



INDIVIDUAL CONSULTANT PROCUREMENT NOTICE

Date: 30 April 2015

Country: Republic of Moldova

Description of the assignment: National Consultant to support the Ungheni town in mainstreaming disaster resilience measures into local development policies.

Project name: Moldova Disaster and Climate Risk Reduction Project (Phase 2)

Period of assignment/services: 43 days during the period 01 June 2015 – 15 November 2015

Proposals should be submitted online by pressing the "Apply Now" link no later than **20 May 2015**.

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. In 2014 Moldova joined the regional project „Enhancing capacity, knowledge and technology support to build disaster and climate resilience in Armenia, Macedonia and Moldova.”

There are two main outputs on the regional project:

1. *Capacities of the local government of the Ungheni to develop and implement integrated disaster and climate risk reduction plans and programmes strengthened.*
2. *Concept of Smart City solution for the rapid urbanization and climate change challenges developed.*
3. *Availability of information and public awareness increased on disaster and climate risk in urban areas by implementation of regional and country level ICT solutions/mobile application.*

The main implementing partners are the Local Government of Ungheni town, 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, NGOs and CBOs. In order to mainstream city resilience measures working group from main stakeholders involved was formed at the level of the Ungheni town.

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

To enable the Local Government of Ungheni to manage the disaster risks by applying innovative tools, UNDP Moldova is searching for a qualified **National Consultant to support the local public authorities of Ungheni to identify, develop and mainstream city resilience measures into the local development policies.**

3. REQUIREMENTS FOR EXPERIENCE AND QUALIFICATIONS

I. Academic Qualifications:

- University degree in disaster management, local development, law, public administration, or other relevant/similar field;

II. Years of experience:

- At least 5 years of experience working with the national authorities and/or local public administration in local development and planning;
- At least 3 years of experience in civil protection and/or disaster risk management.

III. Competencies:

- Profound understanding of the DRR related legal framework in Moldova and experience in development of legal documents is desirable;
- Proven experience in organization of multi stakeholder consultation processes;
- Excellent negotiation, leadership and diplomatic skills;
- Excellent facilitation and public presentation skills;
- Good organizational, planning and time management skills;
- Proven experience of work in multicultural environment;
- Excellent and proven analytical and writing skills;
- Proficiency in written and spoken Romanian and good command of Russian 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. Proposal explaining why they are the most suitable for the work;
2. Financial proposal;
3. Personal CV including past experience in similar projects and at least 3 references or the fully 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 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:

- University degree in disaster management, local development, law, public administration, or other relevant/similar field;
- At least 5 years of experience working with the national authorities and/or local public administration in local development and planning.

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		
<ul style="list-style-type: none"> University degree in disaster management, local development, law, public administration, or other relevant/similar field; 	(under - Master's – 30 pts., Master's – 40 pts., PhD's - 50 pts.)	50
<ul style="list-style-type: none"> At least 5 years of experience working with the national authorities and/or local public administration in local development and planning; 	(5 - 7 years – 30 pts., 7 - 10 years - 40 pts., >10 years – 50 pts.)	50
<ul style="list-style-type: none"> At least 3 years of experience in civil protection and/or disaster risk management; 	(less than 3 years – 0 pts., 3 - 5 years – 20 pts., 5 - 7 years - 30 pts., >7 years – 40 pts.)	40
<ul style="list-style-type: none"> Proven experience in organization of multi stakeholder consultation processes; 	(no – 0, yes – 30 pts.)	30
<ul style="list-style-type: none"> Proficiency in written and spoken Romanian, and good command of Russian is required for this assignment; 	(Romanian – 20 pts.; Russian – 10 pts.)	30
<ul style="list-style-type: none"> Interview 	(40 pts. – Profound understanding of the DRR related legal framework in Moldova and experience in development of legal documents is desirable; 10 pts. - Excellent negotiation, leadership and diplomatic skills; 10 pts.– Excellent facilitation and public presentation skills; 10 pts.- Good organizational, planning and time management skills; 20 pts.- Proven experience of work in multicultural environment; 10 pts. - Excellent and proven analytical and writing skills).	100
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.

ANNEXES:**ANNEX 1 – TERMS OF REFERENCES (TOR)****ANNEX 2 – INDIVIDUAL CONSULTANT GENERAL TERMS AND CONDITIONS**