

## TERMS OF REFERENCE

**National consultant from the Republic of Moldova on on transboundary monitoring and information exchange, climate change for preparation of the Project Document “Enabling transboundary cooperation and integrated water resources management in the Dniester River Basin” based on GEF requirements**

<b>Project Name:</b>	UNDP-GEF PPG: “Enabling transboundary cooperation and integrated water resources management in the Dniester River Basin”
<b>Short title of Assignment:</b>	National PPG Consultant on monitoring and information, climate change - Moldova
<b>Location:</b>	Home-based, with trips required
<b>Application deadline:</b>	<b>June 5, 2016</b>
<b>Type of Contract:</b>	Individual contract
<b>Post level:</b>	IC
<b>Duration of Contract:</b>	<b>16 working days</b> within the period 20 June – 10 December 2016
<b>Languages required:</b>	English, Romanian/Russian

## BACKGROUND

The GEF is funding the Project Preparatory Grant (PPG) phase for the Medium Size Project (MSP) “Enabling transboundary cooperation and integrated water resources management in the Dniester River Basin”.

The project will contribute towards the joint management of the water resources of the Dniester River basin. The project builds on the on-going cooperation of the Republic of Moldova and Ukraine based on the bilateral agreements (1994 and 2012) and the UNECE / OSCE / ENVSEC support since 2006.

The project includes three inter-related and mutually supportive components:

1. In-depth analysis of the water resources, related ecosystems and their use.
2. Development of the policy, legal and institutional set-up, mandate and capacities of the River Basin Commission for strengthened basin-level cooperation.
3. Strengthening of water resources and biodiversity monitoring and conservation, and information exchange in the Dniester River Basin.

The PPG phase runs for a period less than a year to develop necessary background information, identify partners among the key national and international actors in the area, secure co-financing and develop the MSP Project Document. PPG funding, in combination with agency co-finance contributions will support the design of the proposed full-size project. The following activities will be undertaken during the PPG phase:

Development of the full-fledged GEF submission package:

- strategic documents and accompanying analysis,
- input from national consultants to support the preparation of a project document for the MSP,
- development of the project annual work plan & budget, with defined roles and responsibilities (with accompanying terms of reference) as well as the project document for the project implementing agency,
- stakeholder consultations with all key partners to get input for the project document and to validate that the project design meets the priority needs of the Dniester Basins Riparians and stakeholders.

The objective of the PPG phase is to develop the project documentation according to standard GEF and UNDP templates (UNDP Project Document and GEF CEO Endorsement Request) for the Medium-Size Project (MSP) based on submitted and approved PIF.

### OBJECTIVE

The key objective of the consultant is to support the Team Leader develop a full UNDP/GEF project document and CEO Endorsement (full submission package), analyze current monitoring and information sharing systems, climate change adaptation policy relevant to the transboundary level and to contribute to the development of the draft project document "Enabling transboundary cooperation and integrated water resources management in the Dniester River basin" based on GEF requirements.

### SCOPE OF WORK

Under the overall guidance of the UNDP/GEF Regional Technical Advisor and UNDP Moldova country office direct supervision of an International PPG Consultant and a Team Leader, in close coordination with the UNECE Regional Adviser on Environment and, other national experts and the national partners the expert will perform the following:

1. Advise on and contribution to development of a work plan and a timeline detailing the practical steps required to develop the project proposal.
2. Analyse the PIF and provision of inputs to the project proposal with focus on monitoring, data sharing, climate change adaptation and demonstration projects.
3. Contribute to the inventory of relevant documents to be used in the development of the project proposal.
4. Identify and liaise with the relevant international, regional, national and local stakeholders to build strong country ownership of the project and support for project efforts, and collect of their opinions on the project content based on questions agreed on within team.
5. Assist in organization of the two national stakeholder workshops (tentatively Chisinau in July 2016 and Kyiv in October 2016) to review and collect comments on the proposed project objectives and activities in order to ensure agreement is reached at the national level among key stakeholders (e.g. communicating with potential participants, drafting agenda, list of participants, reports).
6. Advise on and contribution to the development of the budget proposal, costing estimates, risk analysis, M&E plan, logical framework, stakeholder involvement, possible co-financing sources, and action plan for incorporation of the gender aspects in the project.
7. Provide additional inputs as required to fulfil the duties to ensure successful finalization of the project document.

### FINAL DELIVERABLES

PRODUCTS	DEADLINE	PAYMENT STRUCTURE
Deliverable #1: 1. A detailed work plan to implement the overall assignment agreed with PPG International Consultant and Team Leader and approved by UNDP. 2. Inputs to the project proposal with regards to transboundary monitoring and data sharing, climate change adaptation and	30 Sept 2016	30%

<p>demonstration projects. The inputs should be agreed with UNDP, UNECE accepted by PPG Team Leader (not more 10 pages Times New Roman 12ppt, and relevant attachments).</p> <p>3. A list of reference documents to be used in the development of the project proposal.</p> <p>4. A list of international, regional, national and local stakeholders to be used in building a strong country ownership of the project and support for project efforts (and active engagement with the most relevant national stakeholders) as well as their recorded opinions on the project content.</p> <p>5. Agenda, LOP and draft report of the first workshop agreed with PPG Team Leader and approved by UNDP.</p>		
<p><b>Deliverable #2</b></p> <p>1. Contribution to the development of the budget proposal, costing estimates, risk analysis, M&amp;E plan, logical framework, stakeholder involvement, possible co-financing sources, and action plan for incorporation of the gender aspects in the project.</p> <p>2. Agenda, LOP and draft report of the second workshop agreed with PPG Team Leader and approved by UNDP.</p>	10 Dec 2016	70%

The quality of the final documents will be evaluated by the UNDP/GEF Regional Technical Advisor, the UNECE Regional Adviser on Environment, and UNDP Moldova representative (Environment and Energy Cluster Lead). Payments shall be made upon approval by the UNDP/GEF Regional Technical Advisor and UNDP Moldova of the deliverables according to the above schedule

### REPORTING REQUIREMENTS

- The Consultant will submit the inputs in an agreed format in English.
- All information should be provided in electronic versions in English.
- The Consultant shall be solely liable for the accuracy and reliability of the data provided, links to sources of information used.
- All materials produced by the consultant are the property of UNDP, and before its publication can only be used in coordination with the UNDP office.

### COMPETENCY REQUIREMENTS

#### Skills:

Good analytical, writing and communication skills.

Strong interpersonal and negotiating skills.

Ability to work independently and remotely with minimal supervision.

Ability to accept direction and constructive criticism from team members and authorities in a positive and respectful manner.

Capacity to submit high quality deliverables under time constraints.

Ability to communicate effectively in Russian, Moldovan and English.

#### Qualifications :

Advanced degree in the field of natural sciences

**Experience:**

Minimum 10 years of work experience in the field of water monitoring and data management.  
Experience on bilateral transboundary water cooperation is an asset.  
Experience in working with international organizations and projects.

**Language:**

Very good English writing and communication skills

**ADDITIONAL REQUIREMENTS**

The Consultant will be responsible for providing her/his station (i.e. laptop, internet, phone, scanner/printer, etc.) and must have access to reliable internet connection.

The Consultant will be given access to relevant information necessary for execution of the tasks under this assignment.

Recommended contractors over 62 years of age on assignment requiring travel should undergo a full medical examination including x-rays and obtaining medical clearance from an UN approved Doctor prior to taking up their assignment.

The Consultant will be requested to undertake the Basic Security in the Field (BSIF) training and Advanced Security in the Field (ASIF) if any travels foresees within assignment. These requirements apply for all Consultants, attracted individually or through the Employer.

**TRAVEL REQUIREMENTS**

The assignment foresees **travel Ukraine (2 overnight in Kiev)** for stakeholders workshop (tentatively set for September 2016) All travel expenses associated with the trips (tickets, accommodation DSA) will be included in the financial offer (which needs to include (i) consultancy fees and (ii) estimated travel cost) as per UNDP rules and regulations.