



INDIVIDUAL CONSULTANT PROCUREMENT NOTICE

Date: 11 May 2015

Country: Republic of Moldova

Description of the assignment: 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 name: Moldova Disaster and Climate Risk Reduction Project

Period of assignment/services: 41 days during the period 15 June 2015 – 30 November 2015

Proposals should be submitted online by pressing the "Apply Now" link no later than **25 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.

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.**

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

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.

3. REQUIREMENTS FOR EXPERIENCE AND QUALIFICATIONS

I. Academic Qualifications:

- Master's degree or equivalent in education, social sciences, disaster risk management or other relevant field.

II. Years of experience:

- At least 5 years of experience in capacity building, trainings.

III. Competencies:

- 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 of work in international teams.
- 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;

4. 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.

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 bare 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:

- 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.

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
<u>Technical</u>		
<ul style="list-style-type: none"> Master's degree or equivalent in education, social sciences, disaster risk management or other relevant field; 	(under - Master's – 20 pts., Master's – 30 pts., PhD's - 40 pts.)	40
<ul style="list-style-type: none"> At least 5 years of experience in capacity building, trainings; 	(5 - 7 years – 20 pts., 7 - 10 years - 30 pts., >10 years – 40 pts.)	40
<ul style="list-style-type: none"> Certification in project management will be an advantage; 	(no – 0, yes – 30 pts.)	30
<ul style="list-style-type: none"> Experience of work in international projects including educational, capacity building activities will be an advantage; 	(no – 0, yes – 30 pts.)	30
<ul style="list-style-type: none"> Good working knowledge of English is required for this assignment; 	(English – 30 pts.)	30
<ul style="list-style-type: none"> Knowledge of Romanian is required for this assignment, knowledge of Russian will be an advantage; 	(Romanian – 20 pts.; Russian – 10 pts.)	30
<ul style="list-style-type: none"> Interview 	(30 pts. – Proven knowledge of project management, project proposal writing; 20 pts. – Knowledge of Disaster Risk Management will be an advantage; 20 pts. – Knowledge of IT tools in education will be an advantage; 10 pts. – Excellent proven skills in analysis, negotiations and leadership and overall diplomatic skills; 10 pts. – Good organizational, time management and facilitation skills; 10 pts. – Proven experience on preparation of written reports in an accurate and concise manner, and public presentation skills).	100
Maximum Total Technical Scoring		300
<u>Financial</u>		
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