



Terms of references

Job Title:	International Consultant on development of climate change adaptation sector specific policies
Project Reference:	Supporting Moldova's National Climate Change Adaptation Planning Process
Duration of Employment:	November 2014 - July 2015 (up to 32 working days)
Contract type:	Individual Contract
Duty Station:	home-based plus 2 missions to Chisinau, Moldova

I. 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.

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 institutionalised, 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 Forestry (Silviculture) sector with knowledge in climate change adaptation (CCA) to support the national team of Forestry sector of Moldova (national consultants and Forestry sector working group, relevant stakeholders) to develop the Draft of Climate Change Adaptation Strategy (CCAS) and Action Plan of Forestry sector of Moldova for 2015-2025 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 previous activities under the NAP Project Forestry sector was top rated by national consultants and stakeholders to receive further Project support in developing sector specific climate change adaptation policy.

Agency Moldsilva is the central public administration body on state policy in forestry and hunting in the country. The general task of the Agency is to implement the constitutional prerogatives and international ratified obligations of the Republic of Moldova on development, promotion and implementation of its policy in forestry, directed on the international trends of socio-economic sustainable development, rural development, rural employment, sustainable forestry, development, guarding, forests and wildlife protection, maintenance and conservation of biodiversity, professional training, access to environmental benefits and forestry research and education.

Agency Moldsilva is subordinated directly to the Government of the Republic of Moldova and performs its activity according to Governmental decision Nr. 150 from 02.Nr.150 from 02.03.2010.

The development of CCAS for Forestry sector of Moldova should be done in line with the provisions set out in national legislation (see below). While developing sectoral 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 Forestry sector. As adaptation planning within Climate Change Adaptation Framework developed by the NAP Project is foreseen as an iterative process, it is envisaged that sectoral plans, including that of Forestry sector will be reviewed and updated every 4 years.

Development of sectoral CCA policy documents will be done in an open, transparent, and inclusive manner, through intensive consultations with Forestry 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 Action Plan. Policy decisions taken at sector level potentially, may also affect other sectors indirectly, therefore, interested organisations 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 Forestry sector.

Development of Forestry sector CCA Strategy will consider the findings and results of sector NC assessment undertaken under NAP Project, in particular climate change impact on Forestry 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.

It is expected that the IC will contribute not only to the development of the CCA sector Strategy and its Action Plan, but also providing support during Government submission procedure, (particularly in developing the Promotion Note), while the working group of Agency Moldsilva retains primary responsibility for submission procedure. Development of CCA Forestry sector Strategy and its Action Plan is seen as an important step that complements the work on CCA mainstreaming in other priority sectors of NAP Project.

II. Scope of work and responsibilities

The objective of this assignment is to support Moldsilva Agency in preparing the Draft of Climate Change Adaptation Strategy and Action Plan of Forestry sector of Moldova. Climate Change Adaptation Strategy (CCAS) of Forestry sector of Moldova should be developed in line with the provisions set out in the Governmental Decision #33 dated 11/01/2007 on "Rules of 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 Agency Moldsilva in relation to the development of a Climate Change Adaptation Strategy and its Action Plan.

Expected outputs:

- Methodological support and guidance for developing Climate Change Adaptation Strategy and Action Plan of Forestry sector of Moldova. Final Draft of Climate Change Adaptation Strategy and Action Plan of Forestry sector of Moldova.
- Financial framework (estimations of costs and possible sources of financing) of implemented adaptation actions.
- Increased technical skills of sectoral planners on CCA planning using the approaches of medium- to long-term adaptation planning, budgeting and implementation.

Responsibilities of the assignment:

In order to achieve the above stated objective, the International Consultant will have the following responsibilities:

1. Conduct desk review of relevant documentation and consultations with stakeholders

- In depth review of Forestry sector policy documents and legislation, other relevant documents issued for the last 5 years, but not necessarily limited to this time span (including stocktaking reports, NAP Project Forestry sector report and other relevant sources).
- Review of the obligations of the Republic of Moldova under international treaties to which the country is a part.
- Based on the findings of the desk review perform discussions (interviews, meetings, round tables) with Agency Moldsilva's decision makers and planners, other specialists of the Agency and subordinated institutions.
- Conduct consultations with stakeholders from other Ministries related to Forestry sector: agriculture, water, environment, other identified sectors and the representatives of civil society, most active in the sector NGOs.

2. Draft the Climate Change Adaptation Strategy and Action Plan of Forestry sector and consult it with relevant stakeholders

- Based on consultation process conduct a situation/problem analysis of Forestry sector in Moldova, including SWOT or other relevant type of sector situation analysis. Formulate the concept of the Strategy, including the scope of the strategic areas or lines that the Strategy should follow, vision, mission, values and objectives.
- Together with NCs and Moldsilva Agency representatives identify assumptions with each strategic area, assess the risks and propose risks management actions. Include them in the Draft Strategy.
- Develop measurable indicators of progress and the process of monitoring of implementation and evaluation of the Strategy.
- Develop adaptation actions required to support the Strategy based on proactive, comprehensive adaptation measures, with a medium and long-term perspectives and formulate them as Action Plan according to national regulations.
- Facilitate the Round table with stakeholders' with the aim on consulting strategic areas, vision, mission, values and objectives of the Strategy, assumptions and risks management, indicators of progress and the process of monitoring of implementation and evaluation of the Strategy. Consult adaptation measures and propose to stakeholders the Action Plan of the Strategy to become Sectoral Adaption Plan (SAP).
- Together with consultants on budgeting develop the indicative financial framework of Strategy implementation (costs and possible source of financing).
- Develop the 1st draft of the Strategy. Facilitate stakeholders' consultation workshop on the 1st draft of the Strategy. Incorporate comments from key stakeholders and develop the 2nd draft of the Strategy.
- Hold a stakeholders workshop to present the 2nd draft of the Strategy. Incorporate comments from the second round stakeholders' consultation and prepare a Final Draft of CCA Forestry sector Strategy.

3. Provide expert advice and capacity building support to the Moldsilva Agency in advancing medium- to long-term adaptation planning

- Support the Moldsilva Agency in promoting the Strategy package for submission for Government's endorsement as required by legal procedure.
- Together with IC on CCA mainstreaming provide training to policy-makers, decision-makers, and sectoral planners on the use of the tools and approaches to advance medium- to long-term adaptation planning and budgeting, and implementation through development of sector specific CCA documents.

- Work with NC on communication to promote CCA Forestry sector Strategy visions, objectives and activities among national, sector and local level decision makers, NGOs, civil society.
- Prepare reports on the component activities according to Deliverable table.
- Perform any other related activities which may emerge during the course of time.

III. Deliverables

The key products to be delivered and the timeframe are estimated to be broken down as follows are as follows:

Nr	Deliverables	Time
1.	Inception Report prepared, including the results of desk review of relevant documentation and consultations with stakeholders	November, 2014- January, 2015
2.	The concept of the Strategy, list of assumptions, risks management, measurable indicators of progress and the process of monitoring of implementation and evaluation of the Strategy developed	January, 2015
3.	Action Plan in the form of Logical Framework Approach developed and consultation with relevant stakeholders undertaken	January, 2015
4.	Materials to facilitate the Round table with stakeholders ' with the aim on consulting the Strategy, assumptions and risks management, indicators of progress and the process of monitoring of implementation and evaluation of the Strategy Report on the Concept of Strategy, Action Plan and stakeholders' consultation	February, 2015
5.	Financial Framework of Strategy implementation (estimations of costs and possible sources of financing) provided	December, 2014- January, 2015
6.	Develop the 1st draft of the Strategy	January-February, 2015
7.	Develop the 2nd draft of the Strategy with Input comments from key stakeholders	February-March, 2015
8.	Stakeholders' consultation meeting conducted. Report on Financial Framework, Strategy drafts and stakeholders consultation	March, 2015
9.	Trainings to policy-makers, decision-makers, legislators and sectoral planners on the use of the tools and approaches to advance medium- to long-term adaptation planning and budgeting and implementation through development of sector specific CCA documents - 3 trainings of 1 day provided	February-March, 2015
10.	Final Draft of CCA Forestry sector Strategy and Action Plan developed	April-May, 2015
11.	Final Report on performed assignment	July, 2015

IV. Duration and management arrangements

The IC will work together with the International Consultant on CCA mainstreaming on providing training to sectoral planners decision-makers, legislators on sectoral CCA planning using the approaches of medium- to long-term adaptation planning, budgeting and implementation. The Consultant will also work with the National gender specialist to incorporate gender dimension in the draft documents.

The International Consultant will be assisted by sectoral national consultants (NCs), Moldsilva Agency of the Republic of Moldova and will work under guidance of the Project Manager and the UNDP country office. He/she will also work closely with respective national partners, including state institutions, civil society and international organizations. Meetings with the relevant stakeholders will be organized by the PMU and NCs, while IC will participate with the relevant materials.

The Consultant will undertake at least 2 missions (3 days first mission, 5 days second mission) to Moldova comprising activities under the Project, meetings with Project team, National Consultants, UNDP representatives, relevant national stakeholders.

The Consultant will present the deliverables in English, while their translation into Romanian language, including the final Draft of the Strategy will be provided by the Project. The Final Draft of Climate Change Adaptation Strategy of Forestry sector of Moldova will be translated into Russian language too; thus, for Government submission will be prepared in both Ro and Ru versions according to currently in place national requirements.

Financial Arrangements

Payments will be disbursed in several installments, upon submission and approval of deliverables, and certification by UNDP Moldova Programme Manager that the services have been satisfactorily performed.

V. Requirements for experience and qualification

Academic qualification:

- Master's degree in forestry or silviculture, forestry planning, environmental sciences or other relevant field

Experience:

- At least 7 years of progressively international professional experience in silviculture, forestry sector planning and policy development and at least 5 years of experience in climate change adaptation
- Proven ability to elaborate policy documents (strategies, action plans, programmes) in forestry

Competencies:

- Knowledge of institutional mandates, policies and guidelines related to NAP process
- Knowledge of the Forestry sector in Moldova would be an asset
- Professional experience in Eastern Europe is an asset
- Excellent proven analytical skills in analysis, leadership and overall diplomatic skills
- Proven experience in preparation of written reports in an accurate and concise manner, and public presentation skills
- Good organizational, time management and facilitation skills

Languages:

- Fluency in written and spoken English is required for this assignment
- Knowledge of Romanian or Russian will be an advantage

VI. Documents to be included when submitting the proposals:

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

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