



INDIVIDUAL CONSULTANT PROCUREMENT NOTICE

Date: 05 February 2014

Country: Republic of Moldova

Description of the assignment: International Consultant on Institutional and Capacity Assessment

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

Period of assignment/services: February - June 2014 (25 working days)

Proposal should be submitted online by pressing the "Apply Online", no later than February 18, 2014.

Requests for **clarification only** must be sent by standard electronic communication to the following e-mail: valeria.ieseanu@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

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.

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

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.

For detailed information, please refer to the Terms of Reference.

3. REQUIREMENTS FOR EXPERIENCE AND QUALIFICATIONS

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.

4. DOCUMENTS TO BE INCLUDED WHEN SUBMITTING THE PROPOSALS

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

1. Proposal: Explaining why they are the most suitable for the work including information on previous similar assignments;
2. Financial proposal;
3. Personal CV or P11 including past experience in similar projects and at least 3 references.

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 does 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 UNDP Moldova and the Consultant, prior to travel and will be reimbursed.

A travel mission is envisaged under this assignment - a 5 day mission to Moldova comprising meetings with Project team, National Consultants, concerned UNDP Project team, relevant national stakeholders.

6. EVALUATION

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

- Advanced university degree in environmental science or other relevant field
- 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

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
<u>Technical</u>		
Advanced university degree in environmental science or other relevant field	(MSc-20 pts; PhD-30 pts)	30
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	(10 years – up to 40 pts; including up to 7 years at international level – 10 pts)	50
Knowledge of institutional mandates, policies and guidelines related to NAP process	(to some extent - 20 pts, strong yes - 30 pts)	30
Professional experience in East Europe would be a strong asset	(up to 5 years - 15 pts; >5 years - 20 pts)	20
Sound knowledge of economic system in Moldova would be an asset	(to some extent - 10 pts, strong yes - 20 pts)	20
Excellent proven skills in analysis, leadership and overall diplomatic skills	(up to 10 years- 15 pts; >10 years-25 pts)	25
Proven experience on preparation of written reports in an accurate and concise manner, and public presentation skills	(max 25 pts)	25
Good organizational, time management and facilitation skills	(max 20 pts)	20

Fluency in written and spoken English is required for this assignment. Knowledge of Romanian or Russian will be an asset	(English – 25 pts, Romanian and/or Russian – additional max 5 pts)	30
Interview (1) Demonstrated technical knowledge and experience; 2) Communication/interpersonal skills; 3) Leadership and self-management; 4) Creativity/resourcefulness	Demonstrated technical knowledge and experience – 25 pts; Communication/interpersonal skills – 10pts; Leadership and self-management – 10 pts; Creativity/resourcefulness – 5 pts	50
Maximum Total Technical Scoring		300
<u>Financial</u>		
Evaluation of submitted financial offers will be done based on the following formula: $S = F_{min} / F * 200$ 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.		200

Winning candidate

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

Important notice

The applicant who has 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 duration of the Individual Contract.

A retired government official is not considered in this case a government official, and as such, may be contracted.