



## INDIVIDUAL CONSULTANT PROCUREMENT NOTICE

Date: 20 January 2014

**Country:** Republic of Moldova

**Description of the assignment:** National Consultant for gender mainstreaming (disaster and climate risk reduction policy documents and disaster curricula)

**Project name:** Moldova Disaster and Climate Risk Reduction Project, Phase II

**Period of assignment/services:**

Proposals should be submitted online only, by following the “Apply online” link, no later than [31 January 2014](#).

Requests for **clarification only** must be sent by standard electronic communication to the following e-mail: [ecaterina.chistruga@undp.org](mailto:ecaterina.chistruga@undp.org). UNDP will respond by standard electronic mail and will send written copies of the response, including an explanation of the query without identifying the source of inquiry, to all applicants.

### 1. BACKGROUND

Moldova's economy, population, and environment are highly exposed and vulnerable to climate variability and change and different kinds of natural hazards, including drought, floods, severe weather, earthquakes, and landslides. Average annual losses from hydrometeorological hazards comprise around three percent of GDP (if the 2007 drought is factored into the annual average). They have a severe impact upon the rural population of Moldova, which makes up around 60% of the total and depends largely upon agriculture for their livelihood. Overall annual losses from geophysical hazards account for 0.9% of GDP. These primarily threaten infrastructure, homes, and public buildings.

The Moldova Disaster and Climate Risk Reduction Project, Phase II, is a 3-year project (October 2013 – September 2016), funded and implemented by UNDP. During the first phase of the project a gradual shift of focus from traditional disaster response towards a more comprehensive approach to Disaster and Climate Risk Management oriented at prevention and preparedness could be observed. Building on this, the second phase will put emphasis on developing disaster risk management capacities, raising awareness of the general population and policy- and decision makers and increasing the level of knowledge of practitioners.

The main objective of the 2<sup>nd</sup> phase of the project is to reduce disaster and climate risks in Moldova through the development of national and local risk management capacities. Outputs in support of this objective are as follows:

1. *Coordination, planning, and monitoring capacities enhanced to execute the National Disaster Risk Management Strategy*
2. *Key stakeholders and society have improved DRR awareness and knowledge, as well as strengthened ability to develop own capacity*
3. *Regional and Local level risk management replicated and upscaled in Moldova*

The main implementing partners are the Civil Protection and Emergency Situations Service of the Ministry of Interior and its affiliated training centers, Ministry of Environment, Ministry of Health, Crisis Medicine Training Center, Ministry of Education, LPAs, NGOs and CBOs.

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

UNDP Moldova is seeking a qualified candidate to assist the Civil Protection and Emergency Situations Service and the Disaster and Climate Risk Reduction Project in mainstreaming the gender equality into the disaster risk reduction policy documents and civil protection curricula. The National Consultant will be responsible for mainstreaming the gender equality into the following documents:

- National Disaster Risk Management Strategy 2014 – 2020 and Action Plan;
- Curricula for Civil Protection and Emergency Situations Training Center;
- School and University Curricula;
- Community Level Development Planning methodology (with several practical examples of the Local Plans communities);

He/she will be responsible for:

1. *Performing the review* on state of including gender equality considerations and actions into:
  - a. The Draft of the National Disaster Risk Management Strategy and Action Plan, which is currently in the process of development under the lead of Civil Protection and Emergency Situations Service;
  - b. Civil Protection curricula for courses in the Civil Protection and Emergency Situations Service Training Center, School Curricula and University Curricula;
  - c. Local Development Plans for the community level in the actions related to disaster and Climate Risk Management;
2. *Providing recommendations* on strengthening the gender dimensions of each reviewed documents. Recommendations should be based on identified gaps and highlighted the actions needed to be taken by each particular stakeholder.
3. *Engage in an intensive consultation process* on gender mainstreaming with relevant stakeholders in Moldova on national and local level:
  - a. Perform the review of the concepts and documents with the involvement of all relevant stakeholders;
  - b. Prepare and conduct meetings with stakeholders, specified in the plan for the assignment;
  - c. Address all comments received from the stakeholders in a precise and accurate manner and introduce necessary changes;
  - d. Ensure the coherence of all deliverables with the national legal framework.
4. *Mainstreaming the gender dimensions into the policy documents:*
  - a. Introduce gender equality considerations into the National Disaster Risk Management Strategy 2014 – 2020 and Action Plan;
  - b. Introduce gender equality considerations into the Curricula for Civil Protection and Emergency Situations Training Center.
5. *Management of the assignment:*
  - a. Prepare a detailed work schedule in the beginning of assignment;
  - b. Inform the project manager about potential changes of the initial planning in a timely manner;
  - c. Provide deliverables in time according to the work schedule;
  - d. Ensure the quality of deliverables, respecting the author rights of the used materials and correctness of the information presented;
  - e. By the end of assignment, prepare final report on accomplished work, lessons learned, and conclusions on the implementation of assignment.

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

### 3. REQUIREMENTS FOR EXPERIENCE AND QUALIFICATIONS

#### I. Academic Qualifications:

- Advanced university degree in social sciences, human rights, on women/gender-related fields;

#### II. Years of experience:

- At least 5 years of progressively responsible professional experience in human rights, women/gender-related fields in Moldova;

#### III. Competencies:

- Excellent proven skills in analysis, negotiations and leadership and overall diplomatic skills;
- Good organizational, time management, facilitation and public presentation skills.
- Proven experience on preparation of written reports in an accurate and concise manner, and public presentation skills;
- Proven experience in gender mainstreaming into the policy documents;
- Proficiency in written and spoken Romanian and good command of Russian is required for this assignment. Knowledge of English will be an asset.
- Sound knowledge of disaster risk management system in Moldova would be an asset;

### 4. DOCUMENTS TO BE INCLUDED WHEN SUBMITTING THE PROPOSALS

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

1. Cover letter confirming interest and availability;
2. Financial proposal with the lump sum for the implementation of assignment, with the breakdown of costs (fee per day, DSA, travel). Financial offer should include all costs of stay in the country and travel;
3. Personal CV including past experience in similar projects.

### 5. FINANCIAL PROPOSAL

The financial proposal shall specify a total lump sum amount, and payment terms around specific and measurable (qualitative and quantitative) deliverables (i.e. whether payments fall in installments or upon completion of the entire contract). Payments are based upon output, i.e. upon delivery of the services specified in the TOR. In order to assist the requesting unit in the comparison of financial proposals, the financial proposal will include a breakdown of this lump sum amount (including travel, per diems, and number of anticipated working days).

#### **Travel**

All envisaged travel costs must be included in the financial proposal. This includes all travel to join duty station/repatriation travel. In general, UNDP should not accept travel costs exceeding those of an economy class ticket. Should the IC wish to travel on a higher class he/she should do so using their own resources.

In the case of unforeseeable travel, payment of travel costs including tickets, lodging and terminal expenses should be agreed upon, between the respective business unit and Individual Consultant, prior to travel and will be reimbursed.

## 6. EVALUATION

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

- Advanced university degree in social sciences, human rights, on women/gender-related fields;
- At least 5 years of progressively responsible professional experience in human rights, women/gender-related fields in 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	Scoring	Maximum Points Obtainable
<b><u>Technical</u></b>		
<ul style="list-style-type: none"> <li>• Advanced university degree in social sciences, human rights, on women/gender-related fields;</li> </ul>	(under - Master's – 10 pts., Master's – 20 pts., PhD's - 30 pts.)	30
<ul style="list-style-type: none"> <li>• At least 5 years of progressively responsible professional experience in human rights, women/gender-related fields in Moldova;</li> </ul>	(5 - 7 years – 10 pts., 7 - 10 years - 20 pts., >10 years – 30 pts.)	30
<ul style="list-style-type: none"> <li>• Specific relevant experience in gender mainstreaming into the policy documents;</li> </ul>	(no – 0, yes – 30 pts.)	30
<ul style="list-style-type: none"> <li>• Sound knowledge of disaster risk management system in Moldova;</li> </ul>	(no – 0, yes – 30 pts.)	30
<ul style="list-style-type: none"> <li>• Excellent proven skills in analysis, negotiations and leadership and overall diplomatic skills;</li> </ul>	(no – 0, yes – 30 pts.)	30
<ul style="list-style-type: none"> <li>• Proven experience on preparation of written reports in an accurate and concise manner;</li> </ul>	(no – 0, yes – 20 pts.)	20

<ul style="list-style-type: none"> <li>Proficiency in written and spoken Romanian and good command of Russian, knowledge of English;</li> </ul>	(Romanian – 10 pts.; Russian – 5 pts.; English – 5 pts.)	20
<ul style="list-style-type: none"> <li>Good organizational, time management, facilitation and public presentation skills.</li> </ul>	(no – 0, yes – 10 pts.)	10
<ul style="list-style-type: none"> <li>Interview</li> </ul>	(Demonstrated technical knowledge and experience - 60 pts.; Communication / interpersonal skills - 15 pts.; Initiative – 15 pts.; Creativity /resourcefulness – 10 pts.)	100
<b>Maximum Total Technical Scoring</b>		<b>300</b>
<b><u>Financial</u></b>		
Evaluation of submitted financial offers will be done based on the following formula: <b><math>S = F_{min} / F * 200</math></b> S – score received on financial evaluation; Fmin – the lowest financial offer out of all the submitted offers qualified over the technical evaluation round; F – financial offer under consideration.		<b>200</b>

#### Winning candidate

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

#### **ANNEXES:**

##### **ANNEX 1 – TERMS OF REFERENCES (TOR)**

##### **ANNEX 2 – INDIVIDUAL CONSULTANT GENERAL TERMS AND CONDITIONS**