

## Terms of references

**Job Title:** National Consultant for performing the audit of the IT activities for the Ministry of the Environment and its subordinated institutions performing

**Project Reference:** Mainstreaming biodiversity into Moldova territorial planning policies and land-use practices

**Duration of Employment:** August 2016 – October 2016

**Contract type:** Individual Contract

**Expected workload:** 50 working days

### I. Background

The United Nations Development Programme (UNDP), acting as an implementing agency of the Global Environment Facility (GEF), is providing assistance to the Ministry of Environment of the Republic of Moldova in implementation of the GEF Medium Sized Project (MSP) “Mainstreaming Biodiversity Conservation into Moldova’s Territorial Planning Policies and Land-Use Practices” (BD mainstreaming project).

Despite the Government’s reform efforts, the spatial/territorial planning framework is facing two types of barriers: (i) inadequate planning and enforcement framework and (ii) inadequate demonstrated experiences in spatial planning and biodiversity-compatible land management practices.

Against this background, the BD mainstreaming Project will be addressing the gaps in land planning and enforcement systems through development of relevant regulations, standards and legislation to accommodate biodiversity conservation objectives while the gap of limited coordination across sectors will be addressed by establishing a multi-stakeholder committee which will ensure a unified approach in the development, implementation and enforcement of land-use plans from the different ministries and departments. In addition, a monitoring system will be emplaced among the various regulatory agencies, assigning responsibilities based on comparative advantage, in order to evaluate acceptable limits of change in biodiversity-important areas. The gap of inadequate demonstrated experiences in spatial planning and biodiversity-compatible land management practices will be tackled through development and testing of biodiversity-compatible district spatial (land-use) plans in 2 districts of Moldova, relying on cross-sectoral working groups, GIS technologies for biodiversity mapping, identification of sites of conflict between biodiversity and human activities and others.

Overall, the objective of the project is to mainstream biodiversity conservation priorities into Moldova’s territorial planning policies and land-use practices through two components – the first will focus on modifying the land use planning and enforcement system so that it addresses biodiversity loss, and the second will demonstrate methods for conservation and sustainable use of biodiversity on communal lands outside PAs.

The BD mainstreaming project is implemented as part of a larger biodiversity programme, which includes also UNDP/EU Clima East Project “Sustainable management of pastures and community forests in Moldova’s first National Park Orhei to demonstrate climate change mitigation and adaptation benefits and dividends for local communities”.

### II. Scope of work and responsibilities

The United Nations Development Programme in Moldova, through its Project “Mainstreaming biodiversity conservation into Moldova territorial planning policies and land-use practices” is seeking to contract a national consultant, who will be responsible for performing the audit of the IT activities for the Ministry of the Environment and its subordinated institutions .

### **Expected tasks**

The key tasks of the consultant are as follows:

#### **1. Carrying out the audit of the IT activities for the Ministry of the Environment and its subordinated institutions**

The Consultant will provide specialized technical assistance in inventoring of existing resources and informational systems at the Ministry of Environment and it's subordinated institutions for identification of Ministry's real needs in terms of informational systems.

More specifically, the consultant should ensure that the IT activities were/are carried out in accordance with legislative and normative framework, and in response to the Ministry of Environment tasks and needs. The consultant will assess the following:

- The strategy and the information system planning documents;
- The organization and functionality of the IT department (incl. capacity assessment and the possibilities of automatization);
- The operation of information systems;
- The information's security;
- The design and testing of programs and applications;
- Results from implemented IT projects or with IT components in the last 5 years;
- The design and maintenance of the existing networks.

Based on the assessment, the consultant will develop an audit report, which will contain also a set of concrete recommendations for setting up a new informational system or modernizing the existing one. The audit report will be presented during a workshop with key interested stakeholders. Based on the comments received, the final version of the report will be developed.

The consultant will work closely with the Working group created in the framework of the Ministry of Environment.

### **III. DELIVERABLES, ESTIMATED WORKLOAD AND TIMEFRAME:**

The assignment should be carried out within the period of August 2016 – October 2016, not exceeding 50 working days.

	<b>Deliverable</b>	<b>Deadline and workload</b>
1	Draft IT audit report	by 30 September 2016
2	Final audit report based on the comments received	by 15 October 2016

Deliverables can be amended or specified for the purpose of the assignment.

### **Management Arrangements:**

Consultant will work under the overall guidance of the BD mainstreaming/Clima East Project Manager, in coordination with the Ministry of Environment of Moldova and UNDP Moldova. The Contractor will report to the UNDP BD mainstreaming/Clima East Project Manager.

**Financial arrangements:**

Payments will be done based on the received performed activities according to the agreed timeframe and deliverables table, which should be approved and certified by the Project Manager, and UNDP Portfolio Manager, that the services have been satisfactorily performed.

**IV. QUALIFICATIONS AND SKILLS REQUIRED****Academic Qualification:**

- University Degree in IT or other closely related field.

**Experience:**

- At least 5 years of experience in performing ICT audit in public institutions;
- Experience in performing IT audit in environment sector will be considered a strong advantage;
- Experience in working with state institutions at central and local levels;
- Experience in similar positions in a UNDP and/or other international projects are an advantage.

**Competencies:**

- Sound knowledge on environmental legislation will be an asset
- Good oral communication skills and conflict resolution competency to manage inter-group dynamics and mediate conflicting interests of varied actors.
- Excellent written communication skills, with analytic capacity and ability to synthesize project outputs and relevant findings for the preparation of analytical documents.
- Ability to achieve results and deadlines in a timely manner, maintaining a high standard throughout.
- Builds strong relationships with clients, focuses on impact and result for the client and responds positively to feedback.
- 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:**

- Fluency in oral and written Romanian and Russian. English will be an asset.

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.