

Terms of references

Job Title: International Consultant to lead the implementation of National Adaptation Planning process

Project Reference: Supporting Moldova's National Climate Change Adaptation Planning Process

Duration of Employment: February 2014 - July 2015

Contract type: Individual Contract

Expected workload: 45 working days (including two 5 days missions to Moldova)

I. Background

The Republic of Moldova's economy, population, and environment are highly vulnerable to climate variability and change. According to a range of studies, including the Republic of Moldova's Second National Communication (2nd NC) and Third National Communication (3-th NC) under the United Nations Framework Convention on Climate Change (UNFCCC) and the National Human Development Report (2009/2010 NHDR), the impacts of climate change are expected to intensify as changes in temperature and precipitation affect economic activity.

Responding to the risks posed by climate change requires a coordinated and concerted effort on the part of the Government of Moldova. The three year project "Supporting Moldova's National Climate Change Adaptation Planning Process" supported by the Austrian Development Cooperation (ADC) with funding from the Federal Ministry of Agriculture, Forestry, Environment and Water Management of the Republic of Austria and implemented by UNDP Moldova in partnership with the Ministry of Environment and its Climate Change Office is responding to this need.

The overall goal of the project is to ensure that Moldova has a system and capacities in place for medium- to long term adaptation planning and budgeting with the overall aim to reduce vulnerability of the population and key sectors to the impacts of climate change. The main project objective is to support Moldova to put in place its National Adaptation Planning process contributing to and building upon existing development planning strategies and processes and to implement priority adaptation actions.

The National Adaptation Plan (NAP) will be based on the National Adaptation Strategy and will be developed through a country-driven, gender-sensitive and participatory process. In order to achieve the project objective, the project interventions are designed to achieve the following outputs:

Output 1. Institutional and policy frameworks for medium- to long-term gender-sensitive adaptation planning and budgeting are in place.

Output 2. Institutional and technical capacities for iterative development of comprehensive NAP strengthened.

Output 3. Adaptation interventions in priority sectors implemented including demonstration projects at a local level to catalyze replication and upscaling.

This assignment will contribute to attainment of the Output 1, which aims a developing country-driven, gender-sensitive and participatory National Adaptation Plan as well as an institutionalised, iterative adaptation planning process, taking into consideration vulnerable sectors, groups, communities and ecosystems and should engage all relevant stakeholders.

The Project will contract an International Consultant on NAP to climate change adaptation to support the team of ICs and NCs to carry out a comprehensive institutional and capacity assessment of key sectors: water, agriculture, health, energy, transport, regional development.

It is expected that the work will be done through intensive consultations with all stakeholders involved in the NAP process. Necessary literature review, policy and documents analysis, as well as multi-stakeholder round tables and workshop consultations will be organized to discuss NAP roadmap and process. The NAP process is a cross- sectorial process involving a number of relevant ministries, policy makers, socio-economists, scientists, engineers, NGOs, civil society, therefore it is important to involve these key stakeholders in the process from the very beginning, so that they can understand better NAP roadmap and implementation process.

II. Scope of work and responsibilities

The objective of the assignment is to develop a country-driven, gender-sensitive and participatory National Adaptation Plan to climate change of Republic of Moldova, taking into consideration vulnerable sectors, groups, communities and ecosystems.

- Strengthen policy/institutional arrangement to implement NAP to climate change.
- Strengthen capacities at national levels to integrate climate change adaptation into development planning.
- Formulate fully budgeted national roadmap on the NAP process.
- Mainstream climate change adaptation into priority sectors, facilitating sectoral adaptation measures.

Expected deliverables and timeframe

The key products to be delivered are as follows:

- Adjusted UNFCCC guide for LDCs to the Moldova's country specific situation and as appropriate to the assignment.
- Supervised gaps and needs analysis in institutional and technical capacities of water, agriculture, health, energy, transport and regional development sectors undertaken by international and national consultants.
- Stakeholders' consultation (together with NCs) on sectorial gaps analysis and capacity assessment based on the developed sector specific survey.
- Long-term in-country mechanism for sustainable institutional arrangements for medium- to long-term planning and budgeting for adaptation developed.
- Fully budgeted national roadmap on the NAP process.
- Established national and sub-national participatory process for iterative NAP development.
- Updated sectorial development plans in at least two priority sectors based on mainstreamed CCA interventions.
- Relevant reference materials, manuals, tools, templates and handouts, to conduct all activities outlined in the Responsibilities below.

Responsibilities of the assignment include:

A. Methodological guidance

- Provide ICs and NCs team with well supported and actionable recommendations on the steps required to enable development of NAP based on UNFCCC guide for LDC (make adjustments if needed).
- Produce a detailed work plan to complete the task assigned in the ToR within the timeframe.

- Provide conceptual and methodological guidance and support to the team of the NCs and ICs for the achievement of the assignment's general objective.

B. Supervision of sector and institutional assessment of key sectors capacities for engagement in NAP process.

- Lead the process of gap analysis and assess strengths and weaknesses regarding the capacity of the sector (water, agriculture, health, energy, transport and regional development), professional expertise and skills, needs and resources required for an effective engagement in the NAP process.
- Supervise NCs activities on taking stock of current and past sector based adaptation activities in order to identify collected data and information, early results.
- Supervise NCs team assessment of existing and potential barriers to the planning and implementation of adaptation activities. Guide and coordinate the preparation by NCs team of: (i) List of existing and potential barriers to the planning and implementation of adaptation activities ;(ii) List of measures to overcome identified barriers, (iii) Menu of proposed adaption measures in the key sectors.
- Supervise consultation with key project stakeholders through conducted interviews based on the developed survey, including government representatives, key sector authorities, regional and local level administration representatives, academia, private sector, NGO's, others stakeholders.
- Prepare a draft Report on performed sector capacity and institutional assessments, including identified barriers and adaptation options.

C. Development of the Coordination Mechanism of institutional arrangements for climate change adaptation.

- Undertake assessment of the existing national and sub-national levels of coordinating mechanism for climate change adaptation. Identity and document current institutional arrangements at the national level to address climate change.
- Develop a long-term in-country mechanism for maintaining sustainable institutional arrangements for medium- to long-term planning and budgeting for adaptation. Prepare well supported and actionable recommendations on how the current institutional arrangement might be strengthened/changed in order to increase the efficiency and effectiveness of measures to address climate change adaptation related priorities at national, sectoral and sub-national levels over the medium and long terms, according to NAP.
- Identify suitable bodies and mechanisms that can be further strengthened in view of leading the NAP process.
- Supervise consultations and discussions on coordination structure and mechanism with key ministries representatives (round table discussions).
- Supervise activities on sensitizing policy-makers, decision-makers and legislators on the importance of medium- to long-term planning and budgeting for adaptation through providing information (scenario planning a range of possible climates, implication of other policies, strategies, systems modelling, other) on the importance of medium- to long-term planning and budgeting for adaptation, climate change impacts on relevant economic sectors, climate change risks and damage costs.
- Prepare a draft Report on development of a mechanism and suitable body to lead the NAP process in Moldova.

D. Elaboration of NAP Roadmap

- Formulate fully budgeted national roadmap on the NAP process (activities, inputs, milestones and financing requirements):
 - i. Identify and document current coordination and management arrangements for implementation of national and sector budget, as these may impact on implementation of climate change related activities.
 - ii. Supervise a clear breakdown of costs of NAP implementation to see how much can be absorbed into existing Government line budgets and how much would need additional resourcing will be performed by experts.
 - iii. Supervise the elaboration of Financing Strategy.
- To apply a gender sensitive approach entailing the participation of women and gender experts during the preparation of the NAP Roadmap, the NAP, sector plans and Financing Strategy.
- Organize a consultation workshop with project stakeholders' participation on the purpose of consulting and approving long-term strategy for NAP maintaining mechanism.
- Prepare a draft Report on elaboration of NAP roadmap, supervision of Financing Strategy and stakeholder consultation workshop.

E. Supervision of sectorial development plans activities.

- Supervise performed by NCs and ICs in-depth review of sectorial plans in the prioritized sectors to identify opportunities to mainstream adaptation options. Findings and results will be presented in a draft report.
- Supervise the sectorial planners training in the use of the tools and approaches to advance medium- to long-term adaptation planning and budgeting and implementation.
- Supervise the updating of sectorial development plans in at least two priority sectors based on mainstreamed CCA interventions. Following the review performed in previous activities, integrate adaptation issues into sectorial development plans of priority sectors.
- Establish mechanism for mainstreaming of climate change adaptation as standard practice in government and administrative procedures of sectors to be periodically revised from the climate change perspective.
- Organize consultations with key sectors representatives on mainstreaming climate change adaptation into sectorial plans. In collaboration with the project management unit to organize a workshop in order to present and discuss institutional and technical capacities for iterative development of comprehensive NAP findings and results.
- Prepare a draft Report on sectorial development plans activities.
- Prepare Final comprehensive Report on the assignment.

The timeframe and duration of activities are estimated to be broken down as follows:

Nr	Activity	Estimated Timing and deadline
1.	Actionable recommendations on the steps required to enable development of NAP based on UNFCCC guide for LDC (make adjustments if needed) and present them to Project Manager	March, 2014

2.	Workplan and approaches/methodology (including timelines and milestones for the completion of necessary activities) for conducting sector capacity and institutional assessments	March, 2014
3.	Developed overall Survey prototype with further incorporation of sector specific aspects for performing stakeholders' consultation on sectoral gap analysis and capacity assessment	March, 2014
4.	Draft comprehensive Report on performed sector capacity and institutional assessments, including identified barriers and adaptation options	April, 2014
5.	Workplan and approaches/methodology for conducting assessment of the existing national and sub-national levels of coordinating mechanism for climate change adaptation	May, 2014
6.	Recommendations on how the current institutional arrangement might be strengthened/changed in order to increase the efficiency and effectiveness of measures to address climate change adaptation related priorities at national, sectoral and sub-national levels over the medium and long terms, according to NAP	June, 2014
7.	Propose suitable bodies and mechanisms that can be further strengthened in view of leading the NAP process	August, 2014
8.	Prepare and present a comprehensive Draft Report on coordination mechanism activities	August, 2014
9.	National Roadmap on NAP process (activities, inputs, milestones and financing requirements)	September, 2014-May, 2015
10.	Consultation workshop with project stakeholders' participation on the purpose of consulting and approving long-term strategy for NAP maintaining mechanism	October, 2014
11.	Report on in-depth review of sectorial plans in the prioritized sectors to identify opportunities to mainstream adaptation options	November, 2014
12.	At least two sectorial plans updated based on mainstreamed CCA interventions.	December, 2014 - February, 2015
13.	Standard practices/mechanism to mainstreaming of climate change adaptation in government and administrative procedures.	February-March, 2015
14.	Workshop to present and discuss institutional and technical capacities for iterative development of comprehensive NAP findings and results.	May, 2015
15.	Prepare a draft Report on sectorial development plans activities.	June, 2015
16.	Final Report on the accomplished work with annexes as needed.	July, 2015

III. Management Arrangements:

Responsibility for Managing the Consultant

Undertake two 5 day missions to Moldova comprising meetings with Project team, National Consultants, concerned UNDP Project team, relevant national stakeholders.

The International Consultant will be assisted by the National Consultants and will work under guidance and is primarily reporting to the Project Manager and UNDP country office. He/she will also work closely with the

respective national partners, including state institutions, local authorities, civil society and international organizations. Meetings with the relevant stakeholders will be organized by the NCs.

Financial Arrangements

Payments will be disbursed in several installments, upon submission and approval of deliverables, and certification by UNDP Moldova Programme Manager that the services have been satisfactorily performed.

IV. Requirements for experience and qualification

Academic Qualification

- Advanced university degree in environmental science or other relevant field

Experience:

- At least 10 years of progressively responsible professional experience in climate change adaptation, including at least 7 years of experience at the international level. Part of that experience must be in the field involved with sector gaps and needs analysis in relation to NAP process
- Knowledge of institutional mandates, policies and guidelines related to NAP process
- Professional experience in East Europe would be a strong asset
- Sound knowledge of economic system in Moldova would be an asset

Competencies

- Excellent proven skills in analysis, leadership and overall diplomatic skills
- Proven experience on preparation of written reports in an accurate and concise manner, and public presentation skills
- Good organizational, time management and facilitation skills

Language requirements:

- Fluency in written and spoken English is required for this assignment. Knowledge of Romanian or Russian will be an asset.