

TERMS OF REFERENCE

- A. Job Title:** National Consultant to develop the assessment report and action plan for Farm Accountancy Data Network (FADN) in the Republic of Moldova in support to the Ministry of Agriculture and Food Industry
- B. Duty Station:** Republic of Moldova, Chisinau
- C. Project reference:** Multidimensional response to emerging human security challenges in Moldova
- D. Contract type:** National Consultant
- E. Duration of assignment:** May – August 2024, 50 working days

F. Background:

Republic of Moldova has been facing a polycrisis over the past year, impacting the security, energy, and economic sectors. Such a crisis can indeed be very challenging for the public sector to handle, especially when it is rapidly changing and has an unprecedented scope of public needs and demands.

The crisis has exposed severe inadequacies in the country with regards to sectoral and system-wide capacities, resilience of national systems, and their financing. This can be a cause for concern, as it not only undermines development progress in the country but also sets back development gains in the last decade. It is essential to address these inadequacies and strengthen the country's capacity to respond to crises and emergencies in an agile, timely, and coordinated way.

To achieve this, it is necessary to invest in tools and mechanisms that can help the country respond better to crises but also support the Government to develop policy documents that contribute to the resilience of the country. It is also crucial to improve the country's financing mechanisms to cover the implementation of the sectoral policies.

Trade disruptions, supply chains deterioration and energy crises is leading to economic downturn in the region and to emerging food security challenges. The compound crisis had affected availability and affordability of food namely for vulnerable population.

In this context, the authorities in the Republic of Moldova seek support is developing adaptation strategies and evidence-based policy responses, including measures to tackle the challenges related to changes in food trade patterns, growing food prices and transportation challenges.

The policy response refers to the need to adjust cash transfers schemes, support to small farmers while facilitating better use of sustainable agricultural technologies, building private sector resilience to economic shocks, and minimizing the effects from external vulnerabilities.

Also the context of the crises, Moldovan agriculture was affected by multiple shocks in 2020–2022, namely a very severe drought, record high fertilizer prices and agriculture credit interest rates, high diesel prices and a loss of access to markets in the Russian Federation, Belarus and Ukraine etc. These surpluses development challenges the sector is facing, such as vulnerability to natural hazards, climate change, challenges related to the underutilization of modern technologies and innovations, unsustainable use of resources etc.

Agriculture has traditionally been a key sector in the economy of Moldova and the largest contributor of exports. The livelihood of people living in rural areas, which represents more than 57 per cent of the population, depends mainly on agricultural activities, as approximately 57 per cent of them work in agriculture or related sectors. Small-scale farming predominates in the agricultural sector in Moldova, and the role of smallholders in the whole agricultural production and rural development of the country is very significant. Nevertheless, smallholder producers suffer great vulnerabilities, 41 per cent of people who are self-employed in the agricultural sector are poor.

In the framework of the new programming period, the Government have adopted two key sectoral strategies for the period 2023-2030: National Strategy for Agriculture and Rural Development and National Food Security Strategy. Based on the documents, the Ministry of Agriculture and Food Industry aims to achieve a set of objectives: strengthening the capacities of the agricultural sector, with climate resilience; promoting smart, efficient and sustainable agricultural practices; developing the local market and increasing export potential; developing a sustainable rural socio-economic system; consolidation institutional capacities; establishing the premises for the development of an effective and resilient food, supply and social protection system in emergency situations and crises etc.

The next step is the elaboration of the policy and budgeting frameworks and implementation programmes for the two Strategies as the main tools for achieving the identified policy priorities in the agri-food sector.

G. Objective:

The Project seeks to contract a National Consultant (hereinafter “the Consultant”) to support assessment of the country context for implementation of the commodities market information system and development of sustainable reporting mechanism for farmers on agricultural activity.

H. Scope of work and expected outputs:

Under the direct supervision of the Project Manager and the UNDP Moldova Policy Specialist, the Consultant is expected to carry out the following tasks:

- Review existing laws, regulations, and policies relevant to agricultural market information and data collection, management, and sharing in Moldova;
- Assess the availability, quality, and reliability of existing agricultural data in Moldova, including data collected by government agencies, research institutions, and agricultural associations;
- Assess the capacity and skills of relevant organizations and personnel involved in data collection activities, and propose on sustainable mechanism for data reporting exercises;
- Support the development of policy frameworks aimed implementation of sustainable mechanisms for data collection on commodities market information and agricultural activity, towards alleviating poverty within rural communities and ensuring that agricultural interventions contribute effectively to poverty reduction;
- Provide guidance on integrating agricultural and rural development considerations into mid-term macroeconomic forecasts, analyzing the socio-economic vulnerabilities associated with challenges faced by the agriculture sector in the Republic of Moldova

I. Expected Deliverables:

item no.	DELIVERABLES	Estimate Workdays	Tentative timeframe
I.	<p>Review existing laws, regulations, and policies relevant to agricultural market information and agricultural data collection and management in Moldova. Assess the availability, quality, and reliability of existing agricultural data, including data collected by government agencies, research institutions, and agricultural associations. Assess the capacity and skills of relevant organizations and personnel involved in data collection activities and propose a sustainable mechanism for data reporting exercises.</p> <p><i>Deliverable:</i></p> <ul style="list-style-type: none"> • Assessment report on (i) current regulatory framework facilitating market information and agriculture data 	30 working days	By 31 August 2024

	collection; (ii) national stakeholders and level of involvement; as well as (iii) a feasible sustainable mechanism for data reporting exercises		
II.	<p>Engage with national stakeholders to develop the draft roadmap and action plan with tentative timeframes and budgets for implementation of FADN.</p> <p><i>Deliverables:</i></p> <ul style="list-style-type: none"> • Delivery of 3 introductory workshops, together with the international expert, for key actors and interested parties on FADN and practices of implementation of the system as part of the EU accession Agricultural package; • Development of the draft roadmap and action plan with tentative timeframes and budgets for implementation of FADN. • Consultation of the roadmap with the Ministry of Agriculture and other stakeholders. Address the recommendations and modifications from the consultations round. 	20 working days	By 31 August 2024

J. Organizational Setting:

The timeframe for the work of the Consultant is planned for the period May - August 2024. During this time, the Consultant is expected to work a total of 40 working days.

The assignment shall be performed in close coordination with the UNDP Project Manager and representatives and/or assigned experts of the Ministry of Agriculture and Food Industry.

For the duration of the assignment the Project will provide the Consultant the necessary information and materials for the fulfilment of the assignment. Priority shall be given to both office-based and field work.

All communications and documentation related to the assignment will be in English and Romanian.

K. Financial arrangements:

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 the daily fee, taxes, and number of anticipated working days).

Payments will be disbursed upon submission and validation of deliverables by the UNDP Project Manager (certifying that the services have been satisfactorily performed) and their subsequent approval by the Policy Specialist.

Travel

No travel is envisaged in the framework of the current assignment.

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.

L. Confidentiality

Materials provided to the Consultant and all proceedings within the consultancy contract shall be regarded as confidential, both during and after the consultancy. Violation of confidentiality requirements may result in immediate termination of contract.

M. Qualifications and skills required:

I. Academic Qualifications:

- University degree (or higher) in Economics, Business Administration, Agriculture, or other relevant fields.

II. Years and sphere of experience:

- Minimum 7 years research experience in areas of agriculture, agriculture related registries, governance, food security, public sector reforms, or economic resilience.;
- Previous experience in conducting research papers, designing feasibility studies with multidisciplinary teams in economics, governance, agriculture, food security, public sector reforms, or economic resilience;
- Previous proven experience in carrying out and/or managing projects related to economic analysis;
- Experience in working with UN agencies is an asset.
- Fluency in Romanian, English and Russian;

III. Competencies:

- Ability to perform and deliver expected results in a fast-paced working environment.
- Strong sense of initiative and ability to work independently.
- Demonstrated interpersonal skills, as well as the ability to communicate effectively and build meaningful partnerships with all stakeholders.
- Strong leadership and project management skills;
- Proficiency in English language;
- Additional language skills: knowledge of Romanian and/or Russian, is an asset.

IV. Personal qualities:

- Responsibility, flexibility and punctuality, ability to meet deadlines and prioritize multiple tasks.
- 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.

The 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 noncitizens legally entitled to work in the Republic of Moldova, are particularly encouraged to apply.

N. Documents to Be Included When Submitting the Proposals

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

- Signed and filled-in Offeror's letter to UNDP confirming interest and availability for the individual contractor (IC) assignment, incorporating Financial proposal in Annex 2 (in USD, specifying a total requested amount per working day, including all related costs, e.g. fees, phone calls etc.). Annex 2 to the Offeror's letter, incorporating the Financial Proposal, shall be filled in mandatorily and includes the detailed breakdown of costs supporting the all inclusive financial proposal;
- CV and at least 3 references.

Important notice: The applicants who have 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.

O. Evaluation

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

- University degree (or higher) in Economics, Business Administration, Agriculture, or other relevant fields;
- At least 7 years research experience in areas of agriculture, agriculture related registries, governance, food security, public sector reforms, or economic resilience;
- Demonstrated experience (minimum 1 record) in conducting research papers, designing feasibility studies with multidisciplinary teams in economics, governance, agriculture, food security, public sector reforms, or economic resilience;
- Citizenship of the Republic of Moldova.

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>		
University degree (or higher) in Economics, Business Administration, Agriculture, or other relevant fields	Bachelor's degree – 5 pts. Master's degree – 10 pts.	10
Minimum 7 years research experience in areas of agriculture, agriculture related registries, governance, food security, public sector reforms, or economic resilience	7 years – 35 pts., each additional year of experience – 5 pts. up to a maximum of 45 pts.	45
Demonstrated experience (minimum 1 record) in conducting research papers, designing feasibility studies with multidisciplinary teams in economics, governance, agriculture, food security, public sector reforms, or economic resilience	One record – 20 pts, each additional record - 5 points, up to a maximum of 40 pts.	40
Experience in working with UN agencies	Each assignment - 5 pts, up to max 20 pts;	20
<u>Interview</u> (demonstrated technical knowledge and experience; communication/ interpersonal skills; initiative; creativity/ resourcefulness). Only the first 5 applicants that have accumulated the highest technical score shall be invited to the interview.		
Previous proven experience in drafting action plans in agricultural field, compliant to governmental requirements and carrying out consultation rounds	None – 0 pts, one record – 20 pts, each additional record - 10 points, up to a maximum of 45 pts.	180
Proven capacities of team-oriented work, abilities of planning and organization	None – 0 pts, limited – 10 pts, good –25 pts, strong – 35 pts	

Ability to analyse, plan, effectively communicate, organise and fulfil the planned results	None – 0 pts, limited –10 pts, good –25 pts, strong – 35 pts	
Ability to attain results and meet deadlines, maintaining high quality standards	None – 0 pts, limited –10 pts, good –25 pts, strong – 35 pts	
Demonstrated interpersonal and diplomatic skills, as well as the ability to communicate effectively with stakeholders at all levels and to present ideas clearly and effectively	None – 0 pts, limited –5 pts, good – 10 pts, strong –15 pts	
Fluency in English, Romanian and Russian languages	5 pts per language –15 pts total	
Belonging to the group(s) under-represented in the UN Moldova and/or the area of assignment	No – 0 pts., to one group – 1,5 pts., to two or more groups – 5 pts.	5
Maximum Total Technical Scoring		300

* *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. **Please specify in CV, in case you belong to the group(s) under-represented in the UN Moldova and/or the area of assignment.***

Financial	
Evaluation of submitted financial offers will be done based on the following formula: $S = F_{min} / F * 200$ S – score received on financial evaluation; F_{min} – 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).