

TERMS OF REFERENCE

Job title:	National Consultant to support project implementation/Team Leader
Duty station:	Chisinau (remotely working arrangements)
Reference to the:	Study on social and environmental impacts of Dniester HPC
Contract type:	Individual Contract (IC)
Contract Duration:	29 December 2020 - 30 June 2021, up to 85 working days

Job content

A. Background

The project aims to support the Moldovan Government's efforts to avoid further environmental degradation and likely negative socio-economic impacts resulting from functioning the Dnestrovsk HPC, through provision of support in the course of the negotiation of inter Government Agreement between Moldova and Ukraine on functioning of Dnestrovsk Hydro Power Complex in Ukraine

The Overall Objective of the project is to protect and effectively manage the water resources of Dniester River in a sustainable and transboundary collaborative manner.

The Specific Objectives are:

- To ensure that Government of the Republic of Moldova is fully prepared for negotiations on the Agreement on functioning of the Dniester HPC.
- To contribute to public awareness raising and involvement in protection of the Dniester River.

Three outputs shall be produced under the Dniester Project. These are:

- Output 1. Detailed Study on current and potential environmental and socio-economic impacts on the territory of Moldova resulting from operation of the hydro power generation facilities on the Dniester River elaborated, and the findings widely distributed
- Output 2. Capacities of the Moldovan negotiation team enhanced
- Output 3. Public awareness raised, and transparency of the transboundary management of the Dniester River increased

Along above-mentioned objectives to be achieved, implementation of the Project shall also contribute to improvement of the Moldo-Ukrainian transboundary cooperation by providing at both parties better understanding of the management objectives for the large scale hydro power infrastructure based on the improved knowledge of long-term negative environmental and socio-economic impacts on the downstream region, water resources management in a transboundary context, and state of the art requirement and proper due diligence.

B. Duties and Responsibilities

Under the guidance and direct supervision of the Programme Specialist, the incumbent provides effective, timely and efficient implementation of the project through a range of actions contributing to the design, planning, management and (possible) monitoring of project activities. The Consultant applies and promotes the principles of results-based management (RBM), as well as a client-oriented approach consistent with UNDP rules and regulations. He/she is will ensure timely project results.

The Individual Consultant is suggested to work in close collaboration with the Programme, Operations, Communications and other project teams in the Country Office (CO) for effective achievement of results, anticipating and contributing to resolving complex programme/project-related issues and information delivery. In doing this, the Individual C will be supported by one national consultant assigned as Project Assistant. The incumbent is expected to consult with CO to exercise full compliance with UNDP programming, financial, procurement and administrative rules, regulations, policies and strategies.

The Individual Consultant in close cooperation with the Programme Specialist and National Coordinator will ensure the provision of development services and products (commensurate with the scope of the Programme) of the highest quality and standards to national counterparts and clients through applying HRBA and GE approaches. More specifically:

- a) Ensure the timely and efficient delivery of Project outputs and products leading to the achievement of expected results;
- b) Within the strategic framework concerted with the national counterparts, prepare work-plans reflecting the scope of activities, timing, sequencing, cost and other inputs for the implementation of the Project activities;
- c) Be responsible for the implementation of the Project work plan according to indicators for achieving planned results, as well as for the overall management of the Project in accordance to prevailing UNDP and EU rules, regulations and procedures;
- d) Liaise with the national counterparts and the UNDP office to ensure that Project results are achieved, and Project resources are managed efficiently and effectively;
- e) Prepare work-plans, periodic narrative progress reports and expenditures status reports. Discuss it with the Project Board, Donor and UNDP Country Office;
- f) Ensure the effective management of staff pertaining to the Project, including both project associate, consultants and short-term experts; conduct periodic performance appraisals; build, lead and motivate a solid team of professionals; prepare terms of reference for international and national consultants;
- g) Consult on efficient management of the financial resources of the Project, including budgeting and budget revisions, as well as expenditure tracking and reporting;
- h) Work with Alternate Project Manager to continuously record and maintain relevant Project activities, issues, risks, etc in the UNDP Atlas Project Management Module (software platform);
- i) Lead and coordinate the organization of meetings, workshops, conferences, trainings, study tours and related activities relevant to the implementation of the Project;
- j) Identify key performance indicators, as well as develop and maintain a monitoring system to ensure effective information sharing, provision of feedback and elaboration of top-quality progress reports;
- k) Maintain a continuous effective dialogue with the key stakeholders, officials of the Sweden Embassy, Ministry of Agriculture, Regional Development and Environment, Apele Moldovei Agency, other beneficiary Ministries, partner organizations, international and national advisors and experts in the areas of the Project intervention in view of responding to assistance needs;
- l) As required, prepare background papers, briefing notes and concept notes to inform decisions makers and UNDP Senior Management in view of UNDP's strategic positioning in the field of water governance promotion;
- m) Ensure high quality information and visibility of the Project activities to the mass media and stakeholders and support mechanisms for exchange of information, experience and lessons learned at the local and national levels;
- n) Perform any other duties connected directly with the implementation of the Project as required.

Additional Responsibilities:

2. Results-based Management: Apply UNDP programming tools and policies as explained in the Results Management Guide.
3. Support to the CO Programme and overall coordination: Support the Programme Specialist and CO Programme section in general in programme development, formulation and strategic processes with substantive contributions. Promote knowledge sharing and building among partners and stakeholders in the area of water governance.
4. Partnership Building: Maintain and animate effective dialogue and coordination with key stakeholders, including civil society and relevant donor representatives.
5. Knowledge Management: Ensure wide dissemination, promotes UNDP/Sweden goals and values and ensures visibility of programme/project achievements.
6. Continuously assesses the risks and analyses the situation in the country related to project activities and operational context and applies an adaptive management approach.
7. Provide regular reports to the Programme Specialist and flag any deviations from the work plans, issues and risks immediately.

C. EXPECTED DELIVERABLES, TENTATIVE TIMEFRAME AND OTHER ARRANGEMENTS

The assignment will require the completion of the following tasks:

No.	Deliverables	Tentative timeframe
1.	Explore the possibility of contracting national and/or international experts (draft ToRs, launch procurement process and contract management) for finalization of the impact assessment part of the Dniester Study, based on first 6 sub-studies delivered by EPC-JBA. Coordinate with relevant ICs, experts, institutions the final drafts (containing recommendation part). Develop non-technical summary of impact part of the Study. Organize its translation into Ru and Ro.	By April 2021
2.	Explore the possibility of contracting national and/or international experts/ think tanks (e.g. companies) to deliver under certain sub-studies of damage part. Deliver selected sub-studies in damage part of the Study (draft ToRs, launch procurement process and contract management).	By April 2021
3.	Organize training on damage assessment with Finland representatives (possibly on-online due to COVID restrictions).	By April 2021
4.	Explore the possibility of conducting additional trainings for capacity building in negotiations of the beneficiary institutions. Deliver at least 1 capacity building trainings.	By February 2021
5.	Organize a communication campaign on Dniester Study results. Ensure the implementation of communication plan of the project, updated in 2020.	By June 2021
6.	Support organization of the Project Board meetings and preparation of relevant materials for it. Ensure efficient communication with MoARDE participate in ad-hoc meetings with the MoARDE and other relevant stakeholders on project deliverables.	By June 2021
7.	Act as team Leader for other ICs in the project and coordinate their work.	By June 2021
8.	Development of Final Project Narrative and Financial Report and other information at request.	By May 2021
9.	Other ad-hoc tasks as requested by Programme Unit.	By June 2021
10.	Timely submission of monthly reports insured	By June 2021

D. MANAGEMENT ARRANGEMENTS

The Individual Consultant will work under the direct supervision and guidance of the Programme Specialist. The Individual Consultant will be provided with the necessary information and materials for the fulfilment of his/her tasks. It is expected that the Consultant begins the assignment in late December 2020 -January 2021 and completes the assignment in June 2021.

Performance evaluation

The Individual Consultant's performance will be evaluated against such criteria as timeliness, responsibility, initiative, communication, accuracy and quality of the products delivered.

Financial arrangements

Payments are made to the Individual Consultant based on the number of days worked and will be disbursed in monthly instalments, upon submission of monthly reports confirming the actual volume of work performed, and certification by Alternate Project Manager, that the services have been satisfactorily performed. The payments shall be processed based on the daily fee and the total number of days worked and reported. The deliverables and their schedule of presentation may be subject to amendment upon discussion agreement with the Programme Specialist.

E. QUALIFICATIONS AND SKILLS REQUIRED

Experience:

- **Master's Degree or equivalent in Law, public administration, water governance** or closely related areas;
- At least 4 years of practical experience in the field of **transboundary water management and/or integrated water management, water governance development assistance** or related work for a **donor organization, governmental institutions, NGO** or private sector / consulting firm is a **very strong advantage**;
- At least 5 years of progressive working experience in the design, **management and/or coordination of projects** and/or working in a relevant position to this post;
- Experience of work in **community engagement** and support programmes and capacity building in the public sector will represent a **very strong advantage**;
- Experience in the usage of **computers and office software** packages (MS Word, Excel, etc) and advance knowledge of spreadsheet and database packages, experience in handling of web-based management systems.

Competencies:

- Ability to meet deadlines and prioritize multiple tasks;
- Ability of working remotely and managing virtual communication platforms;
- Strong communication and inter-personal skills, including the ability to effectively communicate with persons from a variety of backgrounds;
- Ability to enter new environments, adapt quickly and produce immediate results;

Language requirements:

- Fluency in oral and written Romanian and Russian are required, English will be considered as an advantage.

The United Nations in Moldova 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.

Selection criteria are shown in the Procurement Notice advertised together with this Terms of Reference.

F. DOCUMENTS TO BE INCLUDED WHEN SUBMITTING THE PROPOSALS:

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

1. CV, including information about past experience in similar projects/assignments and contact details for at least 3 referees for reference check;
2. Financial proposal - in USD, specifying a total lump sum amount and the number of anticipated working days, incorporated in the Offeror's Letter to UNDP confirming interest and availability for the Individual Contractor (IC) assignment.