



INDIVIDUAL CONSULTANT PROCUREMENT NOTICE

Date: 4 September 2019

Country: Republic of Moldova

Description of the assignment: Lead International Consultant (LIC) to develop a project to the Adaptation Fund (AF) addressing extreme climate-induced water-related events in Moldova

Period of assignment/services: September 2019 – October 2020 (50 w.d.)

Proposals should be submitted online by pressing the "Apply Online" button, no later than [19 September 2019](#).

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

Republic of Moldova (Moldova) is a small-sized landlocked country in Eastern Europe, exposed to different natural hazards, including floods, droughts and severe storms. In line with climate scenarios, in Moldova the average temperature is expected to increase with 2-3° C, resulting in more acute weather patterns and increased the frequency and magnitude of floods and drought.

The Project aims to improve national and local resilience to extreme water-related events through promotion of sustainable integrated management of flood and drought risks. International expertise is required to support the project scoping, design the AF Concept and, consequently, develop the AF project Proposal based on thorough situation analysis and extensive stakeholder consultation. During the proposal preparation period, a number of studies and stakeholder consultations will be conducted with the view to further develop a fully formulated proposal. The final output of the international consultant's work will be the AF project Proposal addressing obtained feedback and ready for submission to the AF.

The objective of this assignment is to develop under the leadership of an International Lead Consultant a Project Concept and detailed Project Proposal addressing extreme climate-induced

water-related events in Moldova that would completely follow the AF requirements and reflect the draft conceptual framework developed by UNDP Moldova.

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

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

The task of the ILC will be to ensure that essential steps in the process of developing the AF Concept and then the AF project Proposal addressing extreme climate-induced water-related events in Moldova in line with the UNDP and AF guidance.

The LIC will develop a detailed project proposal package, including all supporting documentation in the required AF format, with all relevant analysis and studies, and all associated mandatory annexes for submission to AF and will be responsible for coordination with other international / national consultant(s), national stakeholders and UNDP, as needed, and ensuring overall quality of the proposal package.

The LIC will be supported by the LNC and a team of short-term international and national consultants engaged by UNDP under separate contractual arrangements. The team of the project proposal development experts/consultants will be composed of international lead consultant, national lead consultant (LNC), and a pool of short term national technical experts in climate adaptation, water environment, monitoring and early warning, water infrastructure engineering, ecosystems, gender and economic analysis, etc.

Under the overall guidance of UNDP Moldova, LIC (acting in his/her individual capacity) will be tasked with the following duties and responsibilities:

- Develop the Interim report including: first mission report; revised project idea, draft Project Concept; Work Plan coordinated and agreed with UNDP Moldova; short information and data gap analysis;
- Elaborate final AF Concept in line with all the AF Concept development criteria and requirements;
- Draft of AF Project Proposal with relevant supporting documents/annexes;
- Final draft of AF Project Proposal with all Annexes including inter alia Procurement Plan; Financing Plan; Detailed Budget; M&E plan.

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

3. REQUIREMENTS FOR EXPERIENCE AND QUALIFICATIONS

I. Academic Qualifications:

- Advanced University degree in environmental studies related fields;

II. Years of experience:

- At least ten (10) years of working experience in the field of the climate change;
- Extensive experience with preparation and coordination of climate change related projects for vertical funds such as Adaptation Fund, GEF, GCF etc;
- Demonstrated capability to mobilize resources from vertical funds such as Adaptation Fund, GEF, GCF, etc.;
- Previous experience of working in CIS countries for climate change adaptation will be an asset.

III. Competencies:

- Good ability in partnering and networking;
- Proficiency in English, excellent analytical and drafting skills; good knowledge of written and spoken Russian is an asset;
- Excellent interpersonal and cross-cultural communication skills.

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. Proposal:

- (i) Explaining why they are the most suitable for the work;
- (ii) Provide a brief methodology on how they will approach and conduct the work (max 1 page);

2. Financial proposal;

3. Personal CV/P11 form 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 (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 fees, taxes, travel costs, accommodation costs, communication, 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:

- Advanced University degree in environmental studies related fields;
- At least ten (10) years of working experience in the field of the climate change;

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
Technical		
Advanced University degree in environmental studies related fields	(Master's – 20 pts, PHD – 30 pts)	30
At least ten (10) years of working experience in the field of the climate change	(10 years – 30 pts, > 10 years – 50 pts)	50
Extensive experience with preparation and coordination of climate change related projects for vertical funds such as Adaptation Fund, GEF, GCF etc	(each project/assignment – 5 pts, up to 20)	20
Demonstrated capability to mobilize resources from vertical funds such as Adaptation Fund, GEF, GCF, etc.	(each project/assignment – 5 pts, up to 15)	15
Previous experience of working in CIS countries for climate change adaptation will be an asset.	(each project/assignment – 5 pts, up to 15)	15
Proficiency in English, excellent analytical and drafting skills; good knowledge of written and spoken Russian is an asset	(Russian – 10 pts each; English – 10 pts)	20
Interview (demonstrated technical knowledge and experience; communication/ interpersonal skills; understanding of the Adaptation Fund's project proposal requirements)	(up to 80 pts – demonstrated technical knowledge and experience; up to 20 pts – communication/ interpersonal skills; up to 50 pts understanding of the Adaptation Fund's project proposal requirements)	150
Maximum Total Technical Scoring		300
Financial		
Evaluation of submitted financial offers will be done based on the following formula:		200

S = Fmin / 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.

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**