



INDIVIDUAL CONSULTANT PROCUREMENT NOTICE

Date: 18th of February 2021

Country: Republic of Moldova

Description of the assignment: National Consultant to support the development of Monitoring and Evaluation System for the National Adaptation Planning process in the Republic of Moldova (NAP-2)

Project name: NAP-2: Advancing Moldova's National Climate Change Adaptation Planning Project

Period of assignment/services: March 2021 – February 2022, 40 working days

Contract type: Individual Contract (IC)

Proposals should be submitted online by pressing the "Apply Online" button, no later than 4th of March 2021.

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

Climate change is already profoundly impacting the conditions for resource availability and agricultural activities. Over the last decade, the country has experienced a number of extreme events, such as droughts and major floods, along with the cumulative effects caused by increased mean temperature and the uneven distribution of precipitation throughout the year, which have had negative consequences on the country's economy, and its population wellbeing and health. Severe droughts are recurring more frequently, causing significant economic losses. The increasing scope and intensity of extreme events have also resulted in increased frequencies of high-risk situations. By 2050, an increase of 2–3°C in the average temperature, an additional 32 days that exceed the current maximum temperature by 10%, and an additional 12 days with zero precipitation are projected.

The Government sees the National Adaptation Planning (NAP) process as key to achieving the adaptation objectives outlined in its 2014 Climate Change Adaptation Strategy of the Republic of Moldova and its 2020 Nationally Determined Contributions (NDC), as well as the continued mainstreaming of climate change considerations into its policies and budgeting processes. The proposed project supports the Government of the Republic of Moldova in advancing the second cycle of its National Adaptation Planning process (known as NAP-2). The outcomes of the NAP-2 national adaptation planning processes are:

- **Outcome 1:** To strengthen and operationalize the national steering mechanism for climate change adaptation (CCA);
- **Outcome 2:** To improve the long-term capacity on planning and implementation of adaptation

actions through CCA technologies;

- **Outcome 3:** To improve the mainstreaming of climate change adaptation through the increased alignment of national development priorities in the priority sectors (forestry, health, energy, and transport).

The project will contribute to UNDAF, 2018-2022 outcome #3 (The people of Moldova, especially the most vulnerable, benefit from enhanced environmental governance, energy security, sustainable management of natural resources, and climate disaster-resilient development). Additionally, the project will contribute to the UNDP Country Programme Output 3.3 (National and sub-national governments have improved capacities to integrate resilience to climate change and disasters into development plans and practices to reduce population's vulnerability). Other than that, the project will contribute to the National Development Strategy "Moldova 2030" through a) reduction of energy consumption by increasing energy efficiency and using renewable energy sources, and b) agriculture and rural development: competitiveness of agri-food products and sustainable rural development.

The preliminary work under the first cycle of the NAP (known as NAP-1) supported developing a NAP as a process, conceptualizing and developing its elements, including the national steering mechanism, and laid down the groundwork towards long-term adaptation planning. Despite the progress, significant gaps remain in integrating climate change considerations into many of the development policies of the national priority sectors and their associated budget priorities. National appropriations for CCA remain limited.

The NAP-2 goals will be achieved within two parallel implementation tracks. The first track implemented by UNDP expands and deepens the national approach developed under the NAP-1 and strengthens synergies both vertically, at different levels of the governance, and horizontally, between the sectors affected by climate change to reduce duplication of efforts, pool scarce resources for practical use, and ensure a coherent and comprehensive approach to the integration of CCA responses into development planning, while the second track will focus on adaptation in the agriculture sector and will be concurrently implemented under the auspices of FAO.

The National Designated Authority has coordinated with the UNDP and the FAO country offices to ensure the complementarity and congruency of the activities and exchange, as appropriate. By its very nature, the NAP-2 will facilitate the integration of CCA into existing strategies, policies, and programmes and establish a strong foundation for the integration of methods, tools, and information systems in day-to-day planning activities to effectively inform decision-makers on the climate risks and to enable the informed formulation of resilient projects and financing strategies.

The third project outcome foresees the development of the systems and capacities to monitor the NAP implementation progress. Data availability on the climate change adaptation perspective and its quality significantly impacts the decision-making process. In the NAP-1 project, an initial set of indicators has been proposed to be monitored for the adaptation planning process. The NAP-2 project is committed to developing and implementing the gender-sensitive and transparent M&E Framework, the extension of its scope, and the inclusion of other economic sectors and sub-national levels. M&E systems should provide geo-referenced information, link the indicators to geographical climate risk factors. The baseline data for all identified indicators shall be established, and this historical baseline in the future will measure progress on adaptation. Guidelines will be developed, and training conducted for the relevant governmental agencies.

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

The assignment's main objective is to provide a framework and a roadmap for the development of a monitoring and evaluation (M&E) system for the climate change adaptation process in the Republic of Moldova. The M&E Framework should be designed for governmental stakeholders to monitor the NAP implementation progress and evaluate the effectiveness of the strategic and sectoral outcomes.

Specific tasks:

Under supervision of the Project Manager, the Team leader for Outcome 3 and guidance of the International Consultant (IC) the National consultant (NC) will liaise with the national stakeholders, collect data, conduct interviews, develop a guideline for the national stakeholders containing the key indicators and perform training for relevant governmental stakeholders on applying the indicators and others. The M&E system should be based on the European countries' best practices and incorporate the existing monitoring mechanisms on the national level, the findings, and the lessons learned from the NAP-1 M&E process. The M&E framework should contain a clear set of indicators measuring impact, outcomes, and outputs that will allow governmental stakeholders to track the progress, including the sectoral targets, evaluate the effectiveness and plan further interventions in the NAP process. Specific tasks are listed below:

- a) Support the IC in reviewing current and desired M&E needs on various administrative levels (national/sub-national), at national and sector levels, to include, but not limited to: the analysis of legal, policy and regulatory frameworks, existing data, possibility to generate additional data, and roles and responsibilities of involved organizations;
- b) Support the IC with recommendation on integration the progress reported by the country towards SGDs, Sendai Framework for Action, and commitments on adaptation stipulated in the Nationally Determined Contribution into NAP M&E;
- c) Support the IC to formulated CCA M&E Framework and develop the Roadmap for its implementation that should include but not be limited to:
 - Relevant indicators to measure impact, outcome, output/activity etc;
 - Relevant institutions/organizations that could provide relevant data;
 - Data management model, including quality control, division of roles and responsibilities for each phase (e.g., collection, analysis, dissemination, communication);
 - Set of relevant indicators and a detailed description for each of them;
 - Governance mechanism for the data management;
 - Roadmap implementation phases, including the division of responsibilities, timeline, and allocation of resource;
 - The hosting institution(s) and mechanism for cooperation for the M&E data management;
 - Capacity building measures for the key responsible institutions in M&E data management.
- d) Organize the consultation process for presenting the draft M&E Framework and its implementation Roadmap for the relevant stakeholders (via online meetings), collect feedback from stakeholders, and summarize main findings for the IC;
- e) Based on the M&E Framework and its implementation Roadmap developed by the IC, develop a concise guide for national stakeholders on applying M&E indicators;
- f) Train the relevant stakeholders on the sector level on application of Guideline for M&E indicators;
- g) Support the project team in communication and information sharing on the M&E framework.

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

3. REQUIREMENTS FOR EXPERIENCE AND QUALIFICATIONS**Academic Qualification:**

- University degree in natural / engineering /technical sciences

Experience:

- At least 5 years of professional experience in environment and/or climate change;

- Experience in monitoring and evaluation and/or data management;
- Good knowledge and understating of reporting requirements towards UNFCCC and/or other conventions and agencies;
- Familiarity with national adaption planning processes.

Competences:

- Good coordination and facilitation skills;
- Strong research, analysis, and writing skills

Language requirements:

- Fluency in Romanian and English is required for this assignment; knowledge of Russian is an asset.

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 another status. Please mention in your CV if you belong to the group(s) under-represented in the UN Moldova and/or the area of assignment.

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

Applicants shall submit the following documents:

- ☒ Offeror's Letter confirming Interest and Availability, including financial offer, according to Annex 2;
- ☒ CV, including information about experience in similar assignments;
- ☒ Brief description of why the individual considers him/herself as the most suitable for the assignment

Incomplete applications will not be 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 fees, taxes, travel costs, accommodation costs, communication, and number of anticipated working days) (see Annex 2 of the Offeror's Letter Confirming Interest and availability attached to this Procurement Notice).

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 natural / engineering /technical sciences
- At least 5 years of professional experience in environment and/or climate change;

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:

- responsive/compliant/acceptable, and
- 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 natural / engineering /technical sciences	under-Master's – 10 pts, Master's degree – 40 pts, PhD – 50 pts	50
At least 5 years of professional experience in environment and/or climate change	5 years – 30 pts, for each additional year 5 pts, up to additional maximum 30 pts	60
<u>Interview</u> (demonstrated technical knowledge and experience; communication/ interpersonal skills; initiative; creativity/ resourcefulness)		
Experience in monitoring and evaluation and/or data management	limited –<10 pts, satisfactory – <30 pts, extensive – <50 pts	50
Good knowledge and understating of reporting requirements towards UNFCCC and/or other conventions and agencies	limited –<10 pts, satisfactory – <25 pts, extensive – <40 pts	40
Familiarity with national adaption planning processes.	limited –<10 pts, satisfactory – <20 pts, extensive – <40 pts	40
Good coordination and facilitation skills	limited –<3 pts, satisfactory – <6 pts, extensive – <10 pts	10
Strong research, analysis, and writing skills	limited –<5 pts, satisfactory – <10 pts, extensive – <15 pts	15
Fluency in Romanian and English is required for this assignment; knowledge of Russian is an asset	Romanian – max 10 pts. English – max 10 pts., Russian – max 5 pts.	25

Belonging to the group(s) under-represented in the UN Moldova and/or the area of assignment ¹	no – 0 pts., to one group – 5 pts., to two or more groups – 10 pts.	10
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; F _{min} – 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).

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- OFFEROR'S LETTER CONFIRMING INTEREST AND AVAILABILITY, including financial proposal (template).

ANNEX 3 – INDIVIDUAL CONSULTANT GENERAL TERMS AND CONDITIONS

¹ Under-represented group in the area of assignment are (men/women). Under-represented groups in UN Moldova are persons with disabilities, LGBTI, ethnic and linguistic minorities, especially ethnic Gagauzians, Bulgarians, Roma, Jews, people of African descent, people living with HIV, religious minorities, especially Muslim women, refugees and other non-citizens.