



INDIVIDUAL CONSULTANT PROCUREMENT NOTICE

Date: **30 June 2014**

Country: Republic of Moldova

Description of the assignment: SEA Team Leader

Project name: Implementation of the pilot SEA of the Orhei Town Master Plan

Period of assignment/services: July - December 2014 (up to 42 working days)

Proposals should be submitted online by pressing the "Apply now" button no later than **08 July 2014**.

Requests for **clarification only** must be sent by standard electronic communication to the following e-mail: nadja.netters@undp.org. UNDP will respond by standard electronic mail and will send copies of the response, including an explanation of the query without identifying the source of inquiry, to all consultants.

1. BACKGROUND

Strategic Environmental Assessment (SEA) effectively promotes sustainable development by mainstreaming environment into economic development at a national and local level. SEA is a well-established, practical and efficient planning and environmental governance tool/system set out in the UNECE Protocol on SEA to the Convention on Environmental Impact Assessment (EIA) in a Transboundary Context. It ensures that development plans in key sectors such as energy, water and waste management with likely significant adverse environmental impacts are efficiently developed taking into account environmental (and health) considerations. SEA, in particular, will allow identification of the most sustainable and cost-effective strategic development alternatives in Moldova for attracting new investments and for improving its environment. SEA also helps strengthen the country's environmental governance through fostering transparency and consultation with relevant stakeholders and the public prior to the approval of plans and programmes. SEA in a transboundary context can also greatly facilitate regional cooperation on environmental matters.

At the six Meeting of the Parties to the Espoo Convention, in June 2014 in Geneva, the Government of the Republic of Moldova (RM) requested the secretariat to assist the country in development of national SEA systems and practices and to raise awareness and understanding of the benefits of SEA among various stakeholders. Based on this request the work-plan of the two treaties for 2014–2017 includes several relevant activities such as: (a) finalising drafting of national legislation on SEA; (b) a pilot application of the SEA procedure to a draft Government plan or programme. The funding for the activities is secured through the EU funded programme Greening Economies in the Eastern Neighbourhood (EaP GREEN).

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

The responsibility of the National SEA Team Leader, under the guidance of the International Consultants, is to (a) Efficiently coordinate the work of the SEA national team of consultants (e.g. biodiversity, spatial planning, public health, water quality and others identified) in the step-by-step implementation of the SEA pilot based on the implementation plan jointly developed by RM and the Espoo Convention Secretariat; (b) Provide inputs to and draft a scoping report and an SEA report on the basis of the inputs prepared by her/himself and the other member of the SEA national team; (c) Prepare a final report on the implementation of the SEA pilot; (d) Organise start-up workshop, two training workshops and public participation and consultation events as well as the national round table consultation event on the draft SEA law; (e) ensure proper coordination of the SEA process with the planning organisation and the Orhei local community.

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

3. REQUIREMENTS FOR EXPERIENCE AND QUALIFICATIONS

I. Academic Qualifications:

- Advanced university degree in environmental science or other relevant field

II. Years of experience:

- At least 7 years of experience implementing projects related to environment
- Extended coordination and team leading experience
- Experience in the organization of public consultations and consultations with national authorities
- Familiarity with rules and procedures and prior working experience with UNDP and/or other international organizations would be a strong asset
- Knowledge of environmental assessment procedures and procedures under UNECE Protocol on Strategic Environmental Assessment
- Knowledge of the existing environmental regulatory and institutional framework in the Republic of Moldova
- Understanding of a planning process for development of strategic documents in the Republic of Moldova
- Documented experience in preparation of substantive report in environmental field
- Experience in one of the following fields is required: carrying out strategic environmental assessment, strategic planning, urban planning and in carrying out any type of environmental assessment

III. Competencies:

- Strong interpersonal skills, communication and diplomatic skills, ability to work in a team
- Strong analytical, reporting and writing abilities
- Good organizational, time management and facilitation skills
- Knowledge and skills of MS Office, including Word, Excel, PowerPoint
- Fluent in written and oral communication in English, Romanian and Russian
- Good drafting skills in Russian and Romanian

4. DOCUMENTS TO BE INCLUDED WHEN SUBMITTING THE PROPOSALS

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

1. Cover letter confirming interest and availability;
2. Financial proposal;
3. Personal CV including past experience in similar projects, the duly filled Personal History Form (P11) 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.

6. EVALUATION

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

- Advanced university degree in environmental science or other relevant field
- At least 7 years of experience implementing projects related to environment
- Experience in one of the following fields: carrying out strategic environmental assessment, strategic planning, urban planning and in carrying out any type of environmental assessment

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
Technical		
Advanced university degree in environmental science or other relevant field	MA degree – 10 pts., PhD – 20 pts.	20
At least 7 years of experience implementing projects related to environment	7 years – 10 pts., each additional year – 5 pts, up to max. 20 additional pts.	30
Extended coordination and team leading experience	no – 0, to some extent – 10 pts.; large-20 pts.	20
Experience in the organization of public consultations and consultations with national authorities	no – 0, to some extent – 10 pts.; large-20 pts.	20
Familiarity with rules and procedures and prior working experience with UNDP and/or other international organizations	no – 0, to some extent – 10 pts.; large-20 pts.	20
Documented experience in preparation of substantive report in environmental field	no – 0, to some extent – 10 pts.; large-20 pts.	20
Interview: 1. Knowledge of environmental assessment procedures and procedures under UNECE Protocol on Strategic Environmental Assessment 2. Knowledge of the existing environmental regulatory and institutional framework in the Republic of Moldova 3. Understanding of a planning process for development of strategic documents in the Republic of Moldova 4. Strong interpersonal skills, communication and diplomatic skills, ability to work in a team 5. Understanding of a planning process for development of strategic documents in the Republic of Moldova 6. Strong analytical, reporting and writing abilities 7. Good organizational, time management and facilitation skills 8. Knowledge and skills of MS Office, including Word, Excel, PowerPoint 9. Fluent in written and oral communication in English, Romanian and Russian	1. no – 0, to some extent – 10 pts.; large – 20 pts. 2. no – 0, to some extent – 10 pts.; large – 20 pts. 3. no – 0, to some extent – 10 pts.; large – 20 pts. 4. no – 0, to some extent – 10 pts.; large – 20 pts. 5. no – 0, to some extent – 10 pts.; large – 20 pts. 6. no – 0, to some extent – 10 pts.; large – 20 pts. 7. no – 0, to some extent – 5 pts.; large – 10 pts. 8. no – 0, to some extent – 5 pts.; large – 10 pts. 9. Romanian – 10 pts.; Russian – 10 pts.; English – 10 pts.	170
Maximum Total Technical Scoring		300
Financial		
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		200

technical evaluation round; F – financial offer under consideration.	
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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