



## INDIVIDUAL CONSULTANT PROCUREMENT NOTICE

Date: **11 March 2015**

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**Country:** Republic of Moldova

**Description of the assignment:** Local Expert to the Ministry of Environment of the Republic of Moldova

**Project name:** European Union High Level Policy Advice Mission to the Republic of Moldova

**Period of assignment/services:** 1 April - 5 May 2015 (22 working days)

Proposals should be submitted online by pressing the "Apply Now" button no later than [18 March 2015](#).

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

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### 1. BACKGROUND

The EU High Level Policy Advisory Mission (EUHLPAM) is a project financed by the European Union and implemented by the UNDP. The objective of the project is to support the Government to implement its EU-integration related reform Agenda and in particular to assist the government in developing the capacities required for the implementation of the Association Agreement, including the Deep and Comprehensive Free Trade Area, as well as the Visa Liberalisation Action Plan. Specifically, the project aims at strengthening the policy-making, strategic planning and policy management capacities of selected line Ministries and State Agencies involved in the implementation of the Association Agreement and Visa Liberalization and at enhancing stakeholders' knowledge and awareness of EU policies, legislation and regulations in sectors strategic to the implementation of the Association Agreement including the Deep and Comprehensive Free Trade Area, and to the implementation of visa liberalization.

EUHLPAM beneficiaries include: the Prime Minister's Office, the Ministry of Foreign Affairs and European Integration; Ministry of Justice, Ministry of Internal Affairs, Bureau for Migration and Asylum, Prosecutor General Office, National Anti-Corruption Centre, Ministry of Agriculture and Food Industry, Ministry of Transport and Road Infrastructure, Ministry of Economy, Ministry of Education, Ministry of Environment, Customs Service, Main State Tax Inspectorate. The main tasks of advisers are to provide policy advice to project beneficiaries in order to enhance their ability to design and implement their Europe Integration related reform agenda.

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

The local expert to the Ministry of Environment of the Republic of Moldova will work with the EUHLPA deployed at the Ministry of Environment of the Republic of Moldova to support the development of the Draft Report on the Development of an Environmental Protection Agency (EPA) in Moldova. The objective of the Report, in accordance with the Advisers Terms of Reference to examine the options for the establishment of an EPA, along the lines in EU Member States, as part of the reform and modernization of the environmental institutions in Moldova and in order to effectively implement new Environmental laws and policy according to Moldova's commitments in the Association Agreement. The Adviser's Institutional Reform Concept outlined monitoring of environmental quality in specific sectors according to EU/AA requirements as a potential component of the proposed First Phase of EPA establishment in Moldova. The further development of this outline proposal requires research and analysis of the capacity of the State Hydro-meteorological Service a body subordinate to the Ministry of Environment, which is responsible for the monitoring of surface water quality, atmospheric air quality, and soil quality in Moldova to undertake monitoring according to EU standards and requirements.

The specific objective is to determine in a non technical report the current status of environmental monitoring in relation to EU requirements set out in the Association Agreement for surface water quality, where EU legislative requirements are largely enshrined in Moldovan law and to a lesser extent, for air and soil quality where an EU compliant legislative framework is at an early stage of development. The assignment will be undertaken on the basis of non technical institutional self-assessment techniques, including research, questionnaires, one-to-one interviews with key staff, site visits to the facilities etc.

These activities are unique to this Terms of Reference and are not duplicated by any other Project. The activities outlined in this ToR are directly related to the Adviser's ToR and are pivotal to assessing the options for future development of an EPA in Moldova. The timing of this activity is key to ensure a newly appointed Minister of the Environment may be advised of the options in relation to the future establishment of an EPA in Moldova.

Key responsibilities of the assignment include the elaboration of a research, the development of questionnaires, accomplishment of interviews with key staff, fulfilment of site visits to the State Hydro-meteorological Service offices and laboratory facilities, analysis of findings and the elaboration of the draft Report. These also include the provision of any other related support upon the request of the EUHLPA and/or project management.

For detailed information on assignment, deliverables, activities, and milestones please refer to Annex 1 - Terms of Reference.

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

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

- Master's Degree in Environmental Law, Environmental Science/Protection, Environmental and Natural Resource Economics/Management. A bachelor degree in the same areas combined with 7 years of relevant working experience is considered equivalent

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

- Preferably 7 years of related professional experience;

- At least 5 years of professional experience linked to the provision of policy advice and/or research in the environment sector of the Republic of Moldova; Advisory experience with senior public sector officials or senior staff of other organisations is a strong advantage;
- At least 5 years of proven experience working with the public administration. Approximation experience in the sector is a strong advantage.

### III. Competencies:

- Good understanding of environmental policy and legal framework of the Republic of Moldova;
- Good understanding of environmental quality monitoring requirements of EU environmental legislation. Knowledge of EU monitoring requirements in the water sector is an advantage;
- Excellent drafting and research skills and eye for detail;
- Positive attitude and ability to work in a team;
- Excellent command of English, Romanian and Russian languages, including excellent drafting/editing skills in English and Romanian.

## 4. DOCUMENTS TO BE INCLUDED WHEN SUBMITTING THE PROPOSALS

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

### 1. Proposal:

- (i) Explaining why they are the most suitable for the work;
- (ii) Provide a brief methodology on how they will approach and conduct the work (if applicable);

### 2. Financial proposal;

### 3. Personal CV including past experience in similar projects and at least 3 references.

Failure to submit all the requested documents will lead to application disqualification and the exclusion of the candidate from the evaluation process.

## 5. FINANCIAL PROPOSAL

The financial proposal will specify the daily fee, travel expenses and per diems quoted in separate line items, and payments are made to the Individual Consultant based on the number of days worked.

### 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 in Environmental Law, Environmental Science/Protection, Environmental and Natural Resource Economics/Management. A bachelor degree in the same areas combined with 7 years of relevant working experience is considered equivalent;
- at least 5 years of professional experience linked to the provision of policy advice and/or research in the environment sector of the Republic of Moldova.

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>		
<ul style="list-style-type: none"> <li>• Master's Degree in Environmental Law, Environmental Science/Protection, Environmental and Natural Resource Economics/Management. A bachelor degree in the same areas combined with 7 years of relevant working experience is considered equivalent</li> </ul>	(Master's or equivalent - 50 pts)	50
<ul style="list-style-type: none"> <li>• At least 5 years of professional experience linked to the provision of policy advice and/or research in the environment sector of the Republic of Moldova; advisory experience with senior public sector officials or senior staff of other organisations is a strong advantage</li> </ul>	(5 years - < 40 pts, one point for each additional year - max. 50)	50
<ul style="list-style-type: none"> <li>• At least 5 years of proven experience working with the public administration. Approximation experience in the sector</li> </ul>	(5 years - < 35 pts, one point for each additional year - max. 40)	40
<ul style="list-style-type: none"> <li>• Proven understanding of environmental policy and legal framework of the Republic of Moldova</li> </ul>	(limited - <25 pts., satisfactory - <30 pts, extensive - <40 pts.)	40
<ul style="list-style-type: none"> <li>• Proven understanding of environmental quality monitoring requirements of EU environmental legislation. Knowledge of EU monitoring requirements in the water sector</li> </ul>	(limited - <25 pts., satisfactory - <30 pts, extensive - <40 pts.)	40
<ul style="list-style-type: none"> <li>• Proven excellent drafting and research skills and eye for detail</li> </ul>	(limited - <15 pts., satisfactory - <20 pts, extensive - <30 pts.)	30
<ul style="list-style-type: none"> <li>• Positive attitude and ability to work in a team</li> </ul>	(limited - <10 pts., satisfactory - <15 pts, extensive - <20 pts.)	20

<ul style="list-style-type: none"> <li>Excellent command of English, Romanian and Russian languages, including excellent drafting/editing skills in English and Romanian</li> </ul>	(Romanian and Russian - 20 pts; English - 10 pts)	30
<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).

#### **ANNEXES:**

**ANNEX 1 - TERMS OF REFERENCES (TOR)**

**ANNEX 2 - INDIVIDUAL CONSULTANT GENERAL TERMS AND CONDITIONS**