

Terms of Reference

Job Title: National Consultant to support the Ungheni town in mainstreaming disaster resilience measures into local development policies

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

Duration of Employment: June 01 – November 15, 2015

Contract type: Individual Contract

Expected workload: 43 working days, home based, the Republic of Moldova (Ungheni)

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.

OBJECTIVES AND SCOPE OF THE ASSIGNMENT

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.**

Thus, UNDP Moldova is looking for a **National Consultant** to assist the Local Authorities of Ungheni to:

- Identify and develop disaster risk reduction measures to improve town resilience;
- Support local public authorities in the preparation and conducting public hearings and discussions on identified measures;
- Support the mainstreaming process of identified disaster risk reduction measures into the local development planning documents.

It is expected that the National Consultant will:

1. Identify and develop town resilience measures for Ungheni in close cooperation with the created community working group and UNDP Moldova.
2. Prepare and conduct together with the working group from Ungheni 3 public meetings (discussions, hearings) to prioritize identified measures.
3. Support the local public authorities from Ungheni in the mainstreaming of the identified measures into the local development policies as well as in the advocacy processes
4. Prepare and submit plans and reports.

RESPONSIBILITIES OF THE ASSIGNMENT INCLUDE:

1. Identify and develop town resilience measures for Ungheni in close cooperation with the community working group and UNDP Moldova.
 - i) Review the identified city resilient measures (Local Government Self-Assessment Tool of UNISDR was taken as the basis for the assessment);
 - ii) Organize and facilitate the stakeholders' discussions on the identified measures;
 - iii) Collect all necessary inputs from stakeholders involved into the city resilience;
 - iv) Incorporate the inputs into the city resilience measures' outline.
- 2) Prepare and conduct together with the working group from Ungheni 3 public meetings (discussions, hearings) to prioritize identified measures.
 - i) Together with the working group, perform the review of the local strategic documents and identify the areas where the interventions are needed to increase the town resilience.
 - ii) Plan, organize and conduct together with the working group 2 public meetings (discussions, hearings) with the public according to the schedule approved.
 - iii) Collect all inputs from public meetings and stakeholders and incorporate them into the documents.
 - iv) Prepare the reports on public meetings.
 - v) Support Ungheni local public authorities in the identification of the priority pilot measure to be implemented during 2015-2016 to increase town resilience.
- 3) Support the local public authorities from Ungheni in the mainstreaming of the identified measures into the local development policies. Support in advocating for approving the proposed measures
 - i) Based on the documents' review, identify the chapters in the local development policies to be improved by addressing town resilience.
 - ii) Support the local public authorities from Ungheni in preparing the package of documents following the national requirements to mainstream the city resilient measures into the local development policies, to be further approved by the Local Council.

- 4) Prepare and submit plans and reports.
- i) Prepare and submit planning and reports according to schedule approved;
 - ii) By the end of assignment, prepare final report on accomplished work, lessons learned, and recommendations for further implementation and next steps to be taken.

DELIVERABLES:

Deliverable/milestone	Indicative timeframe
<u>1. Submitting the initial working plan and schedule for the assignment and consequent approval of UNDP and Ungheni authorities.</u> <i>1 day</i>	June 05, 2015
<u>2. Town resilience measures are identified in a participatory manner with stakeholders and described in details to be ready for public discussions.</u> <i>10 days</i>	July 20, 2015
<u>3. Prepare and conduct 3 public meetings on identified town resilience measures, report on the public meetings is approved by UNDP and Ungheni local public authorities.</u> <i>15 days</i>	September 10, 2015
<u>4. Detailed description of the identified priority town resilience measure and draft ToR for the execution of measure.</u> <i>5 days</i>	September 20, 2015
<u>5. Package of documents (local development strategy) following the requirements of national legislation, incorporating the results of public meetings on mainstreaming the city resilience measures into the local development policies.</u> <i>10 days</i>	October 15, 2015
<u>6. Final report on the accomplished work, including the lessons learned and recommendations.</u> <i>2 days</i>	November 10, 2015

DURATION: 43 working days, through 01 June 2015 – 15 November 2015)

PAYMENT SCHEDULE:

Payment will be done in installments based on actual days worked, after the acceptance of deliverables by the Project Manager.

MANAGEMENT ARRANGEMENTS

The National Consultant will work under the guidance of UNDP Project Manager. He/she will also work closely with the Civil Protection and Emergency Situations Services local public authorities of Ungheni, respective national partners, including state institutions, civil society and international organizations. The National Consultant is expected to work with project beneficiaries from Ungheni.

QUALIFICATIONS REQUIRED:

- 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;
- At least 3 years of experience in civil protection and/or disaster risk management;
- 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;

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).