



INDIVIDUAL CONSULTANT PROCUREMENT NOTICE

Date: **11 December 2020**

Country: Republic of Moldova

Description of the assignment: National Consultant to support project implementation / Team Leader

Project name: The Dniester Hydro Power Complex Social and Environmental Impact Study

Period of assignment/services: 29 December 2020 - 30 June 2021 (up to 85 working days per assignment)

Proposals should be submitted online by pressing the "**Apply Online**" button, no later than **25 December 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 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.

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

WORK

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:

1. Results-based Management: Apply UNDP programming tools and policies as explained in the Results Management Guide.
2. 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.
3. Partnership Building: Maintain and animate effective dialogue and coordination with key stakeholders, including civil society and relevant donor representatives.
4. Knowledge Management: Ensure wide dissemination, promotes UNDP/Sweden goals and values and ensures visibility of programme/project achievements.
5. Continuously assesses the risks and analyses the situation in the country related to project activities and operational context and applies an adaptive management approach.
6. Provide regular reports to the Programme Specialist and flag any deviations from the work plans, issues and risks immediately.

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

3. REQUIREMENTS FOR EXPERIENCE AND QUALIFICATIONS

I. Academic Qualifications:

- Master's Degree or equivalent in Law, public administration, water governance or closely related areas.

II. Years of experience:

- 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

III. 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 English and Russian are required, English will be considered as an advantage.

Proven commitment to the core values of the United Nations, in particular, respecting differences of culture, gender, religion, ethnicity, nationality, language, age, HIV status, disability, and sexual orientation, or other status.

UNDP 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.

4. 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.

5. FINANCIAL PROPOSAL

Lump sum contracts

The financial proposal shall specify a total lump sum amount. The payment for services will be made post factum on a lump-sum deliverables basis, as per contract, after the work has been accepted by the Programme Specialist/Cluster Lead. In order to assist the requesting unit in the comparison of offers, the financial proposal will include a breakdown of this lump sum amount (including fee per day, mobile phone costs, number of anticipated working days, etc.).

Travel

This is a home-based assignment. All travel expenses to/from the duty station are in the consultant's responsibility, the transportation costs shall be included in the consolidated financial offer.

6. EVALUATION

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

- 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.

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 points would be considered for the Financial Evaluation.

Criteria	Scoring	Maximum Points Obtainable
<u>Technical</u>		
Master's Degree or equivalent in Law, public administration, water governance or closely related areas.	University degree – 30 pts, Master's – 40 pts	40
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.	<4 years – 40 pts, each additional year 5 pts up to maximum 60 pts	60
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.	<5 years - 30 pts, each additional year 5 pts up to 60	60
Experience of work in community engagement and support programmes and capacity building in the public sector will represent a very strong advantage.	no – 0, up to 2 years – 40 pts, >2 years – 60 pts	60
Experience in the usage of computers and office software packages (MS Word, Excel, etc) and advanced knowledge of spreadsheet and database packages, experience in handling of web-based management systems.	No – 0, yes – 30 pts	30
Fluency in Romanian, Russian and English orally and in writing.	Romanian and Russian – 10 pts each; English – 20 pts	40

Belonging to the group(s) under-represented in the UN Moldova and/or the area of assignment*	(no – 0 pts., to one group – 5 pts., to two or more groups – 10 pts.).	10
Maximum Total Technical Scoring		300
<u>Financial</u>		
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

- * Under-represented group in the area of assignment are women. Under-represented groups in UN Moldova are persons with disabilities, LGBTI, ethnic and linguistic minorities, especially ethnic Gagauzians, Bulgarians, Roma, Jews, people of African descent, people living with HIV, religious minorities, especially Muslim women, refugees, and other non-citizens.

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)

ANNEX 2 – INDIVIDUAL CONSULTANT GENERAL TERMS AND CONDITIONS