



INDIVIDUAL CONSULTANT PROCUREMENT NOTICE

Date: **7 October 2014**

Country: Republic of Moldova

Description of the assignment: International Consultant for development of the climate change adaptation sector specific policies

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

Period of assignment/services: up to 32 days during September 2014 - July 2015

Proposal should be submitted online by pressing the "Apply Online", no later than October 21, 2014.

Requests for **clarification only** must be sent by standard electronic communication to the following e-mail: valeria.ieseanu@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" (NAP Project) 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.

This assignment will contribute to attainment of the Output 1 of the Project, which aims at developing country-driven, gender-sensitive and participatory National Adaptation Plan as well as an institutionalized, iterative adaptation planning process, taking into consideration vulnerable sectors, groups, communities and ecosystems and should engage all relevant stakeholders.

The Project will contract an International Consultant on policy development in the health sector with knowledge in climate change adaptation (CCA) to support the national team in the health sector of Moldova (national consultants and the health sector working group, relevant stakeholders) to develop the draft Climate Change Adaptation Strategy (CCAS) and Action Plan for the of Health Sector of Moldova for 2016-2023 as part of country's efforts to address the growing challenge of climate change.

The Strategy and its Action Plan will contribute to developing sector's capacity to adapt to climate change and reduce the costs of adaptation, where possible. During the initial activities of NAP Project, Health sector was top rated by national consultants and stakeholders to receive further project support in developing sector specific CCA policies. Ministry of Health shows high commitment to address CCA, however, measures and actions are undertaken on ad-hoc basis, normally triggered by changes that require immediate response.

The development of CCAS for the Health Sector of Moldova should be done in line with the provisions set out in national legislation (see below). While developing sectorial policy according to the national regulations is an important part of the assignment, considerations should be paid to EU regulations in relation to CCA policies of Health sector. As adaptation planning within Climate Change Adaptation Framework developed by NAP Project is foreseen as an iterative process, it is envisaged that sectorial plans, including that of health sector will be reviewed and updated every 4years.

Development of sectorial CCA policy documents will be done in an open, transparent, and inclusive manner, through intensive consultations with Health sector stakeholders. The process will allow for inputs from all relevant stakeholders, particularly those, who will be expected to play a key role in implementing the actions under the developed adaptation Action Plan. Policy decisions taken at the health sector level potentially, may also affect other sectors indirectly, therefore, interested organizations from other relevant sectors will be consulted, as planned adaptation measures may require cross-sector stakeholders engagement thus, ensuring that interdependencies are understood and effectively considered in policy and planning processes of health sector.

The process of the development of sectorial CCA strategy will involve a number of relevant ministries, policy makers, economists, finance specialists, scientists, NGOs, civil society, entrepreneurs thus, contributing to sectors' and country's capacity development, which is a priority need for Moldova. Having a developed CCA sectorial Strategy will position health sector as a champion providing sectorial perspectives on CCA in the Republic of Moldova.

Development of Health Sector CCA Strategy will consider the findings and results of sector NC assessment undertaken under NAP Project, in particular climate change impact on health sector, vulnerabilities, risks/opportunities, barriers to implement CCA and measures to overcome them, along with other relevant climate change studies and reports undertaken in the sector and at the national level.

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

The focus of this assignment is to provide support to the Ministry of Health in preparing the draft Climate Change Adaptation Strategy and Action Plan of the Health Sector of Moldova for 2016-2023 in line with the provisions set out in the Governmental Decision #33 dated 11/01/2007 on "Rules and standard requirements regarding the development of policy documents".

The scope of work of the International Consultant is to provide assistance to upgrade and strengthen the capacities of the Ministry of Health in relation to the development of a Climate Change Adaptation Strategy and its Action Plan, in terms of:

- Methodological support and guidance for developing Climate Change Adaptation Strategy and Action Plan for the Health Sector of Moldova.
- Financial framework (estimations of costs and possible sources of financing) of implemented adaptation actions;
- Increased technical skills of sectorial planners based on targeted trainings to decision-makers, legislators on sectorial CCA planning based on development of policy standalone documents, using the approaches of medium- to long-term adaptation planning, budgeting and implementation;
- Increased stakeholder engagement in the CCA process with active participation in consultation activities.

For detailed information, please refer to the Terms of Reference.

3. REQUIREMENTS FOR EXPERIENCE AND QUALIFICATIONS

Academic Qualification:

- Master's degree in the health- and environment-relevant fields, as well as in the areas related to planning and policy development and/or other relevant;

Experience:

- At least 7 years of progressively responsible professional experience internationally in the health and/or environment sector planning and policy and 5 years of experience related to climate change adaptation.
- Proven ability to elaborate policy documents (strategies, action plans, programmes) in the fields relevant for this assignment;

Competencies:

- Knowledge of institutional mandates, policies and guidelines related to NAP process;
- Professional experience in Eastern Europe is an asset;
- 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;

Language requirements:

- English language proficiency;
- Knowledge of Russian and/or Romanian language will be an advantage.

4. DOCUMENTS TO BE INCLUDED WHEN SUBMITTING THE PROPOSALS

Interested individual consultants must submit the following documents/information to demonstrate their qualifications:

1. Personal CV including past experience in similar projects.
2. Cover Letter, outlining the main methodological approaches planned for the assignment
3. Financial offer in USD expressed as total lump sum.

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 number of working days, consultancy fee per number of anticipated working days, round trip airfares to and from travel Chisinau (economy class tickets serving the most direct route, living allowance (number of days x Unit cost) and any other possible costs).

Travel

The assignment is envisaging at least 2 missions to Moldova (3 days first mission, 5 days-second mission) comprising activities under the NAP Project, meetings with the project team, national consultants, UNDP representatives, and other relevant national stakeholders.

All envisaged travel costs must be included in the financial proposal. This includes all travel to join duty station/repatriation travel. In general, UNDP does 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 UNDP Moldova and the Consultant, prior to travel and will be reimbursed.

6. EVALUATION

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

- Master's degree in the health- and environment-relevant fields, as well as in the areas related to planning and policy development and/or other relevant;
- At least 7 years of progressively responsible professional experience internationally in the health and/or environment sector planning and policy and 5 years of experience related to climate change adaptation.

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		
Master's degree in the health- and environment-relevant fields, as well as in the areas related to planning and policy development and/or other relevant	(MSc-20 pts; PhD-30 pts)	30
At least 7 years of progressively responsible professional experience internationally in the health and/or environment sector planning and policy and 5 years of experience related to climate change adaptation.	(7 years – up to 40 pts; each additional year 5 pts – up to max 60 pts)	60
Proven ability to elaborate policy documents (strategies, action plans, programmes) in the fields relevant for this assignment;	(2 similar assignments - 25 pts; 3-5 similar assignments - 40 pts; more than 5 similar assignments- 50 pts)	50
Interview: (1) Knowledge of institutional mandates, policies and guidelines related to NAP process; (2) Professional experience in Eastern Europe (3) Excellent proven analytical skills in analysis, leadership and overall diplomatic skills (4) Proven experience on preparation of written reports in an accurate and concise manner, and public presentation skills; (5) Good organizational, time management and facilitation skills; (5) Good command of written and spoken English is required for this assignment. Knowledge of Romanian or Russian will be an asset	up to 40 pts; up to 30 pts up 40 pts; up to 20 pts; English – 25 pts, Romanian and/or Russian – additional max 5 pts	160
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).

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.