



INDIVIDUAL CONSULTANT PROCUREMENT NOTICE

Date: **29 August 2014**

Country: Republic of Moldova

Description of the assignment: International Consultant on mainstreaming climate change adaptation into policies and development plans

Project name: Supporting Moldova's National Climate Change Adaptation Planning Process

Period of assignment/services: up to 50 working days in the period September 2014 – June 2015

Proposals should be submitted online by pressing the "Apply" button no later than 14 September 2014.

Requests for **clarification only** must be sent by standard electronic communication to the following e-mail: nadja.vetters@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

The Republic of Moldova's economy, population, and environment are highly vulnerable to climate variability and change. According to a range of studies, including the Republic of Moldova's Second National Communication and Third National Communication under the United Nations Framework Convention on Climate Change (UNFCCC) and the 2009/2010 National Human Development Report, the impacts of climate change are expected to intensify as changes in temperature and precipitation affect economic activity.

Responding to the risks posed by climate change requires a coordinated and concerted effort on the part of the Government of Moldova. The three year project "Supporting Moldova's National Climate Change Adaptation Planning Process" supported by the Austrian Development Cooperation (ADC) with funding from the Austrian Federal Ministry of Agriculture, Forestry, Environment and Water Management and implemented by UNDP Moldova in partnership with the Ministry of Environment and its Climate Change Office, is responding to this need.

The overall goal of the project is to ensure that Moldova has a system and capacities in place for medium- to long term adaptation planning and budgeting with the overall aim to reduce vulnerability of the population and key sectors to the impacts of climate change. The main project objective is to support Moldova to put in place its National Adaptation Planning process contributing to and building upon existing development planning strategies and processes and to implement priority adaptation actions.

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

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

The overall objective of the assignment is to contribute to the integration of Climate Change Adaptation (CCA) into existing national development policies, programmes and action plans of priority sectors to ensure a strategic and properly aligned approach to addressing CCA.

The consultant has the overall responsibility for undertaking in-depth review of prioritized sectors with the aim of identifying CCA mainstreaming needs and opportunities, apply relevant methodology for identifying entry points to apply CCA mainstreaming, develop guidance materials for integrating CCA into national and sector development planning of key sectors, provide comprehensive training to policy-makers, decision-makers, practitioners on integrating adaptation into core development policy, strategy and legislative planning. The consultant will prepare reports with recommendations and perform stakeholders' consultations supported by NCs and PMU.

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

3. REQUIREMENTS FOR EXPERIENCE AND QUALIFICATIONS

I. Academic Qualifications:

- MBA, MSc in planning, policy development, environmental sciences or other relevant field;

II. Years of experience:

- At least 10 years of progressively responsible professional experience in climate change adaptation, including at least 7 years of experience at the international level. Part of that experience must be related to climate change adaptation mainstreaming;
- Professional experience in Eastern Europe is an asset;

III. Competencies:

- Knowledge of institutional mandates, policies and guidelines related to NAP process;
- Excellent proven analytical skills in analysis, leadership and overall diplomatic skills;
- Proven experience on preparation of written reports in an accurate and concise manner, and public presentation skills;
- Good organizational, time management and facilitation skills;
- Knowledge of the economic system in Moldova would be an asset;
- Fluency in written and spoken English is required for this assignment. Knowledge of Romanian or Russian would be an asset.

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;

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.

6. EVALUATION

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

- MBA, MSc in planning, policy development, environmental sciences or other relevant field;
- At least 10 years of progressively responsible professional experience in climate change adaptation;
- 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:

- responsive/compliant/acceptable, and
- 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> | | |
| Advanced University Degree in planning, policy development, environmental sciences or other relevant field | MBA/MSc – 20 pts; PhD – 30 pts | 30 |
| At least 10 years of progressively responsible professional experience in climate change adaptation | 10 years – 15 pts; each additional year – 2 pts, up to a maximum of 10 additional points | 25 |
| At least 7 years of experience at the international level | 7 years – 15 pts; each additional year – 2 pts, up to a maximum of 10 additional points | 25 |
| Proven experience related to climate change adaptation mainstreaming | each year of such experience – 5 pts, up to a maximum of 25 points | 25 |
| Proven professional experience in Eastern Europe | each year of such experience – 5 pts, up to a maximum of 15 points | 15 |
| Knowledge of institutional mandates, policies and guidelines related to NAP process | no – 0 pts; to some extent – up to 20 pts; strong – up to 30 pts | 30 |
| Knowledge of the economic system in Moldova would be an asset | no – 0 pts; to some extent – up to 10 pts; strong – up to 20 pts | 20 |
| Excellent proven analytical skills in analysis, leadership and overall diplomatic skills | up to 10 years – 15 pts; more than 10 years – 20 pts | 20 |
| Proven experience on preparation of written reports in an accurate and concise manner, and public presentation skills | maximum 20 pts | 20 |

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|---|--|------------|
| Fluency in written and spoken English. Knowledge of Romanian or Russian would be an asset. | English – 15 pts; Romanian and/or Russian – additional 5 pts | 20 |
| Interview: <ul style="list-style-type: none"> demonstrated technical knowledge and experience; communication/ interpersonal skills; leadership and self-management; creativity/ resourcefulness | - up to 40 pts; - up to 10 pts; - up to 10 pts; - up to 10 pts; | 70 |
| Maximum Total Technical Scoring | | 300 |
| <u>Financial</u> | | |
| 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 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).

Important notice

The applicant who has the statute of Government Official / Public Servant, prior to appointment will be asked to submit the following documentation:

- a no-objection letter in respect of the applicant received from the government, and;
- the applicant is certified in writing by the government to be on official leave without pay for the duration of the Individual Contract.

A retired government official is not considered in this case a government official, and as such, may be contracted.

ANNEXES:

ANNEX 1 – TERMS OF REFERENCE (TOR)

ANNEX 2 – INDIVIDUAL CONSULTANT GENERAL TERMS AND CONDITIONS