

Terms of Reference

NATIONAL CONSULTANT For Civil Protection and Emergency Situations Services

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

Duty station: Home based, the Republic of Moldova

Duration: 60 days during the period September 01 – December 15, 2014

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. Among the priorities for the Moldovan Civil Protection and Emergency Situations Services are the development of the National Disaster Risk Management Strategy, the process of Reform, establishing the volunteer fire fighters units in rural communities.

To enable the Moldovan Civil Protection and Emergency Situations Service to undertake these tasks, UNDP Moldova is reaching for a qualified **National Consultant to support in the Civil Protection and Emergency Situations Service in priority development directions.**

OBJECTIVES AND SCOPE OF THE ASSIGNMENT

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;

MANAGEMENT ARRANGEMENTS

The National Consultant will work under the guidance of UNDP Project Manager. He/she will also work closely with the Civil Protection and Emergency Situations Services, respective national partners, including state institutions, local authorities, civil society and international organizations. The National Consultant is expected to work in the Project Office.

It is expected that the National Consultant will:

1. Plan, organize and facilitate the review process of the Draft National Disaster Risk Management Strategy and the Action Plan;
2. Support the International Consultant in the formulation of Concept of the Reform, Action Plan and Institutional Development Plan for the period 2015-2020 for the Civil Protection and Emergency Situations Services and elaboration of the documents.
3. Support the Civil Protection and Emergency Situations Services in establishing voluntary fire fighters service in 6 communities.
4. Perform the legal review and elaborate the recommendations for enabling the voluntary fire fighters units in the country through an intensive consultation process with stakeholders.
5. Prepare and submit monthly plans and reports.

Responsibilities of the assignment include:

1. Plan, organize and facilitate the review process of the Draft National Disaster Risk Management Strategy and the Action Plan.
 - i) Develop a plan for the review process in close cooperation with DRR Project manager and Civil Protection and Emergency Situations Service.
 - ii) Plan and organize the review process with the national stakeholders according to the schedule approved.
 - iii) Collect all necessary inputs from stakeholders and introduce them into the Draft National Disaster Risk Management Strategy and the Action Plan.
 - iv) Incorporate the inputs from the Gender Assessment into the Draft National Disaster Risk Management Strategy and the Action Plan.
- 2) Support the International Consultant in the formulation of Concept of the Reform, Action Plan and Institutional Development Plan
 - i) Together with the International Expert develop a plan for each of two missions in Moldova to ensure the involvement of all relevant stakeholders.
 - ii) Plan and organize the meetings with stakeholders and international consultant during two missions in Moldova according to the schedule approved.

- iii) Assist international experts during missions in Moldova.
 - iv) Collect all necessary inputs from stakeholders and introduce them into the documents the Concept of the Reform, Action Plan and Institutional Development Plan for the period 2015-2020.
- 3) Support the Civil Protection and Emergency Situations Services in establishing voluntary fire fighters units in 6 communities.
- i) Together with the Civil Protection and Emergency Situations Services develop a plan for establishing voluntary fire fighters units in 6 communities.
 - ii) In close collaboration with the Civil Protection and Emergency Situations Services assist in establishing voluntary fire fighters units in 6 communities.
 - iii) Develop methodological guidelines for establishing voluntary fire fighters units in communities.
- 4) Perform the legal review and elaborate the recommendations for enabling the voluntary fire fighters units in the country through an intensive consultation process with stakeholders.
- i) Develop a methodology and plan for the process of the legal review to establish the voluntary fire fighters units in the rural communities.
 - ii) Organize and conduct meetings, interviews and collecting of feedback as specified in schedule approved for the performing the legal review to establish the voluntary fire fighters units in the rural communities.
 - iii) Provide the recommendations for establishing the voluntary fire fighters units in the rural communities based including the lessons learned.
 - iv) Coordinate the involvement of relevant national stakeholders and incorporate the inputs received into the final set of recommendations.
- 5) Prepare and submit monthly plans and reports.
- i) Prepare and submit monthly plans and reports;
 - ii) By the end of assignment, prepare final report on accomplished work, lessons learned, and recommendations for further implementation and next steps to be taken.

Deliverables

Deliverable/milestone	Indicative timeframe/period
<u>1. Submitting the monthly plans and reports for the assignment and consequent approval of UNDP and CPESS.</u> 5 days	October - November 20, 2014
<u>2. Organize and facilitate the review process of the Draft National Disaster Risk Management Strategy and the Action Plan</u> 10 days	September 01 - December 10, 2014
<u>3. Organize the review process of the Concept of the Reform and the Institutional Development Plan</u> 5 days	September 01 - December 10, 2014
<u>4. Establish together with the Civil Protection and Emergency Situations Services voluntary fire fighters units in 6 communities, developing the methodological guidelines.</u> 20 days	September 01 - December 10, 2014
<u>5. Perform the legal review and elaborate the recommendations for enabling the voluntary fire fighters units in communities.</u> 15 days	September 01 - December 10, 2014
<u>6. Final report on the accomplished work, including the lessons learned</u>	December 01 -

<u>and recommendations.</u> 5 days	December 15, 2014
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Conditions of service and requirements

Duration: IC, 60 days (September 01 – December 15, 2014)

Payment schedule:

Payment will be done in installments based on actual days worked, after the acceptance of deliverable/s by the Project Manager.

Qualifications Required:

- 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;
- 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;

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.