



## INDIVIDUAL CONSULTANT PROCUREMENT NOTICE

Date: 01 August 2014

**Country:** Republic of Moldova

**Description of the assignment:** NATIONAL CONSULTANT For Civil Protection and Emergency Situations Services

**Project name:** Moldova Disaster and Climate Risk Reduction Project (Phase 2)

**Period of assignment/services:** September 01 – December 15, 2014 (60 working days)

Proposals should be submitted online by pressing the "Apply Now" link no later than 15 August 2014.

Requests for **clarification only** must be sent by standard electronic communication to the following e-mail: [ecaterina.chistruga@undp.org](mailto: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 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. Among the priorities for the Moldovan Civil Protection and Emergency Situations Services is the development of the National Disaster Risk Management Strategy, the process of Reform, establishing the volunteer fire fighters units in rural communities.

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

UNDP Moldova is looking for a **National Consultant** to assist the Civil Protection:

- in performing the review process of the Draft National Disaster Risk Management Strategy and the Action Plan;
- in elaboration and formulation of the documents for the Concept of the Reform, Action Plan and Institutional Development Plan for the period 2015-2020 together with the International Consultant;
- in establishing the voluntary fire fighters units in 6 rural communities;
- in performing the review of the Legal Framework to enable the voluntary fire fighters community services;

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

## **3. REQUIREMENTS FOR EXPERIENCE AND QUALIFICATIONS**

### I. Academic Qualifications:

- University degree in civil protection, law, public administration, or other relevant/similar field;

### II. Years of experience:

- At least 5 years of experience working with the national authorities and/or public administration;
- At least 3 years of experience in civil protection and/or disaster risk management;

### III. Competencies:

- Profound understanding of the DRR related legal framework in Moldova and experience in development of legal documents is desirable;
- Proven experience in organization of multi stakeholder consultation processes;
- Excellent negotiation, leadership and diplomatic skills;
- Excellent facilitation and public presentation skills;
- Good organizational, planning and time management skills;
- Proven experience of work in multicultural environment;
- Excellent and proven analytical and writing skills;
- Proficiency in written and spoken English, Romanian, and good command of Russian is required 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: explaining why they are the most suitable for the work and the methodological approach;
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 daily fee, 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.

### 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 short-listed based on the following minimum qualification criteria:

- University degree in civil protection, law, public administration, or other relevant/similar field;
- At least 5 years of experience working with the national authorities and/or public administration;
- At least 3 years of experience in civil protection and/or disaster risk management;

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
<b><u>Technical</u></b>		
<ul style="list-style-type: none"><li>• University degree in civil protection, law, public administration, or other relevant/similar field;</li></ul>	(under - Master's – 20 pts., Master's – 30 pts., PhD's - 40 pts.)	40
<ul style="list-style-type: none"><li>• At least 5 years of experience working with the national authorities and/or</li></ul>	(5 - 7 years – 20 pts., 7 - 10 years - 30 pts., >10 years – 40 pts.)	40

public administration;		
<ul style="list-style-type: none"> <li>At least 3 years of experience in civil protection and/or disaster risk management;</li> </ul>	(3- 5 years – 5 pts., 5 - 7 years -10 pts., 7 - 10 years – 20 pts., >10 – 30 pts.)	30
<ul style="list-style-type: none"> <li>Excellent facilitation and public presentation skills;</li> </ul>	(no – 0, yes – 10 pts.)	10
<ul style="list-style-type: none"> <li>Good organizational, planning and time management skills;</li> </ul>	(no – 0, yes – 10 pts.)	10
<ul style="list-style-type: none"> <li>Proven experience of work in multicultural environment;</li> </ul>	(no – 0, yes – 10 pts.)	10
<ul style="list-style-type: none"> <li>Excellent and proven analytical and writing skills;</li> </ul>	(no – 0, yes – 10 pts.)	10
<ul style="list-style-type: none"> <li>Proficiency in written and spoken English, Romanian, and good command of Russian is required for this assignment;</li> </ul>	(English – 10 pts.; Romanian – 10 pts.; Russian – 5 pts.)	25
<ul style="list-style-type: none"> <li>Interview</li> </ul>	(80 – profound understanding of the DRR related legal framework in Moldova and experience in development of legal documents is desirable; 20 – excellent negotiation, leadership and diplomatic skills; 15 – proven experience in organization of multi stakeholder consultation processes; )	125
<b>Maximum Total Technical Scoring</b>		<b>300</b>
<b><u>Financial</u></b>		
Evaluation of submitted financial offers will be done based on the following formula: <b><math>S = F_{min} / F * 200</math></b> 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.		<b>200</b>

### 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**