



INDIVIDUAL CONSULTANT PROCUREMENT NOTICE

Date: **3 October 2013**

Country: Republic of Moldova

Description of the assignment: National Consultants to develop the Community Forest management plans for the Orhei National Park region

Project name: Clima East Moldova: Climate change mitigation and ecosystem-based adaptation in Orhei National Park

Period of assignment/services: October 2013 - August 2014

Proposals should be submitted online by pressing the "Apply Now" button no later than 13 October 2013.

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

1. BACKGROUND

Moldova has one of the poorest coverage with forests in Europe (around 12% of the territory), which is highly fragmented. The current amount of forested area is insufficient to guarantee effective environmental protection. Forests in Moldova are also playing a major role for the energy security of the country. Due to the high cost of imported fossil fuels (mostly natural gas) and electricity for the end consumers, demand of firewood in rural areas is very high. The main source of alternative fuel most often comes from wood collected from the environment (forest wood, downed wood in community land, vineyard residues etc.). The most of the wood comes from the authorized harvesting in the forests managed by Moldsilva Forest Agency. The rest of the wood comes mostly from forests and protection belts which belong to Local Public Authorities, which are usually unmanaged and are subject of illegal logging. Ensuring the proper planning and management of community forests, through building stable diversified forests, ecological reconstruction of forests in time will positively influence and will be a model for carbon sequestration in the framework of climate change and will have a positive social impact on local population and on biodiversity.

In this regard EU Commission under CLIMA EAST package provided a grant to Republic of Moldova to demonstrate a natural resource management model in the pastures and forests of Moldova which increases ecosystems' capacity to sequester carbon under pending climate risks, while at the same time retaining biodiversity and economic values. The CLIMA EAST pilot project targets the pastures and forest degraded lands located in the Orhei National Park area (33,792.09 ha) and its buffer zone. The project will

develop innovative pasture and community forest management systems on the whole territory of the park, including rehabilitation of 500 ha of pastures and afforestation of 150 ha of eroded and non-productive lands.

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

The expected output for the assignment is to assist the Local Public Authorities in developing forest management plans for the community forest lands in Orhei National Park region, which will serve as a tool for better management and biodiversity of community forests and increasing the livelihoods in the park area.

The activity will consist in developing forest management plans for the 1,392 ha of community forests from National Park Orhei area and its buffer zone.

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

3. REQUIREMENTS FOR EXPERIENCE AND QUALIFICATIONS

Academic Qualification

- Graduate degree in forestry or related fields.

Experience:

- At least 3 years of significant experience in forestry or related issues in Moldova;
- Experience in Forest Management Planning activities is strongly required;
- Work experience with projects financed by international organizations will be an asset;
- Experience in working with local public authorities and local communities;
- Technical knowledge in the targeted focal area(s).

Competencies

- Capacity for analytical studies, organization of workshops/meetings, other necessary activities;
- Ability to undertake field works are strongly required;
- Strong interpersonal skills, communication and diplomatic skills, ability to work in a team;
- Ability to plan and organize his/her work, efficient in meeting commitments, observing deadlines and achieving results;
- Openness to change and ability to receive/integrate feedback;

Language requirements:

- Fluent in written and oral communication in Romanian;
- Knowledge of English 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 explaining why they are the most suitable for the work;
2. Financial proposal;
3. Personal CV including past experience in similar projects and at least 3 references or the fully filled Personal History Form (P11).

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.

Under this assignment consultants will have to travel to the communities of Orhei National Park. When submitting the financial offer, consultants will include travel expenses as per following details:

- 1) working days in the region – not more than 23 days;
- 2) total mileage – not more than 5,000 km.

6. EVALUATION

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

- Graduate degree in forestry or related fields;
- At least 3 years of significant experience in forestry or related issues in Moldova.

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>		
Graduate degree in forestry or related fields	(under-Master's – 40 pts, Master's –	50

	45 pts and PhD-50 pts)	
At least 3 years of significant experience in forestry or related issues in Moldova	(3 years-up to 20 pts, >3-6 years-up to 35 pts, 7-10 years – up to 40 pts, >10 years- up to 50 pts)	50
Work experience with projects financed by international organizations	(1-3 years- up to 15 pts, >3-7 years – up to 25 pts, >7 years – up to 50 pts.)	50
Experience in working with local public authorities and local communities	(1-3 years of experience- up to 20 pts, >3-5 years of experience – up to 30 pts, >5 years – up to 50 pts)	50
Experience in Forest Management Planning activities	Yes- up to 40 pts, No-0 pts	40
Technical knowledge in the targeted focal area(s)	Yes- up to 30 pts, No-0 pts	30
Capacity for analytical studies, organization of workshops/meetings; ability to undertake field works; openness to change and ability to receive/integrate feedback	Yes- up to 20 pts, No-0 pts	20
Strong interpersonal skills, communication and diplomatic skills, ability to work in a team; ability to plan and organize his/her work, efficient in meeting commitments, observing deadlines and achieving results	Yes- up to 10 pts, No-0 pts	10
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).

Important notice

The applicant 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