



INDIVIDUAL CONSULTANT PROCUREMENT NOTICE

Date: 10 February 2014

Country: Republic of Moldova

Description of the assignment: International Consultant to elaborate the Concept of the Reform and the Institutional Development Plan for the Civil Protection and Emergency Situations Service.

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

Period of assignment/services: 45 working days (March 10, 2014 – December 10, 2014)

Proposals should be submitted online only, by following the “Apply online” link, no later than [24 February 2014](#).

Requests for **clarification only** must be sent by standard electronic communication to the following e-mail: 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 2nd 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. To strengthen capacities in the Disaster Risk Reduction of the Civil Protection and Emergency Situations Service (CPESS) of the Ministry of Interior the Project seeks for a qualified candidate to support the main partner in the process of reform and developing the Institutional Development Plan.

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

The International Consultant will provide support the Civil Protection and Emergency Situations Service in the process of formulation of the Concept of the Reform, Action Plan and Institutional Development Plan for the period 2015-2020 to strengthen the Civil Protection and Emergency Situations Service in implementation of the National Disaster Risk Management Strategy. The documents elaborated should be in line with the national legislation, the Concept of the Reform of the Ministry of Interior and the requirements for Civil Protection and Emergency Situations Service stipulated in Association Agreement Moldova – European Union.

It is expected that the Consultant will:

- Elaboration of the Concept of the Reform, Action Plan and Institutional Development Plan;
- Engage in an intensive participatory consultation process with the stakeholders in Moldova through interviews, discussions, meetings and workshops;
- Prepare and submit reports in English.

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

3. REQUIREMENTS FOR EXPERIENCE AND QUALIFICATIONS

Academic Qualifications:

- Advanced university degree in civil protection, disaster risk management or other relevant field;

Years of experience:

- At least 10 years of progressively responsible professional experience in humanitarian affairs and/or development, including at least 7 years of experience at the international level.;
- Minimum 10 years of experience in strategic planning, Disaster Risk Reduction and/or Civil Protection.

Competencies:

- Knowledge of institutional mandates, policies and guidelines related to disaster management and civil protection;
- Sound knowledge of disaster risk management system in Moldova would be a strong advantage;
- Extensive professional experience in Europe and East Europe would be a strong asset;
- Excellent proven skills in analysis, negotiations and leadership and overall diplomatic skills;
- Good organizational, time management and facilitation skills;
- Proven experience on preparation of written reports in an accurate and concise manner, and public presentation skills;
- Fluency in written and spoken English and Russian/Romanian would be a strong advantage for this assignment.

4. DOCUMENTS TO BE INCLUDED WHEN SUBMITTING THE PROPOSALS

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

1. Proposal:
 - (i) Explaining why they are the most suitable for the work;
 - (ii) Provide a brief methodology on how they will approach and conduct the work (if applicable);
2. Financial proposal;
3. Personal CV 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 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.

Home based 3 missions (5 days each) to the Republic of Moldova, Chisinau.

6. EVALUATION

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

- Advanced university degree in civil protection, disaster risk management or other relevant field; or similar field or equivalent working experience in the sector;
- At least 10 years of progressively responsible professional experience in humanitarian affairs and/or development, including at least 7 years of experience at the international level.;

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>		
<ul style="list-style-type: none"> Advanced university degree in civil protection, disaster risk management or other relevant field; or similar field or equivalent working experience in the sector; 	(Master's – 20 pts., PhD's - 30 pts.)	30
<ul style="list-style-type: none"> At least 10 years of progressively responsible professional experience in humanitarian affairs and/or development; 	(10 - 15 years - 20 pts., >15 years – 30 pts.)	30
<ul style="list-style-type: none"> At least 7 years of experience at the international level in humanitarian affairs and/or development; 	(7-10 years – 5 pts., 10 - 15 years - 10 pts., >15 years – 20 pts.)	20
<ul style="list-style-type: none"> Minimum 10 years of experience in strategic planning, Disaster Risk Reduction and/or Civil Protection 	(up to 10 years - 5 pts. 10 - 15 years - 20 pts., >15 years – 30 pts.)	30
<ul style="list-style-type: none"> Knowledge of institutional mandates, policies and guidelines related to disaster management and civil protection; 	(no – 0, yes – up to 20 pts.)	20
<ul style="list-style-type: none"> Sound knowledge of disaster risk management system in Moldova; 	(no – 0, yes – 15 pts.)	15
<ul style="list-style-type: none"> Extensive professional experience in Europe and East Europe; 	(no – 0, yes – 12 pts.)	12
<ul style="list-style-type: none"> Excellent proven skills in analysis, negotiations and leadership and overall diplomatic skills; 	(no – 0, yes – 8 pts.)	8
<ul style="list-style-type: none"> Good organizational, time management and facilitation skills; 	(no – 0, yes – 8 pts.)	8
<ul style="list-style-type: none"> Proven experience on preparation of written reports in an accurate and concise manner, and public presentation skills; 	(no – 0, yes – 7 pts.)	7
<ul style="list-style-type: none"> Fluency in written and spoken English knowledge of Russian/Romanian; 	(English – 10 pts.; Russian – 5 pts.; Romanian – 5 pts.)	20
<ul style="list-style-type: none"> Interview 	(60 – demonstrated technical knowledge and experience; 15 – communication / interpersonal skills; 15 – initiative; 10 – creativity /resourcefulness)	100

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).

ANNEXES:

ANNEX 1 – TERMS OF REFERENCES (TOR)

ANNEX 2 – INDIVIDUAL CONSULTANT GENERAL TERMS AND CONDITIONS