



## INDIVIDUAL CONSULTANTS PROCUREMENT NOTICE

Date: **4 February 2021**

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**Country:** Republic of Moldova

**Description of the assignment:** National Consultant to undertake the Independent Environment, Energy and Climate Change Outcome Evaluation

**Contract type:** Individual Contract (IC)

**Project name:** Advisory Services for Programme Development

**Period of assignment/services:** February 2021 – April 2021 (up to 18 working days)

Proposals should be submitted **online by pressing the "Apply Online" button**, no later than **18 February 2021, 16:30 (Moldova local time)**.

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

United Nations Development Programme (UNDP) conducts outcome evaluations to capture and demonstrate evaluative evidence of UNDP's contributions to development results at the country level as articulated in the Country Programme Document (CPD) and in the United Nations Development Strategic Framework (UNSF). These are independent evaluations carried out within the overall provisions contained in the UNDP Evaluation Policy and aim to undertake the following:

- Provide evidence to support accountability of programmes and for UNDP to use in its accountability requirements to its investors
- Provide evidence of the UNDP contribution to outcomes
- Guide performance improvement within the current global, regional and country programmes by identifying current areas of strengths, weaknesses and gaps, especially in regard to:
  - The appropriateness of the UNDP partnership strategy
  - Impediments to the outcome being achieved
  - Mid-course adjustments (for Outcome MTRs)
  - Lessons learned for the next programming cycle
- Provide evidence and inform higher-level evaluations, such as Independent Country Programme Evaluation (ICPE), UNDAF evaluation and evaluations of regional and global programmes, and subsequent planning based on the evaluations.

In line with the Evaluation Plan of UNDP Moldova Country Office, an outcome evaluation will be conducted to assess the impact of UNDP's development assistance in the area of Environment, Energy and Climate Change (EECC).

The proposed evaluation will evaluate the ECC Cluster Projects against the relevant Sustainable Development Goals (SDGs), country programme pillar and outputs aligned to the Republic of Moldova–United Nations Partnership Framework for Sustainable Development (UNDAF) and the UNDP Country Programme Document (CPD) for Moldova, both covering the period 2018-2022. The Outcome evaluations for the other 2 CPD pillars have been completed in early January 2021, while an Independent Country Evaluation will be conducted during 2021.

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

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

UNDP intends to undertake an independent mid-term outcome evaluation to assess Climate Change, Environment and Energy Pillar at the macro level covering the period 2018-2020. The evaluation must provide evidence-based information that is credible, reliable, and useful. The evaluators are expected to follow a participatory and consultative approach ensuring close engagement with relevant national counterparts including ministries, local authorities, civil society, and related agencies. The evaluation needs to assess to what extent UNDP managed to mainstream gender and to strengthen the application of rights-based approaches in its interventions. To make excluded or disadvantaged groups visible, to the extent possible, data should be disaggregated by gender, age, disability, ethnicity, vulnerability and other relevant differences where possible. The evaluation shall identify changes that happened within the last 3 years as they relate to the development outcome, the degree, and levels of these changes, i.e. enabling environment, organizational and/or individual levels.

The evaluation should result in concrete and actionable recommendations for the next CPD cycle and future programming.

Therefore, the outcome evaluation seeks to:

- Review the programmes and projects of UNDP contributing to the Environment, Energy and Climate Change Cluster with a view to understand their relevance, effectiveness, efficiency, sustainability and contribution to national priorities for stock taking and lesson learning, and recommending mid-course corrections that may be required for enhancing effectiveness of UNDP's development assistance; UNDP strategic positioning on achieving the outcomes;
- Review the status of the outcome and the key factors that have affected (both positively and negatively, contributing and constraining) the outcome; level of incurred changes: enabling environment, organizational and/or individual levels
- Assess the extent to which UNDP outputs and implementation arrangements have been effective for building capacities of key institutions (the nature and extent of the contribution of key partners and the role and effectiveness of partnership strategies in the outcome);
- Review and assess the Programme's partnership with the government bodies, civil society and private sector and international organizations and how these have contributed to the achievement of the outcome
- Assess the extent to which UNDP outputs and implementation arrangements have been effective for strengthened linkages between the outcomes (the nature and extent of the contribution of key partners and the role and effectiveness of partnership strategies in the outcome) and across the outcomes of the CPD;
- Provide recommendations for future country programme in the outcomes of the Environment, Energy and Climate Change Cluster and particularly for better linkages between them.
- Based on the social and economic impact evaluation of the COVID-19 crisis, propose sector -related recovery actions which can increase the impact for development results.

- Assess the inter-linkages among the 3 CPD Outcomes in terms of ensuring coherence of programmatic and policy advice by UNDP Moldova.
- Review the use of innovative approaches and mechanisms within ECC cluster portfolio to attainment of results under Outcome 3., including the contribution of MiLaB.

#### **Main Tasks of the National Consultant:**

- Collection of background materials upon request by International Consultant.
- Provision of important inputs in developing methodology, work plan and Evaluation report outlines upon request by International Consultant.
- Assistance to the International Consultant in desk review of materials.
- In cooperation with the International consultant, development of the mission agenda.
- Setting-up and conducting interviews with relevant stakeholders, provision of interpretation in communication with beneficiaries, when required.
- Provision of support to the International Consultant in the elaboration of a summary matrix of the project implementation key findings based on interviews performed.
- Participation in briefing with UNDP and project implementing partners.
- Substantive inputs to the International Consultant for developing the first draft of the Evaluation report. The draft will be shared with the UNDP CO, and key project stakeholders for review and commenting.
- Substantive inputs to the International Consultant in the finalization of the Final Evaluation Report.

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

### **3. DELIVERABLES**

The evaluators are expected to deliver the following products:

- **Evaluation inception report**,<sup>1</sup> comprising not more than 10 pages plus annexes. The inception report should be prepared by the evaluators before going into the full-fledged evaluation exercise. It should detail the evaluator's understanding of what is being evaluated and why, showing how evaluation questions will be answered by way of: proposed methods; proposed sources of data; and data collection procedures. The inception report should include a proposed schedule of tasks, activities, and deliverables, designating a team member with the lead responsibility for each task or product. The inception report provides the programme unit and the evaluators with an opportunity to verify that they share the same understanding about the evaluation and clarify any misunderstanding at the outset. The programme unit and key stakeholders in the evaluation should review the inception report to ensure that the evaluation meets the required quality criteria.
- **Draft evaluation report**, comprising not more than 40 pages plus annexes, with an executive summary of not more than 3 pages describing key findings and recommendations. The ECC Cluster team and DRR should review the draft evaluation report to ensure that the evaluation meets the required quality criteria.
- **Evaluation report audit trail** – comments and changes by the evaluators in response to the draft report should be retained by the evaluators to show how the comments have been addressed.
- **Final evaluation report** – the evaluators will ensure that the report, to the extent possible, complies with the UNEG Quality Checklist for Evaluation Reports;

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

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

The National Consultant should possess the following qualifications:

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<sup>1</sup> The content of the Inception Report shall be align to the [UNDP Evaluation Guidelines, Section 4 – Evaluation Implementation](#)

#### I. Education:

- University degree, environment, environment economics, energy (relevant to climate change mitigation), disaster risk reduction- related sciences, public law, public administration, international development or other closely related field.

#### II. Experience:

- At least 7 years of professional experience/technical knowledge in Monitoring and Evaluation, providing management or consultancy services in Environment, Climate change mitigation, climate change adaptation fields.
- 7 years of experience with practical use of monitoring and evaluation methodologies.
- Experience in managing, monitoring and evaluating projects for UN or other international development agencies in the region will be an asset.

#### III. Competencies:

- Experience in conducting remote evaluations.
- Strong analytical and reports (national reports, policy papers and research papers) writing skills demonstrated by previous assignments.
- Strong communication and teamwork/coordination skills demonstrated by previous assignments.
- Ability to achieve results and deadlines in a timely manner, maintaining a high standard throughout.
- Fluent in both written and spoken English and Romanian is a requirement. Knowledge of Russian language is an asset.

**Note:** National consultant shall clearly indicate the position they are applying for.

The 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.

### 5. DOCUMENTS TO BE INCLUDED WHEN SUBMITTING THE PROPOSALS

Applicants shall submit the following **required documents**:

1. CV, including information about experience in similar assignments and contact details for at least 3 referees.
2. Brief description of why the individual considers him/herself as the most suitable for the assignment.
3. Offeror's Letter confirming Interest and Availability with the financial proposal (in USD, specifying the total lump sum amount). Financial proposal template prepared in compliance with the template in Annex 2.

Incomplete applications will not be considered.

If an applicant is employed by an organization/company/institution, and he/she expects his/her employer to charge a management fee in the process of releasing him/her to UNDP under Reimbursable Loan Agreement (RLA), the applicant must indicate at this point, and ensure that all such costs are duly incorporated in the financial proposal submitted to UNDP.

### 6. 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 instalments 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 the number of anticipated working days).

## **Travel**

All envisaged travel costs (if applicable) 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.

## **7. EVALUATION**

The International Consultant will be selected within the IRH Roster of Vetter Experts according to POPP based on qualification criteria announced in the Terms of Reference and Procurement Notice.

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

### **National Consultant**

- University degree, environment, environment economics, energy (relevant to climate change mitigation), disaster risk reduction- related sciences, public law, public administration, international development or other closely related field.
- At least 7 years of professional experience/technical knowledge in Monitoring and Evaluation, providing management or consultancy services in Environment, Climate change mitigation, climate change adaptation fields.

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 70% score of the technical evaluation (at least 210 points) would be considered for the Financial Evaluation.

Criteria	Scoring	Maximum Points Obtainable
<b><u>Technical</u></b>		
University degree, environment, environment economics, energy (relevant to climate change mitigation), disaster risk reduction- related sciences, public law, public administration, international development or other closely related field	(University - 30 pts., Master – 40 pts.)	40
At least 7 years of professional experience/technical knowledge in Monitoring and Evaluation, providing	(7 years – max. 40 pts, more than 7 years – up to 60 pts,	60

Criteria	Scoring	Maximum Points Obtainable
management or consultancy services in Environment, Climate change mitigation, climate change adaptation fields	10 pts – for each additional year)	
7 years of experience with practical use of monitoring and evaluation methodologies	(less than 7 years – 0 pts, 7 years - max. 60 pts)	60
Experience in managing, monitoring and evaluating projects for UN or other international development agencies in the region will be an asset	(10 pts. for each assignment)	40
Experience in conducting remote evaluations	(10 pts. for each assignment)	30
Strong analytical and reports (national reports, policy papers and research papers) writing skills demonstrated by previous assignments	(10 pts. for each report)	40
Fluent in both written and spoken English and Romanian is a requirement. Knowledge of Russian language is an asset	(Romanian and English – 10 pts each; Russian – 10 pts)	30
<b>Maximum Total Technical Scoring</b>		<b>300</b>
<b>Financial</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).

#### **Important notice:**

The applicant who has the statute of Government Official / Public Servant, before 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.

## **8. ANNEXES**

### **ANNEX 1 – TERMS OF REFERENCES**

### **ANNEX 2 – OFFEROR’S LETTER TO UNDP CONFIRMING INTEREST AND AVAILABILITY, INCLUDING FINANCIAL PROPOSAL TEMPLATE**

### **ANNEX 3 – INDIVIDUAL CONSULTANT GENERAL TERMS AND CONDITIONS**