number of days, trips and workshops and the budgets will be contractually agreed as maximum limits. The specifications for pricing are defined in the price schedule.