

## Terms of Reference

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

**Project Reference:** Moldova Disaster and Climate Risk Reduction Project

**Duration of Employment:** March 10, 2014 – December 10, 2014

**Contract type:** Individual Contract

**Expected workload:** 45 working days, 3 missions (5 days each) to the Republic of Moldova, Chisinau

## 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 2<sup>nd</sup> 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.

## OBJECTIVES AND SCOPE OF THE ASSIGNMENT

The International Consultant will provide support the Civil Protection and Emergency Situations services in the process of formulation of the Concept of the Reform, Action Plan and Institutional

Development Plan for the period 2015-2020. 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:

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

#### **RESPONSIBILITIES OF THE ASSIGNMENT INCLUDE:**

##### **1) Elaboration of the Concept of the Reform, Action Plan and Institutional Development Plan:**

- i) Study and apply the best international experience covering the structure and the operational part of similar services and provide recommendations for CPSS on the possibilities to integrate the best practices into the Concept of the Reform and Institutional Development Plan;
- ii) Perform an assessment of the National Legal Framework as well as functional and organizational analysis of the Civil Protection and Emergency Situations Service to identify the gaps/bottlenecks and identify ways to integrate the proposed recommendations;
- iii) Assist in the formulation of the strategic vision, institutional, organizational, functional and legal framework for the Concept of the Reform and Institutional Development;
- iv) The Concept of the Reform should contain but not be limited to covering the following aspects:
  - (1) Description of the current situation;
  - (2) Detailed description of the objectives of the Reform;
  - (3) Legal background for the Reform;
  - (4) Measures and activities to achieve the specified objectives;
  - (5) List of proposed changes to the legislative framework;
  - (6) Evaluation of the impact of the reform (social, economic. etc.)
- v) Formulation of the Concept of the Reform, including the Action Plan and Institutional Development Plan, based on extensive consultative process with the Civil Protection and Emergency Situations Service.

##### **2) Engage in an intensive consultation process with stakeholders in Moldova through discussions and workshops, interviews;**

- i) Ensure that the Concept of the Reform and Institutional Development Plan is elaborated with the involvement of all relevant stakeholders; design a plan of stakeholders' participation and engagement
- ii) During 3 missions to Moldova (app. 5 days each), conduct meetings with stakeholders, interviews and workshops specified in plan for the elaboration of the Concept of the Reform, Action Plan and Institutional Development Plan.

##### **3) Prepare and submit reports in English.**

- i) Prepare an inception report after the first mission to Moldova, describing following implementation steps and short assessment of the operational models of similar services in other countries.
- ii) Prepare the mission reports on completing the second and the third missions.

- iii) By the end of assignment, prepare final report on accomplished work, lessons learned, and recommendations for further implementation and next steps to be taken for the elaboration of the Concept of the Reform, Action Plan and Institutional Development Plan.

#### Deliverables

- Detailed work schedule including the plan of the first mission to Moldova.
- Inception mission and short inception mission report.
- Short report on operational models of similar services in other countries, containing the
- Functional and organizational assessment report of the CPESS including, recommendations and main proposed development directions CPESS considering best international practices
- The Concept of the Reform, Action Plan and Institutional Development Plan.
- Three rounds of consultations with the main stakeholders and three mission reports.
- Final report on the accomplished work

#### **DELIVERABLES:**

International Consultant will work under guidance of UNDP Project Manager, in close collaboration the Civil Protection and Emergency Situations Service.

<b>Deliverable/milestone</b>	<b>Indicative timeframe</b>
<b><u>1. Submitting the detailed work schedule and methodology for the assignment and consequent approval of UNDP and CPESS.</u></b>  2 days	March 18, 2014
<b><u>2. Inception mission, first round of consultations with stakeholders and short inception mission report. Short assessment report on operational models of the similar services in other countries.</u></b> 7 days (2 days preparation, 5 days in the Republic of Moldova)	April 25, 2014
<b><u>3. First Drafts of the Concept of the Reform, Action Plan and Institutional development plan</u></b> 8 days	May 31, 2014
<b><u>4. Second mission to Moldova, second round of consultations with stakeholders</u></b> <b><u>Mission report.</u></b> 7 days (2 days preparation, 5 days in the Republic of Moldova)	July 15, 2014
<b><u>5. Second Drafts of the Concept of the Reform, Action Plan and Institutional development plan</u></b> 6 days	August 27, 2014
<b><u>6. Third mission to Moldova, third round of consultations with stakeholders</u></b> <b><u>Mission report.</u></b> 7 days (2 days preparation, 5 days in the Republic of Moldova)	October 14, 2014
<b><u>7. Final Version of the Concept of the Reform, Action Plan and Institutional development plan. Final report on the accomplished work</u></b> 8 days	November 30, 2014

**Duration:** 45 working days, through March 10, 2014 till December 10, 2014

**PAYMENT SCHEDULE:**

25% - upon submitting the detailed work schedule and the methodology for the assignment and consequent approval of UNDP (not later than 10 days after the start of the assignment);

25% - upon conducting inception mission, submitting short inception mission report, assessment report on operational models and First Drafts of the Concept of the Reform, Action Plan and Institutional Development plan (not later than May 31, 2014);

50% - upon conducting the second and third missions, submitting the Final Version of the Concept of the Reform, Action Plan and Institutional development plan. Final report on the accomplished work (not later than November 30, 2014).

**MANAGEMENT ARRANGEMENTS**

The International Consultant will be assisted by the National Consultant and will work under guidance of UNDP Project Manager. He/she will also work closely with the Civil Protection and Emergency Situations Services, the Ministry of Interior and other national partners, including state institutions, local authorities, civil society and international organizations. The payment for services provided will be made according the payment schedule in three installments upon approval and acceptance of the deliverables by the Project Manager and Civil Protection and Emergency Situations Service.

**QUALIFICATION REQUIRED:**

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