



INDIVIDUAL CONSULTANT PROCUREMENT NOTICE

Date: **11 November 2015**

Country: Republic of Moldova

Description of the assignment: International Consultant - Development of climate change adaptation Financing Plan

Project name: Supporting Moldova's National Climate Change Adaptation Planning Process

Period of assignment/services: November 2015 - January 2016 (28 working days)

Proposal should be submitted online by pressing the "Apply Online", no later than November 18, 2015.

Requests for **clarification only** must be sent by standard electronic communication to the following e-mail: monica.moldovan@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

Republic of Moldova's economy, population, and environment are highly vulnerable to climate variability and change. According to a range of studies, including the Republic of Moldova's Second National Communication and Third National Communication under the United Nations Framework Convention on Climate Change (UNFCCC) and the 2009/2010 National Human Development Report, the impacts of climate change are expected to intensify as changes in temperature and precipitation affect economic activity.

Responding to the risks posed by climate change requires a coordinated and concerted effort on the part of the Government of Moldova. The three year project "Supporting Moldova's National Climate Change Adaptation Planning Process" supported by the Austrian Development Cooperation (ADC) with funding from the Austrian Federal Ministry of Agriculture, Forestry, Environment and Water Management and implemented by UNDP Moldova in partnership with the Ministry of Environment and its Climate Change Office, is responding to this need.

The overall goal of the project is to ensure that Moldova has a system and capacities in place for medium- to long term adaptation planning and budgeting with the overall aim to reduce vulnerability of the population and key sectors to the impacts of climate change. The main project objective is to support Moldova to put in place its National Adaptation Planning process contributing to- and building upon existing development planning strategies and processes and to implement priority adaptation actions.

The National Adaptation Plan (NAP) will be based on the National Adaptation Strategy and will be developed through a country-driven, gender-sensitive and participatory process. In order to achieve the project objective, the project interventions are designed to achieve the following outputs:

Output 1. Institutional and policy frameworks for medium- to long-term gender-sensitive adaptation planning and budgeting are in place.

Output 2. Institutional and technical capacities for iterative development of comprehensive NAP strengthened.

Output 3. Adaptation interventions in priority sectors implemented including demonstration projects at a local level to catalyse replication and upscaling.

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

The objective of this assignment is to develop a Financing Plan for the management of climate risks and adaptation measures in the key sectors of Moldova's economy: agriculture, transport, energy, health, forestry, water resources.

For detailed information, please refer to the Terms of Reference.

3. REQUIREMENTS FOR EXPERIENCE AND QUALIFICATIONS

Education:

- Advanced university degree in environmental science or other relevant field; or similar field or a bachelor degree in the same areas combined with 5 years of professional experience relevant to the assignment is considered as equivalent

Experience:

- At least 10 years of progressively responsible professional experience in climate change adaptation, including at least 7 years of experience at the international level. Part of that experience must be in the field involved with sector gaps and needs analysis in relation to NAP process
- Knowledge of institutional mandates, policies and guidelines related to NAP process
- Professional experience in Eastern Europe would be a strong asset
- Excellent proven skills in analysis, leadership and overall diplomatic skills
- Proven experience on preparation of written reports in an accurate and concise manner, and public presentation skills
- Good organizational, time management and facilitation skills
- Sound knowledge of economic system in Moldova would be an asset

Competencies:

- Demonstrated capacity of team-orientation work, excellent planning and organizational skills;
- Strong, research, communications and writing skills;
- Sensitivity and respect for sustainable development, human rights and gender equality;
- Ability to deal with people with tact and diplomacy;

- Ability to achieve results and deadlines in a timely manner, maintaining a high standard throughout
- Displays cultural, gender, religion, race, nationality and age sensitivity and adaptability;
- Proven commitment to the core values of the United Nations, in particular, respecting differences of culture, gender, religion, ethnicity, nationality, language, age, HIV status, disability, and sexual orientation, or other status.

UNDP Moldova is committed to workforce diversity. Women, persons with disabilities, Roma and other ethnic or religious minorities, persons living with HIV, as well as refugees and other non-citizens legally entitled to work in the Republic of Moldova, are particularly encouraged to apply.

Language requirements:

- Fluency in written and spoken English is required for this assignment. Knowledge of Romanian or Russian will be an asset

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 including information on previous similar assignments;
2. Financial proposal;
3. Personal CV or P11 including past experience in similar projects and at least 3 references.

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 travel, per diems, and number of anticipated working days).

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 does 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 UNDP Moldova and the Consultant, prior to travel and will be reimbursed.

One travel mission is envisaged under this assignment – 3-4 mission days to Moldova comprising meetings with Project team, National Consultants, concerned UNDP Project team, relevant national stakeholders.

6. EVALUATION

Initially, individual consultants will be short-listed based on the following minimum qualification criteria:

- Advanced university degree in environmental science or other relevant field; or similar field or a bachelor degree in the same areas combined with 5 years of professional experience relevant to the assignment is considered as equivalent
- At least 10 years of progressively responsible professional experience in climate change adaptation, including at least 7 years of experience at the international level. Part of that experience must be in the field involved with sector gaps and needs analysis in relation to NAP process.

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>		
Advanced university degree in environmental science or other relevant field; or similar field or a bachelor degree in the same areas combined with 5 years of professional experience relevant to the assignment is considered as equivalent	(MSc-20 pts; PhD-30 pts)	30
At least 10 years of progressively responsible professional experience in climate change adaptation, including at least 7 years of experience at the international level. Part of that experience must be in the field involved with sector gaps and needs analysis in relation to NAP process	(10 years – up to 40 pts; including up to 7 years at international level – 10 pts)	50
Professional experience in East Europe would be a strong asset	(up to 5 years - 15 pts; >5 years - 20 pts)	20

Interview: Experience: <ul style="list-style-type: none"> • Knowledge of institutional mandates, policies and guidelines related to NAP process • Excellent proven skills in analysis, leadership and overall diplomatic skills • Proven experience on preparation of written reports in an accurate and concise manner, and public presentation skills • Good organizational, time management and facilitation skills • Sound knowledge of economic system in Moldova would be an asset Language requirements: <ul style="list-style-type: none"> • Fluency in written and spoken English is required for this assignment. Knowledge of Romanian or Russian will be an asset Competencies	Experience – 100 pts Language – 40 pts Competencies – 60 pts	200
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.