



INDIVIDUAL CONSULTANT PROCUREMENT NOTICE

Date: **31 August 2016**

Country: Republic of Moldova

Description of the assignment: A team of one International Consultant and one National Consultant for Environment, Climate Change and Disaster Risk Reduction Outcome Evaluation, Moldova United Nations Partnership Framework/ Country Programme Document 2013-2017

Period of assignment/services: September – December 2016 (starting September 2016)

Proposals should be submitted **online by pressing the "Apply Online" button**, no later than [18 September 2016](#).

Requests for **clarification only** must be sent by standard electronic communication to the following e-mail: silvia.pana-carp@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

Environment, climate change and disaster risk reduction are identified in the current 2013-2017 UNPF/CPD cycle as one of the priority areas of concern towards achievement of the major development priorities set by Moldova while implementing its vision to be a prosperous and modern European country in line with the 2014 EU-Moldova Association Agreement.

Due to its dependence on the agriculture which employs almost 40% of the people and from which 12% of GDP derives, Moldova is highly vulnerable to climate variability and change. The projections show that an increase in temperatures and intensity of extreme events is expected in the future in the country, as well as changes in the precipitation patterns. The National Adaptation Strategy adopted in 2014 is intended to increase national capacity to adapt and respond to the climate change-related threats, but also lays the foundation for mainstreaming of climate change consideration across sectors.

Further, the country is party to the Convention on Climate Change since 1995, and it joined the Kyoto Protocol in 2003. In line with the provisions of the given Convention, the Republic of Moldova is part of the group of non-annexed countries which are not bound to reduce greenhouse gas emissions, but may benefit from support offered by developed countries for the implementation of technologies with an advanced level of energy efficiency and reduced GHG emissions.

The Republic of Moldova associated itself with the Copenhagen Accord (COP 2009) and through the submitted Intended Nationally Determined Contributions, it aims to achieve a country-wide unconditional target to reduce its greenhouse gas emissions by 64-67 percent below its 1990 level in 2030. The reduction target could be increased to 78 percent below the 1990 level, conditional to a global agreement on low-cost financial resources, technology transfer and technological cooperation. The country expressed its intention to sign the Paris Agreement in autumn 2016 creating a momentum for further domestic actions towards low-carbon and climate-resilient future.

Moldova lacks its own energy resources with 95% of energy consumption being covered from imports. The energy efficiency is 3 times higher than the EU average and the residential area is the main energy consumer (44%), followed by transport (18%) and industry (13%). Energy sector is also the main source of GHG emissions, with a share ranging between 67.3% to 79.8% over 1990-201. As such, being a member of the Energy Community since 2010, it committed to ensure sustainable development of the energy sector, by increasing interconnectedness of power and gas lines and of the renewable energy in the total energy mix by 20% in 2020. The country also targets to reduce energy efficiency by 10% in 2020.

Against this background the United Nations – Republic of Moldova Partnership Framework (UNPF) “Towards Unity in Action” and United Nations Development Programme (UNDP) Country Programme Document (CPD) 2013 – 2017 response is aimed at supporting the Government of Moldova in strengthening policies and capacities for sustainable and resilient management of the environment and natural resources and adaptation to climate change at all levels, but also in implementation of country’s priorities and European integration objectives in the area of energy and disaster risk reduction. Results achieved with UNDP assistance will contribute to the achievement of UNPF/CPD *Outcome 3.1, which refers to improved environmental management in significantly increased compliance with international and regional standards and Outcome 3.2, focusing on strengthening national policies and capacities which enable climate and disaster resilient, low emission economic development and sustainable consumption*. These interventions are implemented with donor co-funding such as the EU, GEF and Austrian Government in close collaboration with Ministry of Environment, Ministry of Economy, Ministry of Finance, Ministry of Health, Energy Efficiency Agency, Energy Efficiency Fund, Agency Moldsilva, State Hydro-meteorological Service, Civil Protection and Emergency Situation Service, NGOs and CBOs, and LPAs.

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

This evaluation exercise is commissioned according to the UNDP Evaluation Plan for the current CPD and UNPF Action Plan (2013-2017) in the Republic of Moldova. The evaluation covers Outcome 3.1. and Outcome 3.2. of the of the UNPF/CPD 2013 – 2017 and will put a major focus on assessing the impact and overall contribution of the UNDP Environment&Energy Cluster towards progress in achieving *improved environmental management in significantly increased compliance with international and regional standards and strengthening of national policies and capacities which enable climate and disaster resilient, low emission economic development and sustainable consumption*. In addition, the evaluation will assess the impact produced so far under the area of intervention, as well as draw conclusions and recommendations for eventual adjustments, and, to extend possible, lessons learnt for further programming and implementation of programme. The evaluator shall also give importance to assessing efficiency and to a possible extent effectiveness of the UNPF/CPD Outcomes 3.1 and 3.2. whether the size of resources, both financial and human, and partnership strategies continue to be cost-effective and may be applied in continuation and/or revised/changed.

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

3. REQUIREMENTS FOR EXPERIENCE AND QUALIFICATIONS

Requirements for International Consultant:

- I. Academic Qualifications:
 - Advanced university degree in environment, energy, disaster risk reduction related sciences, public administration, international development or other related field;
 - Trainings in project management and monitoring and evaluation is an advantage.
- II. Years of experience:
 - At least seven years of work experience in the field of environment, energy and disaster risk reduction related sciences, public administration, including participatory planning, monitoring and evaluation;
 - At least three years of proven experience in conducting complex¹ evaluations, especially in the environmental, energy and disaster risk reduction fields;
 - Working experience in subject area's programme and project monitoring and evaluation in the Eastern Europe region is required.
- III. Competencies:
 - Good understanding of the environmental, energy and disaster risk reduction issues;
 - Sound knowledge about results-based management (especially results-oriented monitoring and evaluation);
 - Proven knowledge of monitoring and evaluation policies and procedures of international organizations and financial institutions;
 - Excellent analytical skills and report writing abilities;
 - Availability to work with UNDP during the indicated period;
 - Good communication skills;
 - Excellent proficiency in English (the knowledge of Russian and Romanian is an advantage);
 - 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.

Requirements for National Consultant:

- I. Academic Qualifications:
 - Advanced university degree in environment, energy and disaster risk reduction related sciences, public administration, international development or other related field.
- II. Years of experience:
 - At least five years of professional experience/technical knowledge in providing management or consultancy services in the area of environment, energy, disaster risk reduction and/or in other related fields;
 - Demonstrated experience in conducting/supporting evaluations, especially in environment, energy and disaster risk reduction fields;
 - Previous experience with practical use of monitoring and evaluation methodologies;
 - Experience in managing, monitoring and evaluating projects for UN or other international development agencies in the region will be an asset.
- III. Competencies:
 - Fluent in English and Romanian both written and spoken. Knowledge of Russian is an advantage;
 - Sound knowledge of national environmental governance framework, including regulatory, and institutional setup;
 - Excellent written and oral communication skills, with analytic capacity and ability to synthesize project outputs and relevant findings for the preparation of analytical documents;

¹ Complex evaluation here and thereafter is an Evaluation of national multi-stakeholder, multiyear framework and strategic development programmes, including multi-sectorial outputs and activities with potential country and local level impact.

- Ability to achieve results and deadlines in a timely manner, maintaining a high standard throughout;
- 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.

4. DOCUMENTS TO BE INCLUDED WHEN SUBMITTING THE PROPOSALS

Interested individual consultants must submit the following documents/information to demonstrate their qualifications:

1. Proposal:
 - (i) Explaining why you are the most suitable for the work;
 - (ii) Provide a brief methodology on how will the work be approached and conducted;
2. Financial proposal;
3. Personal CV 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 fees, taxes, travel costs, accommodation costs, communication, 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 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

I. Evaluation for International Consultants:

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

- Advanced university degree in environment, energy, disaster risk reduction related sciences, public administration, international development or other related field;
- At least seven years of work experience in the field of environment, energy and disaster risk reduction related sciences, public administration, including participatory planning, monitoring and evaluation;
- Working experience in subject area's programme and project monitoring and evaluation in the Eastern Europe region is required.

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		
<ul style="list-style-type: none"> Advanced university degree in environment, energy, disaster risk reduction- related sciences, public administration, international development or other related field 	Master's – 10 pts, PhD's – 20 pts	20
<ul style="list-style-type: none"> At least seven years of work experience in the field of environment, energy and disaster risk reduction-related sciences, public administration, including participatory planning, monitoring and evaluation 	7 years – 20 pts, 8 years – 25 pts, 9 years – 30 pts, 10 or more years – 40 pts	40
<ul style="list-style-type: none"> At least 3 years of proven experience in conducting complex evaluations, especially in the environmental, energy and disaster risk reduction fields 	No – 0 pts, 3 years – 10 pts, each additional year 5 pts, (up to max 30 pts)	30
<ul style="list-style-type: none"> Trainings in project management and monitoring and evaluation 	no trainings – 0 pts, at least one certification – 20 pts	20
<ul style="list-style-type: none"> Working experience in the field of environment, energy and disaster risk reduction-related sciences, public administration, including participatory planning, monitoring and evaluation in the Eastern Europe region 	each evaluation - 5 pts (up to 20 pts)	20
<ul style="list-style-type: none"> Interview: <ol style="list-style-type: none"> Good understanding of the environmental, energy and disaster risk reduction issues; Sound knowledge about results-based management (especially results-oriented monitoring and evaluation); Proven knowledge of monitoring and evaluation policies and procedures of organizations and financial institutions; Communication/analytical skills: <ol style="list-style-type: none"> Excellent analytical skills and report writing abilities Good communication skills Excellent proficiency in English (the knowledge of Russian and Romanian is an advantage) 	1) limited – 10 pts, satisfactory – 35pts, extensive – 50 pts.	170
	2) limited – 20 pts, satisfactory – 30pts, extensive – 45 pts.	
	3) limited – 5 pts, satisfactory – 10pts, extensive – 25 pts.	
	4) a) 10 pts, b) 10 pts, c) English – 10 pts; Romanian / Russian – 5 pts each;	

5) 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.	5) 10 pts.	
Maximum Total Technical Scoring		300
<u>Financial</u>		
Evaluation of submitted financial offers will be done based on the following formula: <u>$S = F_{min} / F * 200$</u> 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).

ANNEXES:

ANNEX 1 – TERMS OF REFERENCES (TOR)

ANNEX 2 – INDIVIDUAL CONSULTANT GENERAL TERMS AND CONDITIONS

II. Evaluation for National Consultants:

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

- Advanced university degree in environment, energy and disaster risk reduction--relates sciences, public administration, international development or other related field;
- At least five years of professional experience/technical knowledge in providing management or consultancy services in the area of environment, energy, disaster risk reduction and/or in other related fields.

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		
• Advanced university degree in environment, energy, disaster risk reduction- related sciences, public administration, international development or other related field	Master's – 20 pts; PhD – 30 pts.	30
• At least five years of professional experience/technical knowledge in providing management or consultancy services in the area of environment, energy, disaster risk reduction and/or in other related fields	5 years – 40 pts; each additional year 10 pts (up to max. 70 pts)	70
• Demonstrated experience in conducting/supporting evaluations, especially in environment, energy and disaster risk reduction fields	no – 0 pts; each conducted/supported evaluation – 10 pts, up to max. 30 pts.	30
• Experience in managing, monitoring and evaluating projects for UN or other international development agencies in the region will be an asset	no – 0 pts.; each year of such work – 5 pts, up to max. 30 pts	30
• Previous experience with practical use of monitoring and evaluation methodologies	no – 0 pts, each engagement 5 pts, (up to max 25 pts)	25
• Fluent in English and Romanian both written and spoken. Knowledge of Russian is an advantage;	English - 5 pts; Romanian 5 pts; Russian – 5 pts;	15
• Interview: 1) Sound knowledge on environmental governance framework;	1) limited – 5 pts, satisfactory – 15pts, extensive – 30 pts.	100

2) Communication skills, with analytic capacity and ability to synthesize project outputs and relevant findings for the preparation of analytical documents; 3) Ability to achieve results and deadlines in a timely manner, maintaining a high standard throughout; 4) 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.	2) limited – 10 pts, satisfactory – 20pts, extensive – 30 pts.	
	3) limited – 10 pts, satisfactory – 20 pts, extensive – 30 pts.	
	4) 10 pts.	
Maximum Total Technical Scoring		300
<u>Financial</u>		
Evaluation of submitted financial offers will be done based on the following formula: <u>S = Fmin / F * 200</u> 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).

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