

Terms of Reference

Job Title: National Consultant to develop the capacities of the Civil Protection and Emergency Situations Service, the Republic of Moldova in Project Management on Disaster Risk Management

Project Reference: Moldova Disaster and Climate Risk Reduction Project

Duration of Employment: June 15 – November 30, 2015

Contract type: Individual Contract

Expected workload: 41 working days, home based

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 of the Project 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. According to National Action Plan for the implementation of the RM-EU Association Agreement 2014 - 2016 Civil Protection should develop and further approve the Methodology of disaster risk assessment with subsequent application at all levels. In order to strengthen the capacities of the Civil Protection and Emergency Situation Service, the Ministry of Interior, the Republic of Moldova UNDP is searching for a qualified **International Consultant to develop capacities of the Civil Protection and Emergency Situations Service, the Republic of Moldova in Project Management and Disaster Risk management together with the International consultant.**

OBJECTIVES AND SCOPE OF THE ASSIGNMENT

The Overall objective of the assignment is to support the International Consultant in developing the capacities of the Civil Protection and Emergency Situations Service (CPESS) in disaster risk management and risk assessment and to develop capacities of the CPESS in efficient Project Management. .

The National Consultant will assist the International Consultant in conducting two missions (up to 5 days each) in Moldova. He/she will develop and conduct 2 training modules (3 days each) on Project Proposal Writing and Project Implementation for a selected group of trainees. She/he is also supposed to Additionally the National Consultant will be providing coaching and mentoring for the group of trainees in the process of development of 2-3 project proposals to various donors in the area of Disaster Risk Management and Risk Assessment.

It is expected that the Consultant will:

1. Support the International Consultant in performing a quick needs assessment for developing capacities in Disaster Risk Management and Risk Assessment in close cooperation with Civil Protection and Emergency Situation Service and UNDP Moldova.
 2. Support the International Consultant in conducting two three-days trainings in Moldova for a one group of national stakeholders in Disaster Risk Management and Risk Assessment (International Consultant will elaborate curricula and training materials).
 3. Develop curricula and training packages for a set of two trainings (3-days each) on Project Management and Proposal Writing for a group of selected trainees from Civil Protection and Emergency Situations Service, Ministry of Interior.
 4. Conduct two tree-days trainings for a group of selected trainees from Civil Protection and Emergency Situations Service on Project Management and Proposal Writing. Trainings should be participatory and include practical exercises. Participants should get presentations, case studies, reference documents, links to useful resources and other supportive materials based on the best national and international experiences. Provide coaching and mentoring to support the participants in the elaboration 2-3 project proposals (for EU and non-EU funds).
 5. Prepare a work schedule, reports and submit them to UNDP and Civil Protection and Emergency Situations Service of the Ministry of Interior (CPESS).
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- 1) Support the International Consultant in performing a quick needs assessment for developing capacities in Disaster Risk Management and Risk Assessment in close cooperation with Civil Protection and Emergency Situation Service and UNDP Moldova.
 - a) Review, discuss with stakeholders and incorporate the recommendations into the methodological approach and plan for the quick needs assessment elaborated by the International Consultant.
 - b) Support the International Consultant in performing the quick needs assessment that should be done in close collaboration with the Civil Protection and Emergency Situation Service and UNDP Moldova.
 - 2) Support the International Consultant in conducting two three-days trainings in Moldova for a one group of national stakeholders in Disaster Risk Management and Risk Assessment.
 - a) Support the organization of trainings and conduct together with the International Consultant two trainings (three days each) on Disaster Risk Management and Risk Assessment with the participants from the Civil Protection and Emergency Situations Service and other national stakeholders. Support trainings' evaluation
 - b) Prepare together with the International Consultant training reports.

- 3) Develop curricula and training packages for a set of two trainings (3-days each) on Project Management and Proposal Writing for a group of selected trainees from Civil Protection and Emergency Situations Service, Ministry of Interior.
 - a) Develop curricula on Project Management and Proposal Writing for a group of selected trainees from Civil Protection and Emergency Situation Service, national stakeholders involved in the Disaster Risk Management. Two trainings (3 days each) should be organized.
 - b) Develop the training packages on Project Management and Proposal Writing for approved curricula. The training packages shall include, but shall not be limited to: agenda, teaching methods, case studies, handouts and other materials as necessary.
- 4) Conduct two three-days trainings and coaching for a group of selected trainees from Civil Protection and Emergency Situations Service on Project Management and Proposal Writing.
 - a) Prepare and conduct two trainings (for days each) on Project Management and Proposal Writing for the group of selected trainees from the Civil Protection and Emergency Situations Service.
 - b) Provide coaching and mentoring for the trainees in developing 2-3 project proposals (for EU and non-EU Donors) on disaster risk management and risk assessment.
 - c) Prepare training and coaching reports.
- 5) Prepare a work schedule, reports and submit them to UNDP and Civil Protection and Emergency Situations Service of the Ministry of Interior (CPSS)
 - a) Prepare a work schedule and detailed methodological approach for the implementation of the assignment.
 - b) Prepare training reports, and coaching report.
 - c) 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. Detailed work schedule and methodological approach for the implementation of the assignment.</u> 2 days	June 17, 2015
<u>2. Quick needs assessment in Disaster Risk Management together with the International Expert conducted.</u> 3 days	July 15, 2015
<u>3. Two 3-days trainings conducted together with the International Consultant on Disaster Risk Management and Risk Assessment. Training reports provided.</u> 8 days	October 30, 2015
<u>4. Curricula and training packages for a set of two (3-days each) trainings on Project Management and Proposal Writing are developed and approved.</u> 8 days	July 29, 2015
<u>5. Two 3-days training conducted on Project Management and Proposal Writing. Training reports provided.</u> 8 days	October 30, 2015
<u>6. Coaching and mentoring provided for trainees in the process of elaboration of 2-3 project proposals. Coaching reports provided.</u> 10 days	October 30, 2015
<u>7. The Final report on the implementation of the assignment submitted.</u> 2 days	November 30, 2015

Duration: 41 working days, during the period June 15 – November 30, 2015

PAYMENT SCHEDULE:

40% - upon submitting the detailed work schedule, conducting quick needs assessment together with the international consultant and elaboration of curricula and materials for Project Management (deliverables 1,2,3) (not later than July 29, 2015);
60% - upon completing the assignment (not later than November 30, 2015).

MANAGEMENT ARRANGEMENTS

The National Consultant will work under the guidance of UNDP Project Manager. He/she will also work in team with the International Consultant and cooperate closely with the Civil Protection and Emergency Situations Services, respective national partners, including state institutions, local authorities, civil society and international organizations.

QUALIFICATION REQUIRED:

- Master's degree or equivalent in education, social sciences, disaster risk management or other relevant field.
- At least 5 years of experience in capacity building, trainings;
- Proven knowledge of project management, project proposal writing;
- Certification in project management will be an advantage;
- Knowledge of Disaster Risk Management will be an advantage;
- Experience of work in international projects including educational, capacity building activities 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.
- Good working knowledge of English is required for this assignment.
- Knowledge of Romanian is required for this assignment, knowledge of Russian will be an advantage;

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.