



INDIVIDUAL CONSULTANT PROCUREMENT NOTICE

Date: 03 February 2014

Country: Republic of Moldova

Description of the assignment: National Coordinator and Biodiversity Specialist

Project name: Mainstreaming biodiversity conservation into Moldova territorial planning policies and land-use practices (Project Preparation Phase)

Period of assignment/services: February - September 2014 (57 working days)

Proposal should be submitted online by pressing the "Apply Online", no later than February 16, 2014.

Requests for **clarification only** must be sent by standard electronic communication to the following e-mail: silvia.pana-carp@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 Government of Moldova has requested support from GEF to prepare the medium-sized project "Mainstreaming Biodiversity Conservation into Moldova's Territorial Planning Policies and Land-Use Practices" intended to remove, in an incremental manner, the existing barriers for mainstreaming biodiversity priorities into district territorial planning policies and land use practices. More specifically, at the national level the project aims to establishing an enabling environment for mainstreaming biodiversity into land use planning, compliance monitoring and enforcement and test at the local level models of biodiversity compatible spatial planning and land-use. Capacity building for successful mainstreaming of biodiversity conservation envisaged by the project shall also ensure proper participatory spatial planning (including conflict resolution).

The Preparation Grant for the Project "Mainstreaming Biodiversity Conservation into Moldova's Territorial Planning Policies and Land-Use Practices" shall establish the baseline, collate and analyze the primary and secondary information and outline the GEF increment for the project through a number of relevant studies and stakeholders consultation with a view to further develop the approved project concept into a fully formulated project document.

The final output of the project preparation phase will be an UNDP-GEF project document and GEF CEO Endorsement request and relevant baseline GEF Tracking tool ready for submission to UNDP and GEF.

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

The responsibility of the National Coordinator and Biodiversity Specialist is to offer support to the International Lead Consultant to develop the relevant project's documentation and collate the necessary information/inputs needed for defining the Project Document that will be acceptable to the GEF. In addition, the National Coordinator, under the guidance of the International Lead Consultant, will coordinate the work of the national team of consultants (e.g. land use and pasture management, forest management and others identified).

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

3. REQUIREMENTS FOR EXPERIENCE AND QUALIFICATIONS

Academic Qualification

- Advanced university degree in natural resources management, biodiversity conservation, environmental planning, environmental economics and other related areas

Experience:

- At least 5 years of experience in developing projects related to biodiversity conservation and planning
- Extended coordination and team leading experience
- Experience working with UNDP and/or other international organizations on biodiversity conservation projects
- Previous experience of work with GEF biodiversity related projects will be an asset

Competencies

- Strong interpersonal skills, communication and diplomatic skills, ability to work in a team
- Strong analytical, reporting and writing abilities
- Openness to change and ability to receive/integrate feedback

Language requirements:

- Fluent in written and oral communication in English and Romanian
- Knowledge of Russian will be a strong 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.

6. EVALUATION

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

- Advanced university degree (MSc) in natural resources management, biodiversity; conservation, environmental planning, environmental economics and other related areas
- At least 5 years of experience in developing projects related to biodiversity conservation and planning.

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.

Provided that the evaluation panel decides to conduct the technical evaluation without interview the following evaluation scheme 1 shall apply:

EVALUATION SCHEME 1 (not involving interview):

- * 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 natural resources management, biodiversity conservation, environmental planning, environmental economics and other related areas	(MSc-20 pts; PhD-30 pts)	30
At least 5 years of experience in developing projects related to biodiversity conservation and planning	(5 years-up to 35 pts; each additional year – 5 points, up to max 50 pts)	50
Extended coordination and team leading experience	(up to 5 years- 20 pts; >5 years- 30 pts)	30
Experience working with UNDP and/or other international organizations on biodiversity conservation projects	(up to 5 years- 20 pts; >5 years- 25 pts)	25
Previous experience of work with GEF biodiversity related projects will be an asset	(up to 2 relevant assignments-15 pts; 2-4 relevant assignments - 35 pts; >4 relevant assignment -50 pts)	50
Strong interpersonal skills, communication and diplomatic skills, ability to work in a team	(max 30 pts)	30
Strong analytical, reporting and writing abilities	(max 35 pts)	35
Openness to change and ability to receive/integrate feedback	(max 20 pts)	20
Fluent in written and oral communication in English and Romanian. Knowledge of Russian will be a strong asset	(English – 25 pts, Romanian and/or Russian – additional max 5 pts)	30
Maximum Total Technical Scoring		300
<u>Financial</u>		
Evaluation of submitted financial offers will be done based on the following formula: <u>$S = F_{min} / F * 200$</u> 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).

Provided that the evaluation panel decides to conduct the technical evaluation with interview the following evaluation scheme 2 shall apply:

EVALUATION SCHEME 2 (involving interview):

* Technical Criteria weight – 60% (350 pts);

* Financial Criteria weight – 40% (233 pts).

Only candidates obtaining a minimum of 245 points would be considered for the Financial Evaluation.

Criteria	Scoring	Maximum Points Obtainable
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Technical		
Advanced university degree in natural resources management, biodiversity conservation, environmental planning, environmental economics and other related areas	(MSc-20 pts; PhD-30 pts)	30
At least 5 years of experience in developing projects related to biodiversity conservation and planning	(5 years-up to 35 pts; each additional year – 5 points, up to max 50 pts)	50
Extended coordination and team leading experience	(up to 5 years- 20 pts; >5 years- 30 pts)	30
Experience working with UNDP and/or other international organizations on biodiversity conservation projects	(up to 5 years- 20 pts; >5 years- 25 pts)	25
Previous experience of work with GEF biodiversity related projects will be an asset	(up to 2 relevant assignments-15 pts; 2-4 relevant assignments - 35 pts; >4 relevant assignment -50 pts)	50
Strong interpersonal skills, communication and diplomatic skills, ability to work in a team	(max 30 pts)	30
Strong analytical, reporting and writing abilities	(max 35 pts)	35
Openness to change and ability to receive/integrate feedback	(max 20 pts)	20
Fluent in written and oral communication in English and Romanian. Knowledge of Russian will be a strong 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		350
Financial		
Evaluation of submitted financial offers will be done based on the following formula: $S = F_{min} / F * 233$ 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.		233

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.