



INDIVIDUAL CONSULTANT PROCUREMENT NOTICE

Date: 22 October 2014

Country: Republic of Moldova

Description of the assignment: National Consultant to develop the Curricula on the Community Disaster Risk Reduction and conduct the Training of Trainers.

Project name: Moldova Disaster and Climate Risk Reduction Project

Period of assignment/services: 28 working days, through 10 November 2014 – 31 July 2015

Proposals should be submitted online by pressing the "Apply Now" link no later than **5 November 2014**.

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

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. To strengthen capacities of local stakeholders and increase the awareness the Disaster Risk Reduction Project seeks for qualified candidate to elaborate the communication strategies and support in the implementation of the project related events.

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

The Overall objective of the assignment is to support the International Consultant who will be working to support the Training center of the Civil Protection and Emergency Situations Service in developing the curricula and related methodological/teaching materials on community Disaster Risk Management

It is expected that the Consultant will:

1. Support the International Consultant in conducting an inception mission with the scope to analyze the needs for Curricula on Community Disaster Risk Management and identify the gaps in the school, university curricula on disaster risk management based on curricula assessment conducted by the project previously.
2. Support the International Consultant in developing curricula and training packages on the Community Disaster Risk Management module both for trainers and trainees as follows: trainer's manual including agenda, teaching methods, case studies, handouts, supporting materials etc.; and materials for trainings' beneficiaries: practical guide and others supportive materials based on the best regional and international experiences.
3. Support the International Consultant in conducting Training of Trainers for the personnel of the training centers and representatives of the selected NGOs. Upon the request, provide the translation of materials needed for the implementation of assignment.
4. Provide together with the International Consultant a set of practical recommendations for improving the Disaster Risk Management Curricula on different educational levels (school, university curricula, Civil Protection Training center) based on the comprehensive Disaster Risk Management curricula assessment conducted by the national consultant.
5. Prepare a work schedule and final report together with the International Consultant and submit them to UNDP and Civil Protection and Emergency Situations Service of the Ministry of Interior (CPESS).

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

3. REQUIREMENTS FOR EXPERIENCE AND QUALIFICATIONS

I. Academic Qualifications:

- Master's degree or equivalent in education, social sciences, or other relevant field.

II. Years of experience:

- At least 5 years of experience in capacity building.

III. Competencies:

- Experience of work in international projects including educational, capacity building activities will be an advantage;

- Knowledge of educational system in the Republic of Moldova will be an advantage for this assignment;
- Knowledge of Disaster Risk Management will be an advantage;
- Knowledge of IT tools in education will be an advantage;
- Excellent proven skills in analysis, negotiations and leadership and overall diplomatic skills.
- Good organizational, time management and facilitation skills.
- Proven experience on preparation of written reports in an accurate and concise manner, and public presentation skills.
- Knowledge of Romanian is required for this assignment, knowledge of Russian will be an advantage;
- Good working knowledge of English is required for this assignment.

4. DOCUMENTS TO BE INCLUDED WHEN SUBMITTING THE PROPOSALS

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

1. Financial proposal;
2. Cover letter with the short description of proposed approach/methodology;
3. Personal CV including past experience in similar projects.

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 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:

- Master's degree or equivalent in education, social sciences, or other relevant field.
- At least 5 years of experience in capacity building.

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
<u>Technical</u>		
<ul style="list-style-type: none"> Master's degree or equivalent in education, social sciences, or other relevant field; 	(under - Master's – 20 pts., Master's – 30 pts., PhD's - 40 pts.)	40
<ul style="list-style-type: none"> At least 5 years of experience in capacity building; 	(5 - 7 years – 20 pts., 7 - 10 years - 30 pts., >10 years – 40 pts.)	40
<ul style="list-style-type: none"> Experience of work in international projects including educational, capacity building activities will be an advantage; 	(no – 0, yes – 40 pts.)	40
<ul style="list-style-type: none"> Knowledge of educational system in the Republic of Moldova will be an advantage for this assignment; 	(no – 0, yes – 30 pts.)	30
<ul style="list-style-type: none"> Knowledge of Romanian is required for this assignment, knowledge of Russian will be an advantage; 	(Romanian – 10 pts.; Russian – 5 pts.)	15
<ul style="list-style-type: none"> Good working knowledge of English is required for this assignment; 	(no - 0, yes - 15 pts.)	15
<ul style="list-style-type: none"> Interview 	(50 – Knowledge of disaster risk management; 15 – Excellent proven skills in analysis, negotiations and leadership and overall diplomatic skills; 15 - Proven experience on preparation of written reports in an accurate and concise manner, and public presentation skills; 30 - Knowledge of IT tools in education; 10 – Good organizational, time management and facilitation skills	120
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 REFERENCES (TOR)

ANNEX 2 – INDIVIDUAL CONSULTANT GENERAL TERMS AND CONDITIONS