



## TERMS OF REFERENCE

- **Job title:** National Consultant to design a demonstration programme on natural refrigerants under HPMP Stage III
- **Duty Station:** Republic of Moldova, Chisinau
- **Reference to the project:** Implementation of Tranche 2 of Stage III of the HCFC Phase-out Management Plan (HPMP) in the Republic of Moldova
- **Contract type:** Individual Contract (IC)
- **Contract duration:** up to 27 working days during August– December 2026

### 1. Background

The Republic of Moldova is Party to the Vienna Convention for the Protection of the Ozone Layer (Vienna, March 22, 1985) and Montreal Protocol (MP) on Substances that Deplete the Ozone Layer (Montreal, September 16, 1987) since 1996. In this line, the country has committed to gradual phase-out of ozone depleting substances (ODS) such as hydrochlorofluorocarbons (HCFCs) mostly because of their high Global Warming Potential (GWP) and the significant climate benefits this would generate. Linked to the schedule for HCFCs phase-out (and the concern about HFCs), is the need for continued development of alternative substances and low or zero GWP energy efficient technologies that would minimize environmental impacts, in particular impacts on climate, as well as meeting other health, safety and economic considerations.

On 27 June 2014, the European Union (EU) and the Republic of Moldova signed the Association Agreement(AA), which is applied since 1 September 2014. The Parliament of Moldova ratified the AA on 2 July 2016'.Article 95 from the AA specifically refers to the cooperation between the two Parties in the area of climate change and ozone layer protection.

Chapter 17 of the National Action Plan on Moldova - EU Association Agreement for 2014-2019 includes actions to be implemented for environment protection. Measures related to ozone depleting substances include elaboration and approving of the National Phase-out plan for Hydrochlorofluorocarbons (HCFCs) for the period 2016-2040.

The Republic of Moldova is categorized as an Article 5 Party (developing country) under the Montreal Protocol with a low-volume consumption of chlorofluorocarbons (CFCs). Historically, ozone depleting substances (ODS) and, more specifically, HCFC consumption has occurred solely through their import and use in the refrigeration servicing sector. No HCFC production capacity is established in the country.

The Government of the Republic of Moldova has committed to follow the Montreal Protocol phase-out schedule for HCFCs. Consequently, the Programme for Phase-out of the Hydrochlorofluorocarbons (HCFCs) for 2016-2040 and Action Plan for its implementation during 2016-2020 (GD No. 856 dated July 13, 2016) has been elaborated by the National Ozone Unit (NOU) of the Ministry of Agriculture, Regional Development and Environment (MoARDE) in order to define the Government's commitment and plan to meet the HCFC phase-out obligations, which it has assumed as a Party to the MP under Decision XIX/6 of the 19th Meeting of the Parties, accelerating the phase-out of consumption of the hydrochlorofluorocarbons (HCFCs) in both Article 5 and non-Article 5 countries. Article 5 countries have been requested by the ExCom to adopt a staged approach to the implementation of their HCFC Phase-out Management Plans (HPMP).

HPMP Stage I program (2011-2015) was formulated with approval of the preparatory assistance at the 55th Executive Committee meeting in July 2008, and then approved for the Republic of Moldova at the 63rd Executive Committee meeting held in April 2011. The HPMP aimed at the 10% HCFC reduction from the estimated (2009/2010) baseline of 1,0 ODP tones of HCFC-22 used in the Refrigeration and Air Conditioning (RAC) servicing sector, as an overall objective by 2015, and comprised a combination of interventions such as policies and regulations, technical assistance, training, awareness and communications and management, coordination, and monitoring in the RAC sector.

Implementation of HPMP Stage I resulted in net sustainable reduction of 18% from the baseline in the national HCFC consumption in 2015, contributing to Moldova's compliance with the 2013 and 2015 control targets for HCFCs.

HPMP Stage II for the Republic of Moldova for the period 2016-2020 aimed to reduce HCFC consumption by 35 percent of the baseline (1,0 ODP tones).

The present HCFCs Phase-Out Management Plan – Stage III encompasses the current HCFCs consumption situation in the Republic of Moldova and the strategy, actions and support needed to achieve total phase-out in 2030 allowing for the 2.5% servicing tail during the period 2030-2040. It has been prepared by the national Montreal Protocol Unit (MPU) with the support of UNDP, acting as lead implementing agency and UNEP, acting as a cooperating agency, and has gone through national stakeholder consultation process to agree on the format of MLF assistance needed to accomplish HCFCs phase-out. It is intended to serve as a direct implementation instrument of the country's policy and commitment to meet its obligations under the Montreal Protocol.

The action plan for achieving the total HCFCs phase-out in 2030, allowing for the 2.5% servicing tail during the period 2030-2040, will include:

- Strengthening of the HCFCs Recover, Recycle and Reuse equipment system and application of good refrigeration practices and procedures in the RAC services sector;
- Technology support to RAC sector, formal technical education institutes and centres and Inspectorate for Environment Protection;
- Develop and implement a new technologies demonstration programme on natural refrigerants in the commercial refrigeration and cold storage sectors via local assembly.

Given that HCFC consumption in Moldova occurs primarily in the RAC servicing sector, the successful phase-out depends on strengthening the technical capacity of this sector and facilitating the uptake of low-global warming potential (low-GWP) refrigerants, including hydrocarbons (HC), carbon dioxide (CO<sub>2</sub>), and other natural alternatives. These technologies offer significant environmental benefits but require appropriate system design, specialized equipment, and strict adherence to safety standards.

During the previous stage of the project, a comprehensive market assessment and stakeholder engagement process was carried out to identify interested and eligible enterprises in key sectors such as supermarkets and cold storage facilities, alongside awareness-raising activities and initial technical groundwork for the promotion of low-GWP technologies. Building on these results, there is a need to move towards a more structured and strategic approach for promoting their uptake. In this context, the development of a comprehensive demonstration programme is essential to guide future investments, ensure technical feasibility and safety, and maximize replication potential across the sector. The present assignment aims to design such a programme by defining its technical concepts, priority applications, eligibility and selection framework, procurement approach, and monitoring system, thereby providing a clear and implementation-ready basis for scaling up low-GWP technologies in line with Moldova's HCFC phase-out commitments.

## **2. Objective and expected outputs**

The objective of this assignment is to provide technical expertise to support UNDP and the national Montreal Protocol Unit (MPU) of the P.I. “Environmental Projects Implementation Unit” in the design of a demonstration programme on natural refrigerants under HPMP Stage III. Building on previous results, including identified interested enterprises and initial technical groundwork, the assignment will define a structured programme framework for future deployment of demonstration projects using hydrocarbons (HC), CO<sub>2</sub>, and other low-GWP refrigerants. The assignment will define the programme’s strategic and operational parameters, including priority applications, target beneficiaries, eligibility and selection criteria, co-financing approach, procurement modalities, and implementation workflow, complemented by practical tools such as application guidelines, application templates and evaluation instruments. The Consultant will also lead stakeholder consultation and validation through dedicated workshops, ensuring that programme design reflects market realities and incorporates stakeholder feedback. In addition, the assignment will establish a monitoring and performance framework to ensure reliable data generation and support replication and scaling-up of low-GWP technologies.

The final output will be a comprehensive programme design package, providing a clear and technically sound basis for implementation of demonstration installations in the RAC sector.

To achieve the objective, the Consultant shall have the following responsibilities:

- Review previous stage results and define the scope, objectives, target sectors, and priority applications of the demonstration programme, ensuring alignment with technical feasibility and market potential.
- Identify and justify priority applications for the demonstration programme (e.g. supermarkets, cold storage facilities), taking into account technical feasibility, alignment with HCFC phase-out priorities, suitability for low-GWP technologies, market demand, and potential for replication and scaling-up across the RAC sector.
- Develop standardized technical models for demonstration installations, outlining indicative system configurations, capacity ranges, and key safety requirements at a conceptual level, suitable to guide future implementation.
- Define the programme structure and implementation approach by developing the overall programme architecture, including the number and types of demonstration projects and implementation phases, as well as specifying stakeholder roles (UNDP, MPU, beneficiaries, suppliers) and implementation modalities (including procurement and co-financing arrangements).
- Develop eligibility and selection criteria for the demonstration programme, covering beneficiary selection, technical suitability of proposed applications, and readiness for implementation, including availability of co-financing.
- Prepare practical implementation tools, such as application guidelines for participating companies, application templates, evaluation instruments, and operational procedures. The Application Guidelines shall cover, as a minimum: the purpose and scope of the call; eligibility requirements, including the co-financing requirement; the list of mandatory documents to be submitted; submission modalities, channel and deadline; and the evaluation, scoring and approval process, including arrangements for clarifications and for notification of applicants.
- Develop detailed selection criteria and a transparent selection methodology for the demonstration programme, ensuring objective, consistent, and transparent assessment of eligible beneficiaries based on defined technical, operational, and readiness parameters.
- Define the procurement approach for the demonstration programme, including indicative technical requirements at programme level (without full specifications) and proposed procurement modalities.
- Organize and facilitate stakeholder consultation and validation workshops, including preparation of agendas, materials, and summary reports and integrating stakeholder feedback into programme design.
- Define key performance indicators (KPIs) and monitoring parameters (e.g. energy consumption, system performance, refrigerant use) to enable effective tracking, evaluation, and comparability of demonstration project results.
- Propose a structured approach for data collection, reporting, and evaluation of demonstration results, ensuring consistency, reliability, and relevance for assessing performance and supporting replication and scaling-up.

- Develop a structured implementation roadmap for the demonstration programme, outlining timeline, sequencing of activities, and key risks with corresponding mitigation measures to support effective rollout.

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

- A clearly defined programme scope and framework, including objectives, target sectors, and priority applications, documented and validated by UNDP/MPU as aligned with technical feasibility and market potential.
- A justified list of priority applications (e.g. supermarkets, cold storage), including documented rationale based on technical, market, and replication criteria, accepted by UNDP/MPU.
- A validated programme architecture, defining demonstration project types, implementation phases, stakeholder roles, and implementation modalities (including procurement and co-financing).
- An implementable roadmap developed, including timeline, sequencing, and key risks with mitigation measures.
- A set of standardised technical models for demonstration installations, stating indicative system configurations, capacity ranges and key safety requirements, accepted by UNDP/MPU.
- Approved eligibility and selection criteria and a transparent selection methodology, including a weighted scoring grid applicable to all applicants.
- A complete implementation toolkit in use: Application Guidelines for participating companies, application template, evaluation grid and written operational procedures.
- A defined procurement approach for the demonstration programme, including indicative technical requirements at programme level and proposed procurement modalities.
- At least two stakeholder events held (one consultation workshop and one validation workshop), each documented with agenda, participant list and a record of how feedback was addressed.
- An operational monitoring and performance framework with measurable KPIs, baselines, data sources and reporting templates enabling comparability of demonstration results.
- A documented beneficiary evaluation, with completed scoring sheets and a ranked list of recommended beneficiaries submitted for approval by UNDP/MPU.

### 3. Expected Deliverables:

|    | Key deliverables                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                | Estimated workload | Tentative deadline |
|----|---------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|--------------------|--------------------|
| 1. | <b>Deliverable 1: Programme Design, Priority Applications and Operational Framework</b><br><br><i>Note: This deliverable will define the demonstration programme, including scope, priority applications, and target beneficiaries based on existing sector analysis. It will establish programme architecture, eligibility and selection criteria, institutional arrangements, procurement and co-financing approach, and include practical implementation tools, like application template and evaluation tools and documented stakeholder consultation workshop results.</i> | 16 w.d.            | 15 October 2026    |
| 2. | <b>Deliverable 2: Final Demonstration Programme and Beneficiary Evaluation &amp; Validation Report</b><br><br><i>Note: This deliverable will consolidate the final programme design and implementation readiness package. It will include:</i> <ul style="list-style-type: none"> <li>• <b>Final Programme Design (4 w.d.)</b><br/>This will cover the consolidation of the final programme design,</li> </ul>                                                                                                                                                                  | 11 w.d.            | 10 December 2026   |

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|  | <p>including the implementation roadmap, risk analysis, and monitoring framework.</p> <ul style="list-style-type: none"> <li>• <b>Company Application Process and Evaluation Criteria (3 w.d.)</b><br/>This will cover the development and implementation of the application process for participating companies, including application guidelines, eligibility requirements, and evaluation criteria for the assessment of applications.</li> <li>• <b>Company Evaluation Results and Recommendations (2 w.d.)</b><br/>Outputs include the evaluation of participating companies based on the defined criteria, completed evaluation tools/sheets, an evaluation summary report (including scores and justification), and a ranked list of beneficiaries recommended for approval by UNDP/MPU.</li> <li>• <b>Final Validation Workshop and Finalization of Documentation (2 w.d.)</b><br/>This will include the final validation workshop, summarized stakeholder feedback confirming readiness for implementation, and incorporation of relevant feedback into the final version of the programme documentation.</li> </ul> |  |  |
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#### 4. Organizational Setting:

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

The consultant is expected to work under the overall guidance of UNDP Moldova (Environment, Energy and Climate Change Cluster) and under direct supervision of the National Montreal Protocol Unit (MPU), P.I. “Environmental Projects Implementation Unit”. The Consultant will lead the assignment and coordinate closely with the Technical Consultant, ensuring integration of technical inputs into the overall programme design. The Consultant will also engage with relevant stakeholders, including representatives of the RAC sector and training participants.

Before submission of deliverables, the Consultant will discuss draft documents with the Technical Consultant and the relevant parties involved, ensuring that final outputs reflect consolidated feedback and agreed positions.

#### 5. Financial arrangements:

The financial proposal shall specify a total lump sum amount, and payment terms around specific and measurable (qualitative and quantitative) deliverables. Payment will be made upon the successful completion of the tasks assigned and submission of the assessment report. Payments are based upon output, i.e. upon delivery of the services specified in the TOR. 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:

- University degree (Bachelor's or Master's) in Engineering, Environmental Sciences, Natural Resources Management, Climate Change, Public Policy, Economics, Law, or another relevant field.

##### Years and sphere of experience:

- At least 7 years of experience in environmental management, climate change, infrastructure, energy, refrigeration and air-conditioning, or related technical sectors; experience with RAC technologies, refrigerants, or Montreal Protocol-related initiatives would be considered a strong asset;
- Demonstrated experience in development of programmes, strategies, roadmaps, action plans, feasibility studies, policy frameworks, or institutional development initiatives.
- Demonstrated experience in stakeholder consultation, policy dialogue, institutional coordination, and development of implementation frameworks involving public institutions, private sector entities, and development partners.
- Previous experience working with international organizations or development projects (e.g. UNDP, UNEP or similar) is a strong asset.

#### **Competencies:**

- Understanding of environmental technologies, climate mitigation measures, infrastructure development, or sectoral transition programmes. Knowledge of RAC systems and low-GWP refrigerant technologies would be considered an asset.
- Strong analytical skills, including the ability to assess technical feasibility, market relevance, and replication potential.
- Ability to translate technical information into clear, structured, and actionable documentation.
- Strong communication and coordination skills, with the ability to work with technical and institutional stakeholders.

Fluency in Romanian and working knowledge of English are required, as all communications and documentation related to the assignment will be in Romanian and English (Section 4). Knowledge of Russian will be an asset.

*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;
- Motivation statement indicating the position applying for, explaining why they are the most suitable for the work including previous experience in similar Projects (please provide brief information on each of the above qualifications, item by item);

**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:

- University degree (Bachelor's or Master's) in Engineering, Environmental Sciences, Natural Resources Management, Climate Change, Public Policy, Economics, Law, or another relevant field;
- At least 7 years of experience in environmental management, climate change, infrastructure, energy, refrigeration and air-conditioning, or related technical sectors;
- 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:

- 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 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 |
|-------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|---------------------------|
| <b>Technical evaluation</b>                                                                                                                                                                                                                                                                                                                                             |                           |
| University degree (Bachelor's or Master's) in Engineering, Environmental Sciences, Natural Resources Management, Climate Change, Public Policy, Economics, Law, or another relevant field<br><i>(Bachelor's degree – 10 pts., Master's degree – 15 pts., PhD degree – 20 pts.)</i>                                                                                      | <b>20</b>                 |
| At least 7 years of experience in environmental management, climate change, infrastructure, energy, refrigeration and air-conditioning, or related technical sectors; experience with RAC technologies, refrigerants, or Montreal Protocol-related initiatives would be considered a strong asset<br><i>(7 years – 20 pts., each year – 5 pts., up to max. 40 pts.)</i> | <b>40</b>                 |
| Demonstrated experience in development of programmes, strategies, roadmaps, action plans, feasibility studies, policy frameworks, or institutional development initiatives<br><i>(2 documents – 10 pts, each additional document – 5 pts up to max. 30 pts).</i>                                                                                                        | <b>30</b>                 |
| Demonstrated experience in stakeholder consultation, policy dialogue, institutional coordination, and development of implementation frameworks involving public institutions, private sector entities, and development partners<br><i>(2 assignments – 10 pts, each additional assignment – 5 pts up to max. 30 pts).</i>                                               | <b>30</b>                 |
| Previous experience working with international organizations or development projects (e.g. UNDP, UNEP or similar) is a strong asset<br><i>(No - 0 pts, Yes – 10 pts).</i>                                                                                                                                                                                               | <b>10</b>                 |

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|-----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|------------|
| <b>Technical scoring</b>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                | <b>130</b> |
| <b>Interview</b> (demonstrated technical knowledge and experience; communication/ interpersonal skills; initiative; creativity/ resourcefulness).<br><b>Only the first 5 applicants that have accumulated the highest technical score shall be invited to the interview.</b>                                                                                                                                                                                                                                                                                                                                                            |            |
| Understanding of environmental technologies, climate mitigation measures, infrastructure development, or sectoral transition programmes. Knowledge of RAC systems and low-GWP refrigerant technologies would be considered an asset.<br><i>(Limited – 5 pts, fair – up to 20 pts., good – up to 30 pts, very good – up to 50 pts).</i>                                                                                                                                                                                                                                                                                                  | <b>50</b>  |
| Strong analytical skills, including the ability to assess technical feasibility, market relevance, and replication potential.<br><i>(Limited – 5 pts, fair – up to 15 pts., good – up to 25 pts, extensive – up to 40 pts).</i>                                                                                                                                                                                                                                                                                                                                                                                                         | <b>40</b>  |
| Ability to translate technical information into clear, structured, and actionable documentation.<br><i>(Limited – 5 pts, fair – up to 15 pts., good – up to 25 pts, extensive – up to 30 pts).</i>                                                                                                                                                                                                                                                                                                                                                                                                                                      | <b>30</b>  |
| Strong communication and coordination skills, with the ability to work with technical and institutional stakeholders.<br><i>(No – 0 pts., to some extent –10 pts., extensive experience / good skills – 20 pts.)</i>                                                                                                                                                                                                                                                                                                                                                                                                                    | <b>20</b>  |
| Fluency in Romanian and working knowledge of English are required; knowledge of Russian will be an asset. <i>(Romanian – 10 pts; English – 5 pts; Russian – 5 pts. Candidates who do not demonstrate working knowledge of both Romanian and English do not meet the minimum requirement and shall not be scored on this criterion.)</i>                                                                                                                                                                                                                                                                                                 | <b>20</b>  |
| Belonging to the group(s) under-represented in the UN Moldova and/or the area of assignment*<br><i>(No – 0 pts., to one group – 5 pts., to two or more groups – 10 pts.)</i><br><br><i>* 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. <b>Please specify in CV, in case you belong to the group(s) under-represented in the UN Moldova and/or the area of assignment.</b></i> | <b>10</b>  |
| <b>Total interview scoring</b>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                          | <b>170</b> |
| <b>Maximum Total Technical Scoring</b>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                  | <b>300</b> |
| <b>Financial</b>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                        |            |
| Evaluation of submitted financial offers will be done based on the following formula:<br><b><math>S = F_{min} / F * 200</math></b><br><b>S</b> – score received on financial evaluation.<br><b>F<sub>min</sub></b> – the lowest financial offer out of all the submitted offers qualified over the technical evaluation round.<br><b>F</b> – financial offer under consideration                                                                                                                                                                                                                                                        | <b>200</b> |

#### Winning candidate

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