



INDIVIDUAL CONSULTANT PROCUREMENT NOTICE

Date: **01 October 2014**

Country: Republic of Moldova

Description of the assignment: National Consultant in Communication

Project name: Strengthening capacities to undertake Environmental Fiscal Reform to meet national and global environmental priorities

Period of assignment/services: October, 2014 – September, 2015

Proposals should be submitted online no later than 10 October 2014.

Requests for **clarification only** must be sent by standard electronic communication to the following e-mail: mihail.roscovan@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 GEF funded “Environmental Fiscal Reform Project” (EFRP) was launched in 2011 and sets out to build capacities for implementing environmental fiscal reforms (EFR) that will produce increased national and global environmental benefits through the adoption of selected subsidies, fees, fines, taxes and other appropriate fiscal instruments.

This project sets out to build capacities for implementing environmental fiscal reforms (EFR) that will produce increased national and global environmental benefits through the adoption of selected charges, subsidies, fees, fines, taxes and other appropriate instruments. It will initiate and pilot EFR instruments targeted to meeting Rio Convention objectives and ensure their integration within national plans and policies, especially in national taxation and decentralization process in Moldova. The reforms will focus on creating conditions, financial incentives and disincentives, and decreased opportunity costs to undertake actions that deliver environmental outcomes. The expected outcome is that EFR will be adopted as an important element of Moldova’s development policy, whereby improved economic, financial and fiscal instruments and their use would strengthen regulatory and other approaches to environmentally sound and sustainable development, with a particular emphasis of meeting obligations under the three Rio Conventions (Climate Change, Biodiversity, and Desertification). The project will also contribute to and complement a broader national decentralization reform process, including policy planning at the national level, redesigning of competencies and responsibilities of local and sub-national governments and reforming local government revenue systems.

One of the objectives of the project is the improved management and performance of the National Ecological Fund (NEF) including project cycle management, which is the main financing source in the environment sector. With the support of the project, the Ministry of Environment initiated a

comprehensive reform of the National Ecological Fund, in view of ensuring the sustainability and functionality of the Fund as an effective tool for financing the implementation of environmental policies and strategic priorities in Moldova. The new draft Regulation and Operational Manual for the National Ecological Fund brings best international practices for public environmental expenditure and project cycle management. The project strategy of focusing in parallel on strengthened capacities of the Ministry of Environment and other environmental authorities for environmental programming and medium-term expenditure planning seems most suitable, specifically in view of the possibility that with the upcoming changes in the national public finance legislation the allocations to the NEF and the sector in general will have to be solicited through the general budget process. This will require significantly improved skills of the Ministry of Environment to ensure an adequate level of financing in the sector.

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

GEF EFRP seeks National Consultant in Communication (hereinafter Consultant) in order to design and support to carry out the implementation the Communication Plan of the environmental fiscal reform as well as ensure the visibility of the EFRP.

The Consultant will report directly to the project manager EFRP UNDP. The Consultant with support of the CO will obtain the appropriate national policy documents and access the appropriate stakeholders for consultation on the project implementation. The Consultant will work with all other involved international and/or national consultants.

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

3. REQUIREMENTS FOR EXPERIENCE AND QUALIFICATIONS

Academic Qualification:

- University Degree in Journalism, Communication/Media Studies or other closely related field, international relations or other related field.

Experience

- At least five years of experience in communication.
- Experience in developing and implementing media/communications strategies and plans, including organizing awareness campaigns.
- Good knowledge of the government institutions and PR agencies, news agencies in Moldova and abroad.
- Knowledge of environment issues would be an asset.
- Experience in similar positions in a UNDP and/or other international projects are an advantage.

Language

- Fluency in oral and written English, Romanian and Russian

Competencies:

- Good oral communication skills and conflict resolution competency to manage inter-group dynamics and mediate conflicting interests of varied actors.
- Excellent written communication skills, with analytic capacity and ability to synthesize project outputs and relevant findings for the preparation of analytical documents.
- Experience in drafting the policy and strategic documents.

Partnerships

- Maturity and confidence in dealing with senior and high-ranking members of international, regional and national institutions.
- Displays cultural, gender, religion, race, nationality and age sensitivity and adaptability.

Results

- Promotes the vision, mission, and strategic goals of UNDP;
- Builds strong relationships with clients, focuses on impact and result for the client and responds positively to feedback.

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;
2. Financial proposal;
3. Personal CV including past experience in similar projects and at least 3 references or the fully filled Personal History Form (P11).

5. FINANCIAL PROPOSAL

Lump sum contracts

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 all related costs e.g. fees, taxes, travel, phone calls etc.) and the number of anticipated working days. The consultant shall bear costs for all supplies needed for data collection and data processing including possession of his own personal computer.

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 Journalism, Communication/Media Studies or other closely related field, international relations or other related field;
- At least five years of experience in communication.

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 | | |
| University Degree in Journalism, Communication/Media Studies or other closely related field, international relations or other related field | (under-Master's – 40 pts, Master's – 45 pts and PhD-50 pts) | 50 |
| At least five years of experience in communication. | (5 years-up to 20 pts, >5-6 years-up to 35 pts, 6-10 years – up to 40 pts, >10 years- up to 50 pts) | 50 |
| Experience in developing and implementing media/communications strategies and plans, including organizing awareness campaigns | (1-2 years- up to 15 pts, >2-5 years – up to 25 pts, >5 years – up to 40 pts) | 40 |
| Good knowledge of the government institutions and PR agencies, news agencies in Moldova and abroad | (1-3 years- up to 15 pts, >3-7 years – up to 25 pts, >7 years – up to 40 pts.) | 40 |
| Knowledge of environment issues would be an asset | Yes- up to 30 pts, No-0 pts | 30 |
| Experience in similar positions in a UNDP and/or other international projects are an advantage | Yes- up to 30 pts, No-0 pts | 30 |
| Fluency in oral and written English, Romanian and Russian | (English – max 10 pts., Russian– max 10 pts. And Romanian – max 10 pts.) | 30 |
| Ability to achieve results and deadlines in a timely manner, maintaining a high standard throughout. | Yes- up to 30 pts, No-0 pts | 30 |
| 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 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).

The United Nations Development Programme in Moldova is committed to workforce diversity. Women, persons with disabilities, Roma and other ethnic or religious minorities, persons living with HIV, as well as refugees and other non-citizens legally entitled to work in the Republic of Moldova, are particularly encouraged to apply.

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 entire 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 REFERENCES (TOR)

ANNEX 2 – INDIVIDUAL CONSULTANT GENERAL TERMS AND CONDITIONS