



INDIVIDUAL CONSULTANT PROCUREMENT NOTICE

Date: 19 November 2015

Country: Republic of Moldova

Description of the assignment: Knowledge Management and Communication Specialist for Climate Change Adaptation

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

Period of assignment/services: December 2015 - March 2016 (11 working days)

Proposal should be submitted online by pressing the "Apply Online", no later than November 30, 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

The 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 (2nd NC) and Third National Communication (3-th NC) under the United Nations Framework Convention on Climate Change (UNFCCC) and the National Human Development Report (2009/2010 NHDR), 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 from the side of the Government of Moldova. In this context, UNDP Moldova with support of Austrian Development Cooperation (ADC) with funding from the Federal Ministry of Agriculture, Forestry, Environment and Water Management of the Republic of Austria has developed a three year project "Supporting Moldova's National Climate Change Adaptation Planning Process" (NAP project).

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 Plan (NAP) 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, taking into consideration vulnerable sectors, groups, communities and ecosystems.

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 catalyze replication and upscaling.

ADA/UNDP Project promotes cooperation among NAP partners and enhances understanding about initiatives that address adaptation to climate change, including the gender dimensions of adaptation.

In the context of the above, an international consultant will be commissioned to develop knowledge management framework on climate change adaptation consistent with the mandate of Climate Change Office and NAP Project requirements. This activity will contribute to the attainment of all project outputs, in particular the Output 1, Activity 1.5, which aims at the implementation of the Communication and Outreach Strategy (COS), including promotion of the importance of climate resilient development, improved communication between different levels of the local public administrations and the government on this issue and facilitation of the multi-stakeholders engagement in producing expected project outputs, among donors, science and policy communities.

NAP Project in Moldova is in an advanced phase of implementation, already producing tangible results and making progress in adaptation at the country and local levels therefore, the need to develop a comprehensive component on documenting and sharing experiences and lessons learned from the implemented activities for the project partners, NAP partners, national stakeholders and international community was identified. During the assessment of sectors' capacities with regard to the implementation of CCA it was identified the necessity for generating and managing climate change adaptation knowledge, such as localized science-based climate trends and projections, climate change vulnerability, adaptation technologies, and climate change adaptation practices of communities, and transforming the knowledge to products that are accessible to decision-makers, stakeholders, local planners and communities.

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

The objective of the assignment is the development of a comprehensive climate change adaptation knowledge management system (CCA KMSm) based on the knowledge management Strategy (KMSy) and climate change knowledge management plan (KMP) in line with the strategy that will leverage existing knowledge resources on climate change adaptation, enhance the project visibility for both domestic and international audience.

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

3. REQUIREMENTS FOR EXPERIENCE AND QUALIFICATIONS

Qualifications:

- Master's degree in a relevant field: communication, journalism, human resources, environmental sciences.

Experience:

- At least 5 years of professional experience working in the development sector, preferably working with ADA and UNDP funded projects
- Professional experience in Eastern Europe would be a strong asset

Competencies:

- Demonstrable communication products from past assignment that showcase enhanced communications from climate change adaptation and development projects
- In depth understanding of climate change and development issues
- Ability to capture complex concepts using visual and creative media
- Demonstrated experience in handling of web based management systems and IT tools
- Demonstrated experience with information architecture and information management tasks in a Web
- Demonstrated experience working on web re-design projects
- Excellent understanding of usability principles
- 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:

- Language required for this assignment is English.

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, 4-5 mission days to Moldova.

6. EVALUATION

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

- Master's degree in a relevant field: communication, journalism, human resources, environmental sciences.
- At least 5 years of professional experience working in the development sector.

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		
Master's degree in a relevant field: communication, journalism, human resources, environmental sciences	(MSc-20 pts; PhD-30 pts)	30
At least 5 years of professional experience working in the development sector, preferably working with ADA and UNDP funded projects	(5 years – up to 40 pts; each additional year 5 pts – up to max 50 pts)	50
Professional experience in Eastern Europe would be a strong asset	(up to max 20 pts)	20
Interview: Competencies:	Competencies – 170 pts	200
<ul style="list-style-type: none"> Demonstrable communication products from past assignment that showcase enhanced communications from climate change adaptation and development projects In depth understanding of climate change and development issues Ability to capture complex concepts using visual and creative media Demonstrated experience in handling of web based management systems and IT tools Demonstrated experience with information architecture and information management tasks in a Web Demonstrated experience working on web re-design projects Excellent understanding of usability principles 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 		
Language requirements:	Language – 30 pts	
<ul style="list-style-type: none"> Language required for this assignment is English. 		
Maximum Total Technical Scoring		300
Financial		
Evaluation of submitted financial offers will be done based on the following formula: S = Fmin / 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.