



INDIVIDUAL CONSULTANT PROCUREMENT NOTICE

Date: **6th of December 2019**

Country: Republic of Moldova, Chisinau

Description of the assignment: National Consultant to support in development of the Project Identification Form (PIF) for the Project on Conservation and sustainable management of wetland ecosystems in the Prut river basin for GEF7.

Period of assignment/services: December 2019 – July 2020, 35 working days.

Contract type: Individual contract

Proposal should be submitted online by pressing the "Apply Online", **no later than 13th of December 2019.**

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

The Republic of Moldova is encircled by two transborder aquatic arteries: the Nistru River and the Prut River, the latter being the tributary of the Danube River. Both rivers host wetlands, whose importance has been recognized internationally. Currently, three wetlands with a total area of 94,751 ha (2,6% of the country's territory) are registered under the Ramsar Convention: (i) Unguri - Holoşnita in the middle part of the Dniester River, (ii) Lower Dniester the south-east of the country, (iii) the Lower Prut - in the south of the country.

With the economic development of the districts along the Prut River, there is a danger of increasing anthropogenic pressure on the natural ecosystems of wetlands. Recently, the development trend of tourism in the Middle and Lower Prut region has evolved, with all its components: development of constructions, development of transport infrastructure, development of services, increase of the volume of waste especially between localities in the region, the emergence of first eco-pensions, etc. However, these anthropogenic pressures exert risks that may negatively affect the biological diversity and rural population wellbeing in the region, especially those socially/economically vulnerable, which are heavily dependent on local natural resources (especially fishing, biomass, wood, grazing, household water, etc.).

In this context, one of the primary tasks of the central and local authorities becomes the elaboration and implementation of a set of measures to minimize the anthropogenic impact and the creation of the conditions for adaptation of the river basins and the aquatic ecosystems to climate change. The interaction between the social factor (the local population) and the ecological component (biological diversity, ecosystems) is the object of intervention based on environmentally friendly solutions. The ecosystems in the Prut basin are of strategic interest, including being the focus of regional and international organizations and projects. It is worth mentioning that in July 2018, as a result of the implementation of the EU / CBC project between Romania-Moldova-Ukraine, the Lower Prut Biosphere Reserve (14,771 ha) was officially designated and registered in the UNESCO World Heritage Site. It incorporated the lands of the Lower Prut Scientific Reserve and the Ramsar Wetland - "Lower Prut".

For detailed information, please refer to the Terms of Reference.

2. SCOPE OF WORK, RESPONSIBILITIES AND DESCRIPTION OF THE APPROACH AND METHODOLOGY

The main function of the national consultant is to provide support to the International Consultant responsible for development of the Project Identification Form (PIF) for the Project on Conservation and sustainable management of wetland ecosystems in the Prut river basin for GEF 7. The national consultant will liaise with the national stakeholders to identify the national priorities relevant for the project proposal and which are in line with the GEF 7 objectives, will ensure proper consultations on the draft PIF and addressing of the GEF comments together with the International Consultant.

In particular, the PIF must demonstrate consistency with the emerging strategy for GEF-7 and with GEF eligibility criteria (e.g. incrementality, scale-up and partnerships, mobilization of co-financing, cost-effective greenhouse gas mitigation, etc). The proposed project will also demonstrate that it contributes to the implementation of Moldova's priorities and related national policy strategies and action plans.

Under the guidance of the UNDP Programme Specialists on Environment, Climate Change and Energy, UNDP CO, and as informed by the UNDP IRH Regional Technical Advisor, the UNDP Officer is expected to support the International consultant with the following tasks:

Major Tasks:

1. Support the International Consultant in his/her contact and consultations with governmental and other relevant stakeholders, local donors and other potential implementing agencies on national priorities, when applicable. Assist in interpretation and translation when and if necessary.
2. Assist the International Consultant in the identification and revision of relevant background documents on current baseline situation (reports, plans, acts, legislation, procedures, studies/assessments), and assist with support in translations, when and if needed.
3. Assist the International consultant during a one-week mission to Moldova to collect any additional information for PIF formulation, and/or to have required consultations with the national counterparts and potential project partners in terms of direct meetings, on behalf of the international consultant. These consultations will involve the design of future project, elaboration and search for potential co-finance support, partnerships and scale-up opportunities as would be required by the PIF development process;
4. Provide the International Consultant with strategical support, background information and local knowledge aimed to identify entry points for the UNDP, ideas for projects and proposals;

5. Assist the International Consultant with regional knowledge and support for the identification of other donors' agendas in Moldova, to use emerging partnership opportunities, and if such do not exist, to avoid duplication off GEF effort.
6. Building on the scoping mission, assist the International consultant in the development of the baseline situation that could serve as a baseline project for future GEF investment.
7. Provide support to the International Consultant when needed in the consultative processes with regional and international partners and other stakeholders as part of the creation of the project proposal;
8. Work in close cooperation with the International consultant, the UNDP CO and other stakeholders in order to define the project budget.
9. Assist the International consultant in the formulation of a draft PIF addressing the following issues
 - Development of the problem tree and sketching of the intervention strategy;
 - Identification of several possible scenarios for intervention and identification of the most cost-effective approach within the GEF strategic objective;
 - Preliminary identification of key areas for piloting and implementation;
 - Preparation of the project results framework– including indicative indicators – and GEF tracking tool;
 - Identification of main risks and associated mitigation measures according to the UNDP typology and approach to risk management.
 - Identification of partnerships for scale-up opportunities, co-financiers and indicative amounts of co-financing.
10. Based on the collected information from the consultations with the national stakeholders support in formulation of 3 additional biodiversity-related project concepts

The Consultant will work under direct supervision of the Programme Specialist/Cluster Lead – Climate change, Energy and Environment Cluster and in close collaboration with International Consultant and UNDP Country Office in Moldova. The consultant will report directly to the Programme Specialist/Cluster Lead on day-to day activities and submit reports as required in the agreed upon plan and time schedule.

For detailed information, please refer to the Terms of Reference.

3. REQUIREMENTS FOR EXPERIENCE AND QUALIFICATIONS

Academic qualifications:

- Advanced university degree in natural resources management, biodiversity conservation, environmental economics and related areas.

Experience:

- At least seven (7) years of professional experience in developing and/or managing projects related to biodiversity conservation and planning financed by external donors;
- Previous working experience with GEF projects;
- Proven working experience with UNDP on biodiversity conservation projects is an advantage;
- Demonstrated ability of analytical and report drafting work.

Competencies:

- Good communication and presentation skills;
- Extensive experience analysing data and preparing analytical reports;
- Ability to work with a broad range of individuals of diverse institutions and levels;
- Proven experience in undertaking similar assignments. Demonstrated written and spoken proficiency in English;
- Ability to work in a team, excellent analytical and communication skills;
- Good inter-personal and facilitation skills.

Language skills:

- Fluent in written and oral communication in English;
- Fluent in Romanian or/and Russian.

4. DOCUMENTS TO BE INCLUDED WHEN SUBMITTING THE PROPOSALS

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

1. Proposal: Brief proposal explaining why you are the most suitable for this consultancy including confirmation on availability to take up assignment for the whole period.
2. CV with at least 3 references;
3. Financial proposal (in USD, specifying the total lump sum amount as well as the requested amount of the fee per day).
4. Offeror's Letter confirming Interest and Availability.

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 bear 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:

- Advanced university degree in natural resources management, biodiversity conservation, environmental economics and related areas;
- At least seven (7) years of professional experience in developing and/or managing projects related to biodiversity conservation and planning financed by GEF and other external donors.

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 210 points would be considered for the Financial Evaluation.

Criteria	Scoring	Maximum Points Obtainable
Technical		
Advanced university degree in natural resources management, biodiversity conservation, environmental economics and related areas;	Master's degree – 40 pts, PhD – 50 pts.	50
At least seven (7) years of professional experience in developing and managing projects related to biodiversity conservation and planning;	7 years – 30 pts, each additional year 5 pts up to max. – 40 pts.	70
Previous working experience with GEF projects;	less than 3 projects – 0 pts; 3 projects – 40 pts; each additional project 10 pts up to max – 60 pts.	60
Previous working experience with UNDP on biodiversity conservation projects;	No – 0 pts; Yes – 40 pts.	40

Demonstrated ability of analytical and report drafting work	Less than 3 documents-0 pts, 3 documents – 30 pts; each additional document 5 pts. Up to max – 40 pts	40
Excellent computer literacy (Word, Excel, Internet, Power Point).	No – 0 pts; Yes – 20 pts.	20
Proficiency (verbal and written) in English; knowledge of Romanian and/or Russian will be an asset.	(English – max 10 pts., Russian – max 5 pts. or Romanian – max 5 pts.)	20
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; 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).

The United Nations Development Programme 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.

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 – INDIVIDUAL CONSULTANT GENERAL TERMS AND CONDITIONS