



## INDIVIDUAL CONSULTANT PROCUREMENT NOTICE

Date: **26 May 2016**

**Country:** Home-based, with trips required

**Description of the assignment:** International PPG Consultant

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

**Period of assignment/services:** **28 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 10 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 objectives of the Team Leader is to lead and facilitate the process of development of the documentation for the project "Enabling transboundary cooperation and integrated water resources management in the Dniester River basin" in standard GEF and UNDP templates (UNDP Project Document and GEF CEO Endorsement Request) for the Medium-Size Project (MSP).

Under the overall guidance of the UNDP/GEF Regional Technical Advisor and UNDP Moldova's Energy and Environment Cluster Lead, direct supervision of an International PPG Consultant, and in close coordination with the UNECE Regional Adviser on Environment and UNDP Ukraine and Moldova, other national experts and the national partners in both countries the Team Leader will perform the following:

For detailed information, please refer to Annex 1 - Terms of Reference.

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

### Academic Qualification:

- University degree in the field of natural sciences.

### Experience:

- At least 10 years of work experience in the field of environmental policy and management
- Experience on transboundary water cooperation and with EU Water Framework Directive; relevant experience 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, coordination, writing, presentation and communication skills.
- Strong interpersonal skills, ability to work in a team.
- Capacity to submit high quality deliverables under time constraints.

### Language requirements:

- Fluency in English and Russian

#### **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**

The assignment foresees travels to Moldova (Chisinau, 2 overnights) in July and to Ukraine (Kiev, 2 overnights) in September. All travel expenses associated with the trips (tickets, accommodation, DSA) will be included in the financial offer (which needs to entail: (i) consultancy fee (ii) travel costs) paid as per UNDP rules and regulations.

#### **6. EVALUATION**

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

- University degree in the field of natural sciences.
- At least 10 years of work experience in the field of environmental policy and management

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
<b>Technical</b>		
University degree the field of natural sciences.	(University degree – 20, Master’s – 30 pts and PhD-40 pts)	40
At least 10 years of work experience in the field of environmental policy and management	(10 years-up to 40 pts, >10-15 years- up to 50 pts, >15-20 years- up to 60 pts)	60
Experience on transboundary water cooperation and with EU Water Framework Directive; relevant experience 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 in project development and project management including stakeholder liaison and partnership building	(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 English and Russian.	(English – max 15 pts., Russian– max 15 pts.)	30
<b>Maximum Total Technical Scoring</b>		<b>300</b>
<b>Financial Evaluation Scoring</b>		
Evaluation of submitted financial offers will be done based on the following formula: <b><math>S = F_{min} / F * 200</math></b> 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.		<b>200</b>

#### 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**