



## INDIVIDUAL CONSULTANT PROCUREMENT NOTICE

Date: **2 August 2013**

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**Country:** Republic of Moldova

**Description of the assignment:** National Consultant to undertake the Terminal Evaluation of the UNDP-GEF Project "Improving coverage and management effectiveness of the Protected Area System of Moldova"

**Project name:** "Improving coverage and management effectiveness of the Protected Area System of Moldova"

**Period of assignment/services:** 25 days during August-October, 2013

Proposals should be submitted online by pressing the "Apply Now" button no later than 11 August 2013. Requests for **clarification only** must be sent by standard electronic communication to the following e-mail: [alexandru.rotaru@undp.org](mailto: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.

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### 1. BACKGROUND

The United Nations Development Programme (UNDP), acting as an implementing agency of the Global Environment Facility (GEF), is providing assistance to the Moldovan Ministry of Environment in the implementation of the GEF medium size Project "Improving coverage and management effectiveness of the Protected Area System in Moldova".

The project aims to enhance the coverage and management effectiveness of the Protected Areas System of Moldova by piloting - within the broader framework of the National Environmental Network - the establishment of the first National Park in Moldova, and by strengthening the capacities at the systemic, institutional and individual levels to establish and manage a representative Protected Areas System. Thus, the GEF-funded developmental interventions will lead to creation of an enabling framework for the expansion of the Protected Areas System to include under-represented ecosystems in Moldova.

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

The National Consultant is expected to assist the International Consultant in undertaking the terminal evaluation of the “Improving coverage and management effectiveness of the Protected Area System of Moldova” Project. The Consultant shall use the criteria of **relevance, effectiveness, efficiency, sustainability, and impact** following a participatory and consultative approach with government counterparts, UNDP Country Office, project team, UNDP GEF Technical Adviser and key stakeholders.

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

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

#### I. Academic Qualifications:

- University degree in Biodiversity Conservation, Natural Resource Management, Environmental management, Biology or other related areas.

#### II. Years of experience:

- Minimum 5 years of professional experience/technical knowledge in providing management or consultancy services to the biodiversity conservation and protected areas projects, preferably in protected areas planning and management;
- To be acquainted with the Moldovan Protected Areas System;
- Previous experience with results-based monitoring and evaluation methodologies;
- Experience in monitoring and evaluating protected areas and/or biodiversity conservation projects for UN or other international development agencies in the region will be an asset;
- Experience in GEF biodiversity project design, technical consultancy or evaluation will be an asset;
- Fluent in English and Romanian both written and spoken.

#### III. Competencies:

- Strong analytical skills;
- Excellent team working skills.

### **4. DOCUMENTS TO BE INCLUDED WHEN SUBMITTING THE PROPOSALS**

Interested individual consultants must submit the following documents/information to demonstrate their qualifications:

1. Letter of Interest;
2. Duly filled Personal CV;
3. Financial proposal.

### **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 (is the total sum of all financial claims of the candidate for

accomplishment of the task with detailed breakdown of expected honorarium) and the number of anticipated working days. The evaluator 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:

- University degree in Biodiversity Conservation, Natural Resource Management, Environmental management, Biology or other related areas;
- Minimum 5 years of professional experience in providing management or consultancy services to the biodiversity conservation and protected areas projects, preferably in protected areas planning and 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.

| <b>Criteria</b>  | <b>Scoring</b>   | <b>Maximum Points Obtainable</b> |
|--|--|----------------------------------|
| <b><u>Technical</u></b>  |  |                                  |
| <ul style="list-style-type: none"> <li>• University degree in Biodiversity Conservation, Natural Resource Management, Environmental management or other related areas</li> </ul> | (University – 20 pts, Master’s or above – max. 30 pts) | 30                               |
| <ul style="list-style-type: none"> <li>• Minimum 5 years of professional experience in focal area or related fields</li> </ul>   | (5 years – max. 40 pts, >5 years – max. 50 pts)        | 50                               |
| <ul style="list-style-type: none"> <li>• Previous experience with results-based monitoring and evaluation methodologies</li> </ul>   | (no – 0, yes – max. 50 pts.)                           | 50                               |

|  |  |            |
|--|--|------------|
| <ul style="list-style-type: none"> <li>• Technical knowledge in the targeted focal area(s)</li> </ul>  | (no – 0, yes – max. 20 pts.)   | 20         |
| <ul style="list-style-type: none"> <li>• Proven experience in working with international organizations (successful experience in working with UN agencies is an asset)</li> </ul>  | (each year of such work – max.10 pts)  | 30         |
| <ul style="list-style-type: none"> <li>• Fluent in English and Romanian both written and spoken.</li> </ul>  | (English – max. 10 pts; Romanian – max. 10 pts)  | 20         |
| <ul style="list-style-type: none"> <li>• Interview <ul style="list-style-type: none"> <li>– (Knowledge of UNDP and GEF guidelines and procedures is an asset;</li> <li>– Ability to interact with a wide range of partners: government officials, development agencies etc.;</li> <li>– Excellent team working and management skills)</li> </ul> </li> </ul> | (max. 40 – Knowledge of UNDP and GEF guidelines and procedures is an asset; max. 40 – Ability to interact with a wide range of partners: government officials, development agencies etc.; max. 20– Excellent team working and management skills) | 100        |
| <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:<br><b><math>S = F_{min} / F * 200</math></b><br>S – score received on financial evaluation;<br>Fmin – the lowest financial offer out of all the submitted offers qualified over the technical evaluation round;<br>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).

#### **ANNEXES:**

##### **ANNEX 1 – TERMS OF REFERENCES (TOR)**

##### **ANNEX 2 – INDIVIDUAL CONSULTANT GENERAL TERMS AND CONDITIONS**