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Resilient nations.*

Date: 4 November 2013

Country: Republic of Moldova

Description of the assignment: Local Expert to the Ministry of Environment

Project name: European Union High Level Policy Advice Mission to the Republic of Moldova (EUHLPAM)

Period of assignment/services: November 18, 2013 – December 15, 2013

Proposals should be submitted online no later than **10 November 2013**.

Any request for clarification must be sent by standard electronic communication to the following e-mail: administrator@euhlpam.org. UNDP will respond by standard electronic mail and will send copies of the response, including an explanation of the query without identifying the source of inquiry, to all consultants.

1. BACKGROUND

The overall objective of the project "European Union High Level Policy Advice Mission to the Republic of Moldova" (EUHLPAM) is to support the Government to implement its wider reform agenda, the Government Activity Programme and the National Development Strategy Moldova 2020, and in particular to assist the Government to develop the capacities required for the preparation, negotiation and implementation of the Association Agreement, including the Deep and Comprehensive Free Trade Area, and visa liberalization.

The specific objectives are to: Strengthen the policy-making, strategic planning and policy management capacities of selected line Ministries and State Agencies involved in the negotiation and implementation of the Association Agreement and visa liberalization; Enhance stakeholders' knowledge and awareness of EU policies, legislation and regulations in sectors strategic to the conclusion of the Association Agreement including the Deep and Comprehensive Free Trade Area, and to the implementation of visa liberalization. The EUHLPAM will achieve these objectives through the continued delivery of an optimal mix of policy, legal and institutional advice. The EUHLPAM will ensure that the Moldovan authorities have direct access to EU best practice and reform experience in order to strengthen policy design and implementation. The Mission is supported by nine local experts/assistants.

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

The Local Expert to the Ministry of Environment of the Republic of Moldova will support the Advisers in the activities within the Mission's overall framework with specific focus on reform of processes and procedures to ensure that they align to EU best practice. He/she will assist in reviewing policy documents and conduct independent research for needs assessments. Guidance, policy papers, reviews and recommendations will be provided to the Ministry of Environment of the Republic of Moldova in the field of Environment /administration and reform for the purpose of supporting the implementation of the Government Activity Programme and the National Development Strategy Moldova 2020, and in particular to assist the Government to develop the capacities required for the implementation of the EU-Moldova Association Agreement, including the Deep and Comprehensive Free Trade Area, and visa liberalization.

Key Responsibilities are assisting the Adviser in the following tasks:

- Assisting the Advisors with the mission, with specific focus on the areas of Environment policy/administration and reform;
- Conducting research, providing verbal and written translations, collecting relevant data, documents and preparing background and policy papers, as well as draft legislative amendments together with the Advisors;
- Regular communication with the Ministry of Environment and subordinate institutions and staff of other related projects, participation in policy discussion meetings, staying aware of recent developments in the field of responsibility.

3. REQUIREMENTS FOR EXPERIENCE AND QUALIFICATIONS

Academic Qualifications:

- University degree in Environmental Law, Environmental Science/Protection, Environmental and Natural Resource Economics/Management. A Master's Degree in the same areas will be an asset.

Years of Experience:

- Minimum 10 years of general professional experience;
- Minimum 5 years of relevant professional experience, preferably with experience working on European Union or International donor agency funded environment projects and national public administration in the Environment sector.

Competencies:

- Good understanding of environmental policy strategies and laws of Moldova;
- Working experience of the environmental sector of the Republic of Moldova would be an advantage;
- Working experience and comprehensive knowledge of EU acquis and policies in environment;
- Strong organizational and inter-personal skills;
- Excellent drafting skills and eye for detail;
- Positive attitude and ability to work in a team.

Languages:

- Excellent command of English, Romanian and Russian languages, including excellent drafting/editing skills in Romanian and English.

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 duly filled Personal History Form (PH11).

5. FINANCIAL PROPOSAL

The financial proposal shall specify a daily lump-sum fee in US Dollars (USD). Payments are based upon submission and approval of monthly time-sheets and reports. In order to assist the requesting unit in the comparison of financial proposals, the financial proposal must include a single all-inclusive daily fee. For this assignment an effort of 25 working days is envisaged.

6. EVALUATION

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

- University or Master Degree in (Environmental Law, Environmental Science/Protection, Environmental and Natural Resource Economics/Management) or equivalent working experience in the sector;
- Minimum 5 years of relevant professional experience;
- Fluency in English, and Romanian; Good working knowledge of Russian is an asset.

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 technical points would be considered for the Financial Evaluation.

	Criteria	Scoring	Maximum Points Obtainable
Technical			
1.	University or Master Degree in (Environmental Law, Environmental Science/Protection, Environmental and Natural Resource Economics/Management)	(fully compliant - 40 pts; other -<20 pts)	40
2.	Minimum 10 years of general professional experience	(10 years- 30 pts; > 10 years - < 40 pts)	40
3.	Minimum 5 years of relevant professional experience, preferably with experience working on European Union or International donor agency funded environment projects and national public administration in the Environment sector	(5 years - 40 pts; > 5 years – <50 pts)	50
4.	Good understanding of environmental policy strategies and laws of Moldova	(limited – <10 pts, satisfactory – <20 pts, extensive – <30 pts)	30
5.	Working experience of the environmental sector of the Republic of Moldova	(limited –<10 pts, satisfactory –<30 pts, extensive –<40 pts)	40
6.	Working experience and comprehensive knowledge of EU acquis and policies in environment	(limited –<10 pts, satisfactory – <30 pts, extensive –<40 pts)	40
7.	Strong organizational and inter-personal skills	(limited –<10 pts, satisfactory – <20 pts, extensive –<30 pts)	30
8.	Excellent drafting skills in English and Romanian and an eye for detail	(no – 0 pts; limited –<10 pts, extensive –<30 pts)	30
	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;			200

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)