



## INDIVIDUAL CONSULTANT PROCUREMENT NOTICE

Date: 30 May 2017

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

**Description of the assignment:** Team of consultants (international and national) for Mid Term Review

**Project name:** UNDP-GEF : "Mainstreaming biodiversity conservation into Moldova territorial planning policies and land-use practices"

**Period of assignment/services:** 18 working days (for each consultant) within the period 01 July 2017– 30 September 2017

**Contract type:** Individual contract

Proposal should be submitted online by pressing the "Apply Online", **no later than June 14, 2017**.

Requests for **clarification only** must be sent by standard electronic communication to the following e-mail: [Alexandru.rotaru@undp.org](mailto:Alexandru.rotaru@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 UNDP GEF "Mainstreaming biodiversity conservation into Moldova territorial planning policies and land-use practices", funded by the Global Environment Facility (GEF), and co-financed and implemented by the United Nations Development Program has an implementation timeframe of 4 years with a total budget of 0.99 million USD of which \$958.904 USD comes from the GEF and \$40,000 USD from UNDP.

Despite the Government's reform efforts, the spatial/ territorial planning framework continues to be deficient, primarily because biodiversity conservation is not taken into account and the lack of coordination has contributed to ecosystem fragmentation. The long term solution lies in reforming the manner in which agricultural, forestry and other production activities are planned and regulated across different land units and tenure categories at the landscape scale — so as to avoid, reduce and mitigate the pressures leading to biodiversity loss. There are two types of barriers to achieving this long term solution: (i) inadequacies in the planning and enforcement framework, and (ii) insufficient demonstrated experiences in biodiversity-compatible spatial planning and 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.

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

The MTR will assess progress towards the achievement of the project objectives and outcomes as specified in the Project Document, and assess early signs of project success or failure with the goal of identifying the necessary changes to be made in order to set the project on-track to achieve its intended results. The MTR will also review the project's strategy, its risks to sustainability.

The main output of the MTR will be specific recommendations for adaptive management to improve the project over the second half of its lifetime.

It is recommended that the Mid Term Review not provide more than 15 recommendations in total, to improve the project.

*For detailed information, please refer to the Terms of Reference.*

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

**The International Consultant - MTR Consultant should have the following qualifications and experience:**

### Academic qualifications:

- Master's degree in Biodiversity Conservation, Natural Resource Management, Environmental management and/or other related fields.

### Experience:

- At least 7 (seven) years of work experience in the biodiversity area;
- At least 7 (seven) years' work experience with result-based management evaluation methodologies in the areas relevant to this assignment ;
- Experience in UNDP GEF project evaluation/review, including experience with SMART based indicators
- Experience in working with international technical assistance projects in the Europe and CIS region with international organizations ( experience in Republic of Moldova will be an asset ) ;

- Demonstrated understanding of issues related to gender and biodiversity linkages; experience in gender sensitive evaluations/review and analysis;
- Proven experience in preparation of written reports in an accurate and concise manner in English;
- 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
- Excellent written communication skills, with analytic capacity and ability to synthesize project outputs and relevant findings for the preparation of analytical documents

Language requirements:

- Writing and verbal skills in English, knowledge of Romanian or Russian would be an asset.

**The National Consultant - MTR Consultant should have the following qualifications and experience:**

Academic qualifications:

- University degree in Biodiversity Conservation, Natural Resource Management, Environment, Biology or other related fields. Advanced degree is an asset;

Experience:

- At least 3 (three) years of experience in providing management or consultancy services to the biodiversity conservation or environment projects.
- Experience with monitoring and evaluation of environment projects for UNDP or other international development agencies in the country or region.
- Experience with monitoring and evaluation of biodiversity conservation will be an asset.
- Experience with UNDP and/or other international projects are an advantage
- Proven experience in preparation of written reports in an accurate and concise manner in English;

Language requirements:

- Writing and verbal skills in English, Romanian 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: Brief proposal explaining why you are the most suitable for this consultancy including confirmation on availability to take up assignment for the whole period.
2. Personal information (Personal History Form/P11) including past experience in similar projects.

3. Financial proposal (in USD, specifying the total lump sum amount as well as the requested amount of the fee per day).

## **5. FINANCIAL PROPOSAL**

### **Lump sum contracts**

The financial proposal shall specify a total lump sum amount including travel for international consultant and no travel expenses should be included in national consultant offer, 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**

International travel (5 working days – mission for international consultant) will be required to Moldova which is called the Mid-Term Review mission; This 5 working days mission does not include travel days or weekend days which means that the consultant will need to stay one weekend in Moldova. Weekend days are not considered working days. All envisaged travel costs must be included in the financial proposal.

No international travel is envisaged for the local consultant.

Local travel (in-country field visits) will be covered by the Project.

## **6a. EVALUATION for International Consultant**

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

- Master's degree in Biodiversity Conservation, Natural Resource Management, Environmental management and/or other related fields.
- Minimum of 7 (seven) years of work experience in the biodiversity area.

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>		
Advanced university degree in Biodiversity Conservation, Natural Resource Management, Environmental management and/or other related fields.	(Master's degree – 15 pts, PhD – 20 Post Doc-25 pts)	25
At least 7 (seven) years of work experience in the biodiversity area;	(7-8 years-up to 20 pts, >8-10 years-up to 25 pts, >10 years- up to 30 pts)	30
At least 7 (seven) years work experience with result-based management evaluation methodologies in the areas relevant to this assignment ;	(>7 years- up to 20 pts, >-10 years – up to 25 pts, >10 years – up to 30 pts)	30
Experience in UNDP GEF project evaluation/review experience, including experience with SMART based indicators	(less than 1 years –10 pts, >1-3 years – up to 20pts, , < 3 years – up to 30 pts.)	30
Experience in working with international technical assistance projects in the Europe and CIS region with international organizations (experience in Republic of Moldova will be an asset ) ;	(1-2 years- up to 20 pts, >2-5 years – up to 30 pts, >5 years – up to 40 pts)	40
<b>Interview</b> (demonstrated technical knowledge and experience; communication/ interpersonal skills; initiative; creativity/ resourcefulness)		
Demonstrated understanding of issues related to gender and biodiversity linkages; experience in gender sensitive evaluations/review and analysis;	limited –<15 pts, satisfactory – <20pts, extensive – <30 pts.	30
Excellent written communication skills, with analytic capacity and ability to synthesize project outputs and relevant findings for the preparation of analytical documents	limited –<15 pts, satisfactory – <20pts, extensive – <30 pts.	30
Ability to achieve results and deadlines in a timely manner, maintaining a high standard throughout	limited –<15 pts, satisfactory – <20pts, extensive – <30 pts.	30
Proven experience in preparation of written reports in an accurate and concise manner in English;	limited –<15 pts, satisfactory – <20pts, extensive – <25 pts.	25
Fluency in oral and written English. Romanian or Russian is an asset .	(English – max 20 pts., Russian– max 5 pts. and Romanian – max 5 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.

### **6b. EVALUATION for National Consultant**

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

- University degree in Biodiversity Conservation, Natural Resource Management, Environment, Biology or other related fields. Advanced degree is an asset;
- At least 3 (three) years of experience in providing management or consultancy services to the biodiversity conservation or environment projects.

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><u>Technical</u></b>		
University degree in Biodiversity Conservation, Natural Resource Management, Environment, Biology or other related fields. Advanced degree is an asset;	(Bachelor degree – 50 pts, Master’s – 60 pts ,)	60
At least 3 (three) years of experience in providing management or consultancy services to the biodiversity conservation or environment projects.	(3-5 years-up to 50 pts, >5-7- years-up to 60 pts, >7 years- up to 70 pts)	70
Experience with monitoring and evaluation of environment projects for UNDP or other international development agencies in the country or region. Experience with monitoring and evaluation of biodiversity	(less than 3 years –35 pts; 3-5 years-up to 40 pts, >-5-7 years – up to 45 pts, >7 years – up to 50 pts)	50

conservation will be an asset.		
Proven experience in preparation of written reports in an accurate and concise manner in English;	No – 0 pts, yes – up to 50 pts ( each assignment 10 pts )	50
Experience with UNDP and/or other international projects are an advantage Experience in similar positions in a UNDP and/or other international projects are an advantage	No – 0 pts, yes – up to 40 pts (each assignment – 10 pts)	40
Fluency in oral and written Romanian or 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>		
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>

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#### **Important notice**

The applicant's 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**