



INDIVIDUAL CONSULTANT PROCUREMENT NOTICE

Date: **10 April 2013**

Country: Republic of Moldova

Description of the assignment: National Consultant to complete the Management Effectiveness Tracking Tool (METT) for Protected Areas System

Project name: "Improving coverage and management effectiveness of the Protected Area System of Moldova"

Period of assignment/services: up to 2 months

Proposals should be submitted online by pressing the "Apply Now" button no later than [16 April 2013](#). Requests for **clarification only** must be sent by standard electronic communication to the following e-mail: alexandru.rotaru@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 United Nations Development Programme (UNDP), acting as an implementing agency of the Global Environment Facility (GEF), is providing assistance to the Moldovan Ministry of Environment in the implementation of the GEF Medium Size Project (MSP) "Improving coverage and management effectiveness of the Protected Area System in Moldova". The Protected Area System of Moldova is not uniformly distributed in the landscape and there are substantial gaps, particularly in terms of steppe habitats, that need to be addressed to ensure the adequate representation of the main types of ecosystems. Protected Areas are also highly fragmented in the landscape and are not achieving the conservation objectives for landscape-scale ecological processes. The project aims to enhance the coverage and management effectiveness of the Protected Area System of Moldova by piloting - within the broader framework of the National Environmental Network - the establishment of the first National Park in Moldova, and by strengthening the capacities at the systemic, institutional and individual levels to establish and manage a representative protected area system. Thus, the GEF-funded developmental interventions will lead to creation of an enabling framework for the expansion of the protected area system to include under-represented ecosystems in Moldova. The project is structured into two **outcomes:**

Outcome 1 Improving representativity and coverage of the Protected Area System.

Outcome 2 Strengthening the capacity of Protected Area institutions to effectively manage the protected area system.

The project assisted the re-validation of Protected Areas, and their protected area status, within the national PAS. This includes the collation of biodiversity and management data and the assimilation of this data into the national environmental information system. In this context the project finalized the evaluation process of the current biodiversity status in all 312 Protected Areas which form the Moldova system of Protected Areas.

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

The consultant will be responsible for assisting the Ministry of Environment in completing the Protected Areas Management Effectiveness Tracking Tool (METT) scorecard (in English) showing the effectiveness of the management activities of the protected areas.

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

3. REQUIREMENTS FOR EXPERIENCE AND QUALIFICATIONS

I. Academic Qualifications:

- University Degree in biodiversity conservation, botany, biology, forestry, or other relevant fields.

II. Years of experience:

- At least 5 years of professional experience in biodiversity conservation, botany, biology, forestry, or other relevant fields;
- Experience in Protected area management or protected areas monitoring is a strong asset;
- Work experience on projects financed by international organizations is an asset.

III. Competencies:

- Ability to analyze and generalize;
- Ability to work in a team;
- Excellent communication and writing skills in the field of activity;
- Excellent PC skills, ability to use Internet;
- Fluency in Romanian and Russian. Working knowledge of English is a strong advantage.

4. DOCUMENTS TO BE INCLUDED WHEN SUBMITTING THE PROPOSALS

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

1. Financial proposal;
2. Personal CV including past experience in similar projects and at least 3 references.

5. FINANCIAL PROPOSAL

The financial proposal shall specify a total lump sum amount, and payment terms around specific and measurable (qualitative and quantitative) deliverables (in one installment upon accomplishment of the task). Payment is 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 fees, taxes, miscellaneous expenses and number of anticipated working days).

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:

- University Degree in biodiversity conservation, botany, biology, forestry, or other relevant fields;
- At least 5 years of professional experience in biodiversity conservation, botany, biology, forestry, or other relevant fields.

The short-listed individual consultants will be further evaluated based on the following methodology:

Lowest priced technically compliant offer

The award of a contract shall be made to the individual consultant whose offer has been evaluated and determined as both:

- a) responsive/compliant/acceptable, and
- b) offering the lowest price/cost

“responsive/compliant/acceptable” can be defined as fully meeting the TOR requirements.

Only candidates obtaining a minimum of 210 points would be considered for the Financial Evaluation.

Criteria	Scoring	Maximum Points Obtainable
<u>Technical</u>		
• University Degree in biodiversity conservation, botany, biology, forestry, or other relevant fields	(under-Master’s – 50 pts, Master’s – 60 pts)	60
• At least 5 years of professional experience in biodiversity conservation, botany, biology, forestry, or other relevant fields	(5 years – up to 60 pts, >5 years – up to 70 pts)	70
• Experience in Protected Areas management or Protected Areas monitoring	(no – 0, yes – up to 50 pts.)	50
• Work experience on projects financed by international organizations	(no – 0, yes – up to 50 pts.)	50
• Ability to analyze and generalize	(no – 0, yes – up to 20 pts.)	20
• Ability to work in a team	(no – 0, yes – up to 20 pts.)	20
• Fluency in Romanian and Russian. Working knowledge of English is a strong advantage.	(Romanian: no – 0, yes – 10 pts.; Russian: no – 0, yes – 10 pts.; English: no – 0, yes – 10 pts.)	30
Maximum Total Technical Scoring		300

<u>Financial</u>	
Evaluation of submitted financial offers will be done based on the lowest price/cost	

ANNEXES:

ANNEX 1 – TERMS OF REFERENCES (TOR)

ANNEX 2 – INDIVIDUAL CONSULTANT GENERAL TERMS AND CONDITIONS