



INDIVIDUAL CONSULTANT PROCUREMENT NOTICE

Date: **4 September 2019**

Country: Republic of Moldova

Description of the assignment: Lead National Consultant (LNC) to support development of a project proposal for the Adaptation Fund addressing extreme climate-induced water-related events in Moldova

Period of assignment/services: September 2019 – October 2020 (68 w.d.)

Proposals should be submitted online by pressing the "Apply Online" button, no later than [19 September 2019](#).

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

Republic of Moldova (Moldova) is a small-sized landlocked country in Eastern Europe, exposed to different natural hazards, including floods, droughts and severe storms. In line with climate scenarios, in Moldova the average temperature is expected to increase with 2-3° C, resulting in more acute weather patterns and increased the frequency and magnitude of floods and drought.

The Project aims to improve national and local resilience to extreme water-related events through promotion of sustainable integrated management of flood and drought risks. International expertise is required to support the project scoping, design the AF Concept and, consequently, develop the AF project Proposal based on thorough situation analysis and extensive stakeholder consultation. During the proposal preparation period, a number of studies and stakeholder consultations will be conducted with the view to further develop a fully formulated proposal. The final output of the international consultant's work will be the AF project Proposal addressing obtained feedback and ready for submission to the AF.

The objective of this assignment is to develop under the leadership of an International Lead Consultant a Project Concept and detailed Project Proposal addressing extreme climate-induced

water-related events in Moldova that would completely follow the AF requirements and reflect the draft conceptual framework developed by UNDP Moldova.

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

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

This consultancy entails **68 workdays** and the task of the National Team Leader is to support development of the AF proposal, including of the Project Concept in AF format.

The National Team Leader will support the International Lead Consultant to develop a detailed project proposal package, including the proposal document in the required AF format, including all relevant analysis and studies, and all associated mandatory annexes for submission to AF and will be responsible for coordination with other consultant(s) as needed and ensuring overall quality of the proposal package.

The National Team Leader will be supported by an environmental expert to for Social and Environmental Screening Procedures of UNDP and AF and by a Gender Specialist who will develop the gender vulnerability assessment. Other technical experts might be hired as the preparation of the projects' proposal might evolve, and the National Team Leader will be tasked to produce the required TORs.

Under the overall guidance of UNDP Programme Specialists on Environment, Climate Change and Energy, UNDP CO and in coordination with the international and national consultants and as informed by guidance from the UNDP IRH Regional Technical Advisor, the National Team Leader (acting in his/her individual capacity) will be tasked with the following duties and responsibilities:

- Provide inputs to the Inception Report of the International Consultant including to the assignment approach and in-country mission planning (based on a desk review of the existing reports and coordination with UNDP CO);
- Elaborate a roadmap of information and data gap collection prepared, including TORs for the required expertise, under the guidance of the international consultant;
- Prepare the missions of the international consultant and arrange meetings with the national and local stakeholders including liaising with the required actors and institutions for collection of inputs and baseline information for the TOC drafting;
- Provide inputs to the Final Feasibility Report
- Provide inputs to the Draft AF proposal;
- Conduct Consultation of the project proposal with relevant stakeholders.

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

3. REQUIREMENTS FOR EXPERIENCE AND QUALIFICATIONS

I. Academic Qualifications:

- University degree in water resources, environment, hydrology, water engineering or other fields related

II. Years of experience:

- At least seven (7) years of working experience in the field of the environment, natural resources, climate change projects and water management;

- Practical experience with projects socio-economic analysis and incremental cost analysis will be considered as an advantage;
- Experience with supporting implementation of climate change adaptation projects and with managing teams;
- Practical experience with extensive consultation processes as part of project design and/or implementation and extensive liaising with various stakeholders;
- Experience with preparation and supporting implementation of internationally funded projects.

III. Competencies:

- Academic background in environment or related-field;
- Good ability in partnering and networking;
- Proficiency in English, good knowledge of written and/or spoken Russian, Romanian is an asset;
- Excellent interpersonal and cross-cultural communication skills;

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 they are the most suitable for the work;
- (ii) Provide a brief methodology on how they will approach and conduct the work (max 1 page);

2. Financial proposal;

3. Personal CV/P11 form 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

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

- University degree in water resources, environment, hydrology, water engineering or other fields related;
- At least seven (7) years of working experience in the field of the environment, natural resources, climate change projects and water management;

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
<u>Technical</u>		
University degree in water resources, environment, hydrology, water engineering or other fields related	(Bachelor's – 20 pts, Master's – 30 pts)	30
At least seven (7) years of working experience in the field of the environment, natural resources, climate change projects and water management;	(7 years – 30 pts, >7 years – 40 pts, up to 40)	40
Practical experience with projects socio-economic analysis and incremental cost analysis will be considered as an advantage;	(each project/assignment – 5 pts, up to 20)	20
Experience with supporting implementation of climate change adaptation projects and with managing teams.	(each project/assignment – 5 pts, up to 25)	25
Practical experience with extensive consultation processes as part of project design and/or	(each project/assignment – 5 pts, up to 15)	15

implementation and extensive liaising with various stakeholders.		
Fluency in English, Romanian and Russian orally and in writing	(Romanian and Russian – 5 pts each; English – 10 pts)	20
Interview (demonstrated technical knowledge and experience; communication/ interpersonal skills; understanding of the socio-economic analysis and incremental cost analysis)	(up to 80 pts – demonstrated technical knowledge and experience; up to 20 pts – communication/ interpersonal skills; up to 50 pts understanding of the socio-economic analysis and incremental cost analysis)	150
Maximum Total Technical Scoring		300
Financial		
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).

ANNEXES:

ANNEX 1 – TERMS OF REFERENCES (TOR)

ANNEX 2 – INDIVIDUAL CONSULTANT GENERAL TERMS AND CONDITIONS