



## INDIVIDUAL CONSULTANT PROCUREMENT NOTICE

Date: **22<sup>th</sup> of November 2019**

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**Country:** Republic of Moldova, Chisinau

**Description of the assignment:** International Consultant to develop the Project Identification Form (PIF) for the Project on Conservation and sustainable management of wetland ecosystems in the Prut river basin for GEF 7.

**Period of assignment/services:** 20 workdays (home-based, including a one-week mission to Moldova) till July 2020.

**Contract type:** Individual contract

Proposal should be submitted online by pressing the "Apply Online", **no later than 6<sup>th</sup> of December 2019**.

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

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### 1. BACKGROUND

The Republic of Moldova is encircled by two transborder aquatic arteries: the Nistru River and the Prut River, the latter being the tributary of the Danube River. Both rivers host wetlands, whose importance has been recognized internationally. Currently, three wetlands with a total area of 94,751 ha (2,6% of the country's territory) are registered under the Ramsar Convention: (i) Unguri - Holoşnita in the middle part of the Dniester River, (ii) Lower Dniester the south-east of the country, (iii) the Lower Prut - in the south of the country.

With the economic development of the districts along the Prut River, there is a danger of increasing anthropogenic pressure on the natural ecosystems of wetlands. Recently, the development trend of tourism in the Middle and Lower Prut region has evolved, with all its components: development of constructions, development of transport infrastructure, development of services, increase of the volume of waste especially between localities in the region, the emergence of first eco-pensions, etc. However, these anthropogenic pressures exert risks that may negatively affect the biological diversity and rural population wellbeing in the region, especially those socially/economically vulnerable, which are heavily dependent on local natural resources (especially fishing, biomass, wood, grazing, household water, etc.).

In this context, one of the primary tasks of the central and local authorities becomes the

elaboration and implementation of a set of measures to minimize the anthropogenic impact and the creation of the conditions for adaptation of the river basins and the aquatic ecosystems to climate change. The interaction between the social factor (the local population) and the ecological component (biological diversity, ecosystems) is the object of intervention based on environmentally friendly solutions.

The ecosystems in the Prut basin are of strategic interest, including being the focus of regional and international organizations and projects. It is worth mentioning that in July 2018, as a result of the implementation of the EU / CBC project between Romania-Moldova-Ukraine, the Lower Prut Biosphere Reserve (14,771 ha) was officially designated and registered in the UNESCO World Heritage Site. It incorporated the lands of the Lower Prut Scientific Reserve and the Ramsar Wetland - "Lower Prut".

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

## **2. SCOPE OF WORK, RESPONSIBILITIES AND DESCRIPTION OF THE APPROACH AND METHODOLOGY**

The responsibility of the international consultant is to lead and work with the Government of Moldova and relevant stakeholders, to scope and then develop a project identification form that would be eligible for the funding under GEF-7 and is technically feasible according to GEF and UNDP criteria. In doing this, the International Consultant will be supported by one National Consultant (engaged by UNDP under separate contractual arrangements) and assigned UNDP officer.

In particular, the PIF must demonstrate consistency with the emerging strategy for GEF-7 and with GEF eligibility criteria (e.g. incrementality, scale-up and partnerships, mobilization of co-financing, cost-effective greenhouse gas mitigation, etc).

The proposed project will also demonstrate that it contributes to the implementation of Moldova's priorities and related national policy strategies and action plans.

The international consultant will be supported by a national consultant that will assist him during field visits in Moldova, collection and analysis of information, interaction with national institutions and local communities.

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

### **Major Tasks:**

1. Conduct comprehensive national-level consultations with governmental and other relevant stakeholders, local donors and other potential implementing agencies on national priorities, where applicable.
2. Review relevant background documents on current baseline situation (reports, plans, acts, legislation, procedures, studies/assessments).
3. Embark on a one-week mission to the country to collect any additional information for PIF formulation, and/or to have required consultations with the national counterparts and potential project partners in terms of direct meetings. These consultations will involve the design of future project, elaboration and search for potential co-finance support, partnerships and scale-up opportunities as would be required by the PIF development process;

4. Identify entry points for the UNDP, ideas for projects and proposals;
5. Identify other donors' agendas in Moldova, to use emerging partnership opportunities, and if such do not exist, to avoid duplication off GEF effort.
6. Building on the scoping mission, develop the baseline situation that could serve as a baseline project for future GEF investment.
7. Conduct the development of this project proposal through a consultative process with other regional and international partners which might be involved in the project;
8. Work in close cooperation with UNDP CO and other stakeholders in order to define the project budget.
9. Formulate, in close consultation with all key stakeholders, a draft PIF addressing the following issues:
  - Development of the problem tree and sketching of the intervention strategy;
  - Identification of several possible scenarios for intervention and identification of the most cost-effective approach within the GEF strategic objective;
  - Preliminary identification of key areas for piloting and implementation;
  - Preparation of the project results framework– including indicative indicators – and GEF tracking tool;
  - Identification of main risks and associated mitigation measures according to the UNDP typology and approach to risk management.
  - Identification of partnerships for scale-up opportunities, co-financiers and indicative amounts of co-financing.

**Note:** The dates of the missions will be proposed by Consultant as part of his technical offer and consulted with the Programme Specialist/Cluster Lead – Climate change, Energy and Environment Cluster prior to contract signature.

The Consultant will work under direct supervision of the Programme Specialist/Cluster Lead – Climate change, Energy and Environment Cluster and in close collaboration with UNDP Country Office in Moldova. The consultant will report directly to the Programme Specialist/Cluster Lead on day-to-day activities and submit reports as required in the agreed upon plan and time schedule.

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

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

#### Academic qualifications:

- Advanced university degree in natural resources management, biodiversity conservation, environmental economics and related areas.

#### Experience:

- At least seven (7) years of professional experience in developing and managing projects related to biodiversity conservation and planning;
- At least three (3) drafted and/or managed UNDP/GEF PIFs and documents in the area of the biodiversity conservation and ecosystem management which have been approved by GEF and/or evaluated as satisfactory and/or highly satisfactory;

- Expert knowledge of GEF operating and strategic principles, especially as related to GEF-7 programme cycle;
- Proven working experience with UNDP on biodiversity conservation projects;
- Experience working in the Eastern Europe and CIS region.

Competencies:

- Good communication and presentation skills;
- Demonstrated ability of analytical and report drafting work;
- Extensive experience analysing data and preparing analytical reports;
- Ability to work with a broad range of individuals of diverse institutions and levels;
- Proven experience in undertaking similar assignments. Demonstrated written and spoken proficiency in English;
- Ability to work in a team and excellent communication skills;
- Good inter-personal and facilitation skills.

Language skills:

- Fluent in written and oral communication in English;
- Knowledge of Romanian or/and Russian will be a strong 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. CV, including information about past experience in similar assignments and contact details for at least 3 referees;
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.

**Important notice:**

**Incomplete applications not considered.**

#### **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

bare 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:

- Advanced university degree in natural resources management, biodiversity conservation, environmental economics and related areas;
- At least three (3) drafted and/or managed UNDP/GEF PIFs and documents in the area of the biodiversity conservation and ecosystem management which have been approved by GEF and/or evaluated as satisfactory and/or highly satisfactory.

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
<b><u>Technical</u></b>		
Advanced university degree in natural resources management, biodiversity conservation, environmental economics and related areas;	Master's degree – 30 pts, PhD – 40 pts.	40

At least seven (7) years of professional experience in developing and managing projects related to biodiversity conservation and planning;	7 years – 30 pts, each additional year 5 pts up to max. – 40 pts.	40
At least three (3) drafted and/or managed UNDP/GEF PIFs and documents in the area of the biodiversity conservation and ecosystem management which have been approved by GEF and/or evaluated as satisfactory and/or highly satisfactory;	less than 3 documents – 0 pts; 3 documents – 20 pts; each additional document 5 pts up to max – 30pts.	30
Previous working experience with UNDP on biodiversity conservation projects	No – 0 pts; Yes – 20 pts.	20
<b>Interview</b> (demonstrated technical knowledge and experience; communication/ interpersonal skills; initiative; creativity/ resourcefulness)		
Demonstrated technical knowledge and experience in the area of biodiversity conservation;	limited – <10 pts, satisfactory – <20pts, extensive – <30 pts	30
Excellent analytical skills and abilities to align project design with the GEF 7 objectives and national strategies in the area of biodiversity;	limited – <10 pts, satisfactory – <20 pts, extensive – <30 pts.	30
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 – <10 pts, satisfactory – <20 pts, extensive – <30 pts.	30
Proven experience in cooperation with international organizations or other bodies responsible for formulating GEF biodiversity-related projects, at least three (3) similar assignments; previous working experience with UNDP or other international agencies will be an asset;	< 3 assignments – 10 pts; >3 assignments – 30 pts.	30
Experience working in the Eastern Europe and CIS region;	limited – <3 pts, satisfactory – <5 pts, extensive – <10 pts	10
Excellent communication, analytical, facilitation and presentation skills;	limited – <3 pts, satisfactory – <5 pts, extensive – <10 pts	10
Excellent computer literacy (Word, Excel, Internet, Power Point).	limited – <3 pts, satisfactory – <5 pts, extensive – <10 pts	10
Proficiency (verbal and written) in English; knowledge of Romanian and/or Russian will be an asset.	(English – max 10 pts., Russian – max 10 pts. or Romanian – max 10 pts.)	20
<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 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**