



INDIVIDUAL CONSULTANT PROCUREMENT NOTICE

Date: **04 October 2018**

Country: Republic of Moldova, Chisinau

Description of the assignment: “National consultant for development of the Methodological guidelines for impact evaluation used during the forest and pasture management planning

Project name: “Mainstreaming biodiversity conservation into Moldova territorial planning policies and land-use practices”

Period of assignment/services: 50 working days from October 2018 to December 2018

Contract type: Individual contract

Proposal should be submitted online by pressing the “Apply Online”, **no later than October 14, 2018.**

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

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

The contractor is expected to develop the Methodological guidelines for impact evaluation used during the forest and pasture management planning and making a detailed impact evaluation of the implemented activities in the framework of the UNDP/GEF BD mainstreaming project.

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

Development of the detailed methodology and indicators for forest and pasture management planning impact for people wellbeing, economic development and environment. Impact evaluation methodology should be based on existing best practices in domain and available data. Consult the methodology with relevant stakeholders during a max. one day workshop in Chisinau.

Based on developed methodology, perform an impact evaluation of the forest and pasture management planning activities performed in one of the districts covered by the UNDP/GEF Biodiversity mainstreaming project.

Development of the Methodological guidelines for impact evaluation used for forest and pasture management planning. The Methodological Guide will be divided in several modules according to the proposed below structure. The final content will be discussed in the inception phase of the assignment.

Introduction (brief description of the purpose, the objectives of the Guide, the results of forestry and pastoral management works and impact evaluation methodology).

Normative and legal framework for the performing the forestry and pasture management planning activities (legislative acts, normative acts, technical norms etc.).

Technological procedures regarding the execution of the forestry and pasture management activities.

Organizational aspects of forestry and pastoral management activities (Executors/beneficiaries' obligations, stages of works, optimal terms for works, etc.).

Technical aspects and technologies on performing forestry and pasture management activities (brief description of the technical operations foreseen by the forestry and pasture management activities, functional zoning, the basis of forestry and pasture management activities, etc.).

Products resulting from the execution of the forestry and pastoral management activities [list of products (forestry and pasture management plans, parcel descriptions, maps etc.).

Endorsements and technical control in the execution of forestry and pasture management activities.

The process of approval and implementation of the forestry and pasture management activities (conferences I and II on the forestry and pasture management activities, examination at the Scientific Technical Council, approval by the local council, implementation, etc.).

Monitoring and evaluation of the implementation of forestry and pasture management activities (periodicity, control areas, review of management activities, etc.).

Impact evaluation of the forestry and pasture management plan.

Examples of forestry and pasture management activities and obtained results (general aspects regarding the volumes of forestry and community pastures management works, concrete examples

with design data within the project area and beyond (Orhei National Park, Soroca/Stefan Voda districts etc.).

Conclusions, lessons learned, recommendations.

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

3. REQUIREMENTS FOR EXPERIENCE AND QUALIFICATIONS

Academic qualifications:

- Master's Degree in forestry, environment or other relevant fields

Experience:

- At least three years of proven experience in development and implementation of the forest and/or pasture management plans.
- At least three years of proven experience in environment/social/economic impact evaluation (biodiversity in particular if any).
- At least three years of proven experience in working with central and local public authorities.
- Experience in similar activities with UNDP and/or other international projects are a strong advantage.
- Ability and demonstrated success to work in a team, to effectively organize it, and to motivate its members and other project counterparts to effectively work towards the project's objective and expected outcomes;
- Excellent communication, analytical, facilitation and presentation skills;
- Excellent computer literacy (Word, Excel, Internet, Power Point);

Language skills:

- Proficiency (verbal and written) in Romanian; working level of Russian or English will be an asset;

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. Curium Vitae.
3. Financial proposal (in USD, specifying the total lump sum amount as well as the requested amount of the fee per day).
4. Offeror's Letter confirming Interest and Availability.

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

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

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

- Master's Degree in forestry, environment or other relevant fields;
- At least three years of proven experience in development and implementation of the forest and/or pasture management plans;

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 210 points would be considered for the Financial Evaluation.

Criteria	Scoring	Maximum Points Obtainable
Technical		
Master's Degree in forestry, environment or other relevant fields;	(Master's degree – 35 pts)	35
At least three years of proven experience in development and implementation of the forest and/or pasture management plans;	(3 years- 25 pts each additional year 5 pts up to max 35 pts)	35
At least three years of proven experience in environment/social/economic impact evaluation (biodiversity in particular if any);	(3 year 20 pts; 5 years- 30 pts each additional year 5 pts up to max 40 pts")	40

At least three years of proven experience in working with central and local public authorities;	(3 year 20 pts; 5 years- 30 pts; each additional year 5 pts up to max 40 pts")	40
Interview (demonstrated technical knowledge and experience; communication/ interpersonal skills; initiative; creativity/ resourcefulness)		
Experience in similar activities with UNDP and/or other international projects are a strong advantage;	limited –<15 pts, satisfactory – <25pts, extensive – <40 pts.	40
Ability and demonstrated success to work in a team, to effectively organize it, and to motivate its members and other project counterparts to effectively work towards the project's objective and expected outcomes;	limited –<15 pts, satisfactory – <15pts, extensive – <40 pts.	40
Excellent communication, analytical, facilitation and presentation skills;	limited –<15 pts, satisfactory – <20 pts, extensive – <30 pts.	30
Excellent computer literacy (Word, Excel, Internet, Power Point);	limited –<10 pts, satisfactory – <15 pts, extensive – <20 pts.	20
Proficiency (verbal and written) in Romanian; working level of English or Russian will be an asset;	(English – max 10 pts., Russian– max 10 pts. or Romanian – max 10 pts.)	20
Maximum Total Technical Scoring		300
Financial Evaluation Scoring		
Evaluation of submitted financial offers will be done based on the following formula: $S = F_{min} / F * 200$ 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).

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'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