

## Terms of references

**Job Title:** International Consultant on Institutional and Capacity Assessment

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

**Duration of Employment:** February-June, 2014

**Contract type:** Individual Contract

**Expected workload:** 25 working days

### 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 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.

The International Consultant will be assisted by the National Consultants and will work under guidance of 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.

## **II. Scope of work and responsibilities**

The objective of the assignment is to conduct a sector and institutional assessment of capacities and potential of implementing NAP in the following key sectors: water, agriculture, health, energy, transport, regional development;

- Analyse the data collected by NCs on current and past sector based adaptation activities. Review the information on sector's initiatives (projects, programmes, and capacity-building efforts) presented by NCs.
- Review and analyse the information on the assessments and best practices of relevance for the NAP process in Moldova of the selected sectors provided by NCs, and identify key gaps and needs in institutional and technical capacities of the sectors to integrate climate change into medium- to long-term planning processes.
- The results of the assessment to contribute to an operational and fully budgeted roadmap to undertake the NAP process in Moldova.

### **Expected deliverables and timeframe**

It is expected that the Consultant will:

- Develop a conceptual framework to undertake gaps and needs analysis in institutional and technical capacities of water, agriculture, health, energy, transport, regional development sectors with the view of integrating climate change into medium- to long-term planning processes.
- Develop a list of priority needs related to strengthening sectoral and institutional capacities in implementing NAP to climate change adaptation, including the estimation of development assistance if required.
- Based on assessment and prioritization process, prepare a capacity development plan.
- Perform stakeholders' consultation (together with NCs) on sectoral gaps analysis and capacity assessment based on the developed sector specific survey.
- Produce a List of ongoing and past adaptation activities and, where available, information on results (outputs and outcomes) and effectiveness of such activities.
- Prepare roundtable presentations based on the assessment/assignment findings and results including stakeholders' consultations.
- Prepare a report on the undertaken sectoral and institutional capacity assessment, identified gaps and vulnerabilities of national and sectoral policies and plans, elaborated list of ongoing and past adaption

activities, list of potential barriers and measures to overcome them, menu of potential medium and long term adaptation options and results on stakeholders' consultation on findings and results.

- Based on Institutional and Capacity Assessment elaborate a Capacity Development Plan, including timeline, budget, responsible, persons, etc.

Responsibilities of the assignment include:

- Provide conceptual and methodological guidance and support for the achievement of the assignment's general objective in which will be assisted by the NCs. Identify pertinent data and information, decide on the approaches, tools and methods and provide them as conceptual framework of the assessment to be performed.
- Gain an overview of the most important development goals relevant to the medium and long term adaptation; examine policy and legislative framework, development plans, other relevant documents for water, agriculture, health, energy, transport and regional development sectors.
- Develop the work plan for conducting sectoral capacity and institutional assessments:
  - i. Identify and document the human capacity/resources currently employed at the national, sectoral and sub-national levels to specifically address national and key sectoral climate change priorities;
  - ii. Assess the extent to which climate change considerations (particularly adaptation) have been identified, articulated, costed and prioritised (medium and long term priorities) and reflected in: (i) national plans, medium and long term strategies and provide recommendations for strengthening, where necessary; (ii) key sectoral policies and plans of water, agriculture, health, energy, transport and regional development ; (iii) relevant laws, regulations, codes and physical and strategic planning processes. Identify and assess any policies and plans specific to climate change, including the associated institutional arrangements.
  - iii. Identify and document key capacity and institutional gaps and prepare well supported and actionable recommendations on how these might be sustainably addressed.

The analysis will be performed based on available information (institutional regulations, structure, list of staff and their positions, personnel duties and responsibilities, resources, other).

- Analyse the data collected by NCs on current and past sector based adaptation activities. Review the information on sector's initiatives (projects, programmes, and capacity-building efforts) presented by NCs.
- Supervise and provide consultancy to NCs team in the assessment of existing and potential barriers to the planning and implementation of adaptation activities.
- Consult 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.
- Discuss with NCs team and stakeholders the findings and results of current assignment.

This will result in the development of a knowledge base for developing a NAP, drawing on available data and information. A gap analysis will identify areas that require strengthening in order for the country/sector to successfully undertake the NAP process. It will help to build sector and country profiles in the context of climate change vulnerability and adaptation, a detailed description of current status, issues and challenges, strengths and weaknesses of the available climate change adaptation assessment information. Potential barriers to the design and implementation of adaptation will be identified and measures to overcome them proposed for further development of the NAP roadmap.

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

Nr	Activity	Estimated Timing and deadline
1.	Detailed work plan and methodology for the assignment to be performed	February, 2014
2.	The work plan for conducting sectoral capacity and institutional assessments	March, 2014
3.	Survey on institutional capacity developed and conducted with further incorporation of sector specific aspects. Stakeholders' consultation on sectoral gap analysis and capacity assessment performed	March, 2014
4.	Report on findings of the survey stakeholders' consultation (to become a part of Institutional and Capacity Assessment Report)	March, 2014
5.	Draft Report on gap analysis, sector's strengths and weaknesses	
6.	Based on Institutional and Capacity Assessment elaborate a Capacity Development Plan	April, 2014
7.	Organize multi-sector round table consultation with the representatives of the line ministries, stakeholders on the findings and results of performed assessment	April, 2014
8.	Final Institutional and Capacity Assessment Report with annexes as needed	May, 2014

### III. Management Arrangements:

#### Responsibility for Managing the Consultant

Undertake a 5 day mission 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 of 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.