



## INDIVIDUAL CONSULTANT PROCUREMENT NOTICE

Date: 29 September 2014

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**Country:** Republic of Moldova

**Description of the assignment:** Social and Stakeholder Engagement Expert

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

**Period of assignment/services:** October - December 2014 (up to 25 working days)

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

Requests for **clarification only** must be sent by standard electronic communication to the following e-mail [aurelia.untila@undp.org](mailto:aurelia.untila@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.

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### 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) finalizing 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 Neighborhood (EaP GREEN).

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

The Social and Stakeholder Engagement expert will be one of the SEA team members and is expected to be senior expert capable of working independently under the coordination of SEA Team Leader and with the assistance of the international SEA consultant. He/she should be able to formulate expert opinion on relevant social issues (considering also possibly limited or incomplete data), and actively seek opinions of other relevant stakeholders (e.g. local non-governmental organizations, health authorities) in order to increase understanding of existing local situation and improve credibility of SEA outputs.

He/she will be involved in entire SEA process (i.e. in the course of several months) and will deliver inputs in several phases. For every SEA step and written deliverable indicated below, the expert will be provided with detailed instruction including structure/format of required inputs by the SEA Team Leader and the international SEA consultants.

The Social and Stakeholder Engagement expert will participate in consultations with planning authority and other relevant stakeholders and will present his/her findings during public SEA events, as well as provide a feedback on comments obtained.

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

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

### **I. Academic Qualifications:**

- University degree in environmental sciences, social studies, health or other related field

### **II. Years of experience:**

- At least 5 years of experience in stakeholder engagement and/or social studies
- Background experience in SEA process is welcome
- Knowledge of the existing environmental regulatory and institutional framework in the Republic of Moldova

### **III. Competencies:**

- Strong interpersonal skills, communication and diplomatic skills, ability to work in a team
- Good organizational, time management and facilitation skills
- Knowledge and skills of MS Office, including Word, Excel, PowerPoint
- Fluent in written and oral communication in Russian and Romanian
- Good drafting skills in Romanian and/or Russian, English is 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. 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).

## 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:

- University degree in environmental sciences, social studies, health or other related field
- At least 5 years of experience in stakeholder engagement and/or social studies

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>		
University degree in environmental sciences, spatial planning, urbanization or other related field	University degree - 30 pts., MA degree – 50 pts.	50

At least 5 years of experience in stakeholder engagement and/or social studies	5 years – 40 pts., each additional year – 5 pts., up to max. 20 additional pts.	60
Knowledge of the existing environmental regulatory and institutional framework in the Republic of Moldova	no – 0, to some extent – 15 pts.; large- 30 pts.	30
Knowledge and skills of MS Office, including Word, Excel, PowerPoint	up to 10 pts.	10
Interview: 1) Deep knowledge in the municipal planning and management 2) Background experience in SEA process 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) Good organizational, time management and facilitation skills 6) Fluent in written and oral communication in Russian and Romanian; Good drafting skills in Romanian and/or Russian	Up to 30 pts.  up to 20 pts.  up to 30 pts.  up to 20 pts.  up to 20 pts.  up to 30 pts.	150
<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).

#### **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.