



## INDIVIDUAL CONSULTANT PROCUREMENT NOTICE

Date: **26 May 2016**

**Country:** Republic of Moldova

**Description of the assignment:** National PPG Consultant on IWRM, BD and PA – Moldova

**Project name:** UNDP-GEF PPG: "Enabling transboundary cooperation and integrated water resources management in the Dniester River Basin"

**Period of assignment/services:** 30 working days within the period 20 June – 10 December 2016

**Contract type:** Individual Contract

Proposal should be submitted online by pressing the "Apply Online", no later than 5 June , 2016.

Requests for **clarification only** must be sent by standard electronic communication to the following e-mail: [monica.moldovan@undp.org](mailto: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 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-financing 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 Riparian and stakeholders.

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

The key objective of the consultant is to analyze current IWRM, biodiversity-related and public awareness processes in the transboundary Dniester River basin, support the Team Leader and contribute to the development of the project document "Enabling transboundary cooperation and integrated water resources management in the Dniester River basin" based on GEF requirements.

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, other national experts and the national partners the expert will perform the following:

1. Advise on and contribute to the development of a work plan and a timeline detailing the practical steps required to develop the project proposal.
2. Analysis of the PIF and provision of inputs to the project proposal (full project document and GEF CEO Endorsement) with focus on the TDA/SAP, their links with national processes and EU Association Agreement, develop the national and transboundary IWRM, biodiversity, public participation and communication activities, demonstration projects.
3. Inventory and analysis 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 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 full national ownership and consensus reached at the national level among key stakeholders (e.g. communicating with potential participants, drafting agenda, list of participants, reports).
6. Advise on and contribute to the development of the budget proposal, costing estimates, risk analysis, M&E plan, logical framework, stakeholder involvement, co-financing sources and action plan for incorporation of the gender aspects in the project.

Provide additional inputs as required to fulfil the duties to ensure successful finalization of the project document.

## **3. REQUIREMENTS FOR EXPERIENCE AND QUALIFICATIONS**

Academic Qualification:

- Advanced degree in the field of natural sciences

#### Experience:

- Minimum 10 years of work experience in the field of water management, biodiversity conservation, public awareness, and relevant international and regional activities.
- Experience on transboundary water cooperation in the Dniester River basin is an asset.
- Experience in working with international organizations and projects.
- Experience in project development and project management including stakeholder liaison and partnership building

#### Competencies:

- 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.

#### Language requirements:

- Fluency in oral and written Romanian or Russian.
- Knowledge of English is mandatory

### **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;
2. Financial proposal;
3. Personal CV including past experience in similar projects and at least 3 references or the fully filled Personal History Form (P11).

### **5. FINANCIAL PROPOSAL**

#### Lump sum contracts

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 bear 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:

- Advanced degree in the field of natural sciences .
- Minimum 10 years of work experience in the field of water management, biodiversity conservation, public awareness, and relevant international and regional activities.

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:

- responsive/compliant/acceptable, and
- 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
<b><u>Technical</u></b>		
Advanced university degree in field of natural sciences	(Master's – 30 pts and PhD-40 pts)	40
At least 10 years of work experience in the field of water management, biodiversity conservation, public awareness, and relevant international and regional activities.	(5 years-up to 20 pts, >5-10 years-up to 40 pts, >10 years- up to 60 pts)	60
Experience on transboundary water cooperation in the Dniester River basin	(1-2 years- up to 40 pts, >2-5 years – up to 60 pts, >5 years – up to 80 pts)	80
Experience on preparation of written reports in an accurate and concise manner, and public presentation skills	(1-2 years- up to 30 pts, >2-5 years – up to 40 pts, >5 years – up to 50 pts)	50
Experience in similar positions in a UNDP and/or other international projects are an advantage	No – 0 pts, yes – up to 40 pts	40
Fluency in oral and written Romanian and Russian. English is mandatory.	(English – max 10 pts., Russian– max 10 pts. and Romanian – max 10 pts.)	30
<b>Maximum Total Technical Scoring</b>		<b>300</b>
<b><u>Financial Evaluation Scoring</u></b>		

<p>Evaluation of submitted financial offers will be done based on the following formula:</p> <p><b><u><math>S = F_{min} / F * 200</math></u></b></p> <p>S – score received on financial evaluation;</p> <p>Fmin – the lowest financial offer out of all the submitted offers qualified over the technical evaluation round;</p> <p>F – financial offer under consideration.</p>	<p><b>200</b></p>
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### Winning candidate

The winning candidate will be the candidate, who has accumulated the highest aggregated score (technical scoring + financial scoring).

The United Nations Development Programme in 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.

### 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 entire 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**