



INDIVIDUAL CONSULTANT PROCUREMENT NOTICE

Date: **6th of November 2020**

Country: Republic of Moldova, Chisinau

Description of the assignment: The responsibility of the international consultant is to assist UNDP Moldova in development of project document in line with GEF and UNDP criteria and based on PIF approved by GEF for the Project on Conservation and Sustainable Management of Wetlands with focus on high-nature value areas in the Prut River Basin.

Period of assignment/services: December 2020 – September 2021, 85 workdays (home-based, including a one-week mission to Moldova) if the COVID-19 situation allows.

Contract type: Individual contract

Proposal should be submitted online by pressing the “Apply Online”, **no later than 16th of November 2020.**

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

According to Moldova’s fifth National Communication to the CBD, wetland areas in Moldova are “degraded and are disappearing, and key habitats for important waterfowl are decreasing” further highlighting that the main threats to biodiversity are coming from “the irrational exploitation of natural resources, fragmentation of natural habitats, environmental pollution, poor institutional framework for protected areas management and increasing climate change impacts”. The National Biodiversity Strategy and Action Plan NBSAP (2015-2020) is prioritizing wetland sustainable management with the aim of including more wetland areas under a legal protection regime.

Against this background, the **scope** of the project is to achieve ecological integrity of key floodplain wetlands ensuring positive status of biodiversity, land and water resources, as well as ecosystem services.

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

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

The responsibility of the international consultant is to assist UNDP Moldova in development of project document in line with GEF and UNDP criteria and based on PIF approved by GEF.

In doing this, the International Consultant will be supported by a team of National Consultant (engaged by UNDP under separate contractual arrangements) and will act as the Team Leader. He/she will be responsible for leading and coordinating collection of the baseline information for the project development; consolidating information inputs/reports from the national experts, liaising with the national and local partners, stakeholders and beneficiaries to develop and validate the proposal in a participatory manner.

Under the overall guidance of UNDP Programme Specialists on Environment, Climate Change and Energy, UNDP CO and in coordination with the national consultants and as informed by guidance from the UNDP IRH Regional Technical Advisor, the International Consultant (acting in his/her individual capacity) will be tasked with the following duties and responsibilities:

Major Tasks:

The Team Leader under the guidance and supervision of the Cluster Lead will participate in the planning and coordination of the work, while ensuring timely and efficient implementation of all activities to the highest quality and standards. More specifically to:

1. Management of the GEF Project Preparation Grant (PPG) Team
 - Define and submit a detailed methodology and work plan in consultation with the other consultants with clear delegation of responsibilities among the team members;
 - Ensure that project development is participatory, gender-responsive and based on extensive stakeholder engagements; and
 - Verify and ensure that all project components are technically sound and cost effective.
2. Preparatory Technical Studies and Reviews (Component A) with inputs from the national consultants, as detailed in their respective TORs:
 - Compile baseline/situational analysis for the Medium-Size Project (MSP). This will include a precise definition of baseline projects, activities, budgets, goals and co-financial links to GEF outcomes; definition of GEF incremental value per outcome and output; and presentation of results of the incremental cost-analysis in matrices as appropriate;
 - Oversee the stakeholder analysis and consultations and ensure that they are complete and comprehensive;
 - Write the Stakeholder Engagement Plan;
 - Assess the existing gender analysis and prepare the Gender Action Plan;
 - Develop the Total Budget and Work Plan;
 - Develop the Overview of technical Consultancies;

- Develop the Indicative procurement Plan for the first year of implementation;
- Develop Multiyear Work Plan;
- Develop Monitoring Plan;
- Ensure that action points, including risk assessments, from the UNDP Social and Environmental Screening Procedure (SESP) at the PIF stage (“pre-screening”) and the findings of the Safeguards Expert assessments are fully implemented during the PPG, ensure that SESP is updated and the safeguards and risk mitigation measures are fully integrated in the project strategy, as appropriate;
- Oversee the identification of the project sites, with documentation of selection criteria, as applicable;
- Oversee the preparation of partner capacity assessments and discussions on management arrangements early in the PPG process;
- Advise on the consultations with partners regarding financial planning; and
- Ensure completion of any additional studies that are determined to be needed for the preparation of the ProDoc and all other final outputs.

3. Formulation of the ProDoc, CEO Endorsement Request and Mandatory and Project Specific Annexes (Component B): With inputs from the national consultants, as detailed in their respective TORs, and based on international best practice:

- Develop, present and articulate the project’s theory of change;
- Develop the Results Framework in line with UNDP-GEF policy;
- Develop a detailed Monitoring and Evaluation Plan and Budget;
- Oversee the preparation of the Validation Workshop Report
- Preparation of Gender Action Plan and Budget;
- Oversee the updating of the SESP based on the and ensure the development of required environmental and/or social management plan(s) for all risks identified as Moderate in the SESP, as required;
- Oversee the preparation of the required GEF tracking tools (METT);
- Revise the GEF Core Indicators Worksheet to reflect the agreed results framework and ensure these are supported by robust and validated data;
- Secure and present agreements on project execution and management arrangements and ensure that the project aligns to UNDP-GEF guidance on UNDP execution support;
- Synthesize all analyses, studies, etc. that are prepared under Components A and B to produce the draft UNDP-GEF ProDoc, GEF CEO Endorsement, and all mandatory and project specific Annexes, using the templates.¹

4. Validation Workshop (Component C):

- Lead the validation workshop to present, discuss and validate the final draft ProDoc and mandatory and project specific annexes, with a special focus on the SESP and any management plans;
- Oversee all necessary revisions that arise during the workshop; and
- Ensure completion of Validation Workshop Report.

The Consultant will work under direct supervision of the Programme Specialist/Cluster Lead – Climate change, Energy and Environment Cluster and in close collaboration with 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.

¹ Please verify with the UNDP-GEF team that the correct templates are being used.

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

3. REQUIREMENTS FOR EXPERIENCE AND QUALIFICATIONS

Academic qualifications:

- Master's degree or higher in a relevant field, such as environmental management, economics, public administration, Natural Resource Management, Environment, Natural Sciences, Agriculture, Development Studies or another closely related field.

Experience:

- Minimum 7 years of demonstrable experience in the technical area of Biodiversity conservation/Protected areas/Land degradation and in preparing and overseeing the preparation of high-quality project documents, particularly for UNDP and GEF projects;
- Expert knowledge of the GEF rationale and procedures, and demonstrated experience with formulation of GEF-funded project proposals, using the logical framework and the results-based management approaches;
- Proven working experience with METT;
- Experience working in the Eastern Europe and CIS region on related initiatives highly desired.

Competencies:

- Excellent coordination and leadership skills, as well as relationship management skills;
- Ability of working remotely and managing virtual communication platforms;
- Excellent facilitation and public presentation skills;

Language skills:

- Fluent in written and oral communication in English;
- Knowledge of Romanian 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: 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, including information about past experience in similar assignments and contact details for at least 3 referees;
3. Offeror's Letter confirming Interest and Availability with financial proposal (in USD, specifying the total lump sum amount as well as the requested amount of the fee per day). Financial proposal template prepared in compliance with the template in Annex 2.

Important notice:

Incomplete applications are not considered.

5. FINANCIAL PROPOSAL

Payments will be disbursed in several installments, upon submission and approval of deliverables, and certification by UNDP Moldova Programme Specialist that the services have been satisfactorily performed.

Travel

In the course of the assignment, the Consultant will be expected to undertake one-week mission to Moldova, if the COVID situation allows. The date for this mission will be agreed upon between the Consultant and UNDP Moldova.

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:

- Master's degree or higher in a relevant field, such as environmental management, economics, public administration, Natural Resource Management, Environment, Natural Sciences, Agriculture, Development Studies or another closely related field;
- Minimum 7 years of demonstrable experience in the technical area of Biodiversity conservation/Protected areas/Land degradation and in preparing and overseeing the preparation of high-quality project documents, particularly for UNDP and GEF projects

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		
Master's degree or higher in a relevant field, such as environmental management, economics, public administration, Natural Resource Management, Environment, Natural Sciences, Agriculture, Development Studies or another closely related field.	Master's degree – 30 pts, PhD – 40 pts.	40
Minimum 7 years of demonstrable experience in the technical area of Biodiversity conservation/Protected areas/Land degradation and in preparing and overseeing the preparation of high-quality project documents, particularly for UNDP and GEF projects	7 years – 30 pts, each additional year 5 pts up to max. – 40 pts.	40
Expert knowledge of the GEF rationale and procedures, and demonstrated experience with formulation of GEF-funded project proposals, using the logical framework and the results-based management approaches	less than 3 documents – 0 pts; 3 documents – 20 pts; each additional document 5 pts up to max – 30pts.	30
Proven working experience with METT	No – 0 pts; Yes – 30 pts.	30
Interview (demonstrated technical knowledge and experience; communication/ interpersonal skills; initiative; creativity/ resourcefulness)		
Experience working in the Eastern Europe and CIS region	limited – <10 pts, satisfactory – <20pts, extensive – <30 pts	30
Excellent coordination and leadership skills, as well as relationship management skills	limited – <10 pts, satisfactory – <20 pts, extensive – <30 pts.	30
Ability of working remotely and managing virtual communication platforms	limited – <10 pts, satisfactory – <20 pts, extensive – <30 pts.	30
Excellent facilitation and public presentation skills	< 3 presentations – 10 pts; >3 presentations – 30 pts.	30
Proficiency (verbal and written) in English; knowledge of Romanian and/or Russian will be an asset.	(English – max 20 pts., Russian – max 10 pts. or Romanian – max 10 pts.)	40
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).

UNDP is an equal opportunity employer. Qualified female candidates, people with disabilities, and minorities are highly encouraged to apply. UNDP Balance in Manage Policy promotes achievement of gender balance among its staff at all levels.

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- Individual Consultant General Terms and Conditions

Annex 2- Offeror's Letter confirming Interest and Availability including financial proposal.