

Terms of references

Job Title: National Consultant in development of the Protected Area Information System

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

Duration of Employment: October 2016 – August 2017

Contract type: Individual Contract

Expected workload: 140 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 National Consultant will support Ministry of Environment in the process of development of the State Protected Area register based on the protected area evaluation performed in the framework of UNDP/GEF Protected area project in 2013.

The Consultant will report directly to the project manager of the BD mainstreaming project and will work with all other involved international and/or national consultants.

Expected tasks

The key tasks of the consultant are as follows:

1. Development of the State Protected Area Information System Concept

Development phase

- Analyzing the legal and normative framework of the system;
- Inspection of the organizational structure to ensure the proper management of the system;
- Establishment of the documentation package for the Register;
- Assessment of IT level of the proposed Register;
- Establishment of the system's functions;
- Identification of the components of the informational objects, its identifiers, beneficiaries, scenarios and attributes;
- Identification of the information flow, its circulation and the problems for integration with other systems;
- Identification of the mechanisms and the persons in charge for system management;
- Development of proposals in order to update the legal and normative framework (as the need arises-development new projects of normative and legal acts), modifying the organizational structure and/or establishing new structures, setting up the new documents and/or amendments for the existing documents;
- Establishment of the proposals regarding the technological structure of the system, as well the information security problems;
- Development of the draft concept of the Register;
- Present the draft concept during the validation workshop with key stakeholders;
- Based on the comments received finalize all the documents for official coordination.

Consultation phase

- Support the Ministry of Environment during the official consultation process through participation at round tables, meetings, etc;
- Support the Ministry of Environment in development of the final concept of the Register and all supporting documents ready for Government approval.

2. Development of the Technical specifications (Caietul de sarcini) for development and implementation of the State Protected Area Information System

- Technical specifications for the information system will be developed based on the State Protected Area Information System Concept, broad consultation with the Ministry of Environment, Ministry of Informational Development, E-Governance centre and in accordance with the government approved technical document ("Procesele ciclului de viață al software-ului" RT 38370656 - 002:2006 developed by the Ministry of Information Technology and Communication (http://www.mtic.gov.md/img/law/2010/proiect/06-23/RT38370656_002_2006.pdf)). At the same time, the technical specifications will be

developed taking into account the Law on registers nr. 1320-XIII from 25 september, Law on access to information nr. 982-XIV from 11 may 2000, Law on informatics nr. 1069-XV from 22 june 2000, Law on IT and state IT nr. 467-XV from 21 november 2003.

The technical specifications should have the following recommended structure:

- ✓ References and legal aspects (Referințe și aspecte legale);
 - ✓ Terms and abbreviations (Termeni și abrevieri)
 - ✓ System destination (Destinația sistemului)
 - ✓ Automatization component type Bussiness-Model (Obiect de automatizare de tip Business-Model)
 - ✓ Scheme of the information flow and operational levels (Schema fluxului de informații și nivele operaționale)
 - ✓ Systems architecture (Arhitectura Sistemului de Informații)
 - ✓ Services included in the system (Servicii incluse în sistem)
 - ✓ Bussiness roles (Business-roluri)
 - ✓ Data-source owners (Proprietari de date – sursa)
 - ✓ Owner of the information system and service provider (Proprietar al sistemului informațional și prestator de servicii)
 - ✓ System administrator (Administrator de sistem)
 - ✓ Roles of the system users (Roluri de utilizator de sistem)
 - ✓ System users (Utilizatorii sistemului)
 - ✓ Group of users (Grupuri de utilizatori)
 - ✓ General scenario for acces at system services (Scenariul general de acces la servicii de sistem)
 - ✓ General scenario for acces of the different user groups (Scenarii de accesare a serviciului de către diferite grupuri de utilizatori)
 - ✓ System functionalities (Funcționalitățile sistemului)
 - ✓ System of the operational modules (Sistemul de Module operaționale)
 - ✓ User interface (Interfața de interacțiune a utilizatorului)
 - ✓ Module for users administration (Modulul Administrare Utilizatori)
 - ✓ Audit and statistics module (Modulul de Audit și Statistică)
 - ✓ Business-Functions of the user (Funcțiile –Business ale rolului “Utilizator”)
 - ✓ Business-Functions of the Administrator (Funcțiile –Business ale rolului “Administrator”)
 - ✓ Business-Functions of the Owner of the data source (Funcțiile- Business ale rolului “Proprietarul Datelor-sursă”)
 - ✓ Requirements for Business-Functions (Cerințele față de Business-funcții)
 - ✓ General requirements for the system (Cerințele generale de sistem)
 - ✓ Security and data protection requirements (Cerințele cu privire la securitatea și protecția informației)
 - ✓ Requirements for the software/hardware and communication chanel (Cerințe pentru infrastructura software / hardware și canale de comunicații)
 - ✓ Requirements for information system documentation (Cerințe privind documentația sistemului informațional)
 - ✓ Final product and description of the components (Produsul final și descrierea părților-componente)
 - ✓ Timetable for system delivery
- Consult with E-Governance centre the developed technical specifications for Protected area registry and facilitate obtaining of an written approval.

III. DELIVERABLES, ESTIMATED WORKLOAD AND TIMEFRAME:

The assignment should be carried out within a period of October 2016 – August 2017, not exceeding 140 working days.

	Deliverable	Deadline and workload
1	Detailed workplan	20 October, 2016 5 working days
2	First Draft of the State Protected Area Information System Concept	31 December 2016 65 working days
3	Final State Protected Area Information System Concept based on broad consultation process	31 May 2017 20 working days
4	Draft technical specifications for the State Protected Area Information System, ready to be presented to the E-Governance center	31 July 2017 25 working days
5	Workshop for presentation of the Final technical specifications for development and implementation of the State Protected Area Information System	31 August 2017 25 working days

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 other stakeholders. The Contractor will report to the UNDP BD mainstreaming/Clima East Project Manager.

Financial arrangements:

Payment will be disbursed in instalments upon submission and approval of the final documents as specified under 'Deliverables and Timeframe' section and certification 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 Environment, Geography, Geoinformatics, ITC Studies or other closely related field.

Experience:

- At least 5 years of experience in development of the informational systems;
- At least 5 years of experience in GIS;
- Experience in development of ICT projects in domain of environment will consider a strong advantage;
- Experience in domain of biodiversity conservation, protected area, will be of a strong advantage;

- Experience in working with state institutions at central level.

Competencies:

- Experience in working with UNDP and/or other international projects are 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.

Language requirements:

- Fluency in oral and written Romanian and Russian. Knowledge of 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.