



INDIVIDUAL CONSULTANT PROCUREMENT NOTICE

Date: **11 November 2019**

Country: Republic of Moldova

Description of the assignment: Team of 2 National Consultants to support development of a project proposal for the Adaptation Fund addressing extreme climate-induced water-related events in Moldova

Period of assignment/services: November 2019 – May 2020, 60 in total workdays (30 workdays per consultant)

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

This consultancy entails **60 workdays (30 workdays per consultant)** and the task of the team of 2 (two) National Consultant is to support development of the AF proposal, including of the Project Concept in AF format.

The Team of National Consultants will develop under the leadership of an International Lead Consultant and a National Lead Consultant a Project Concept and detailed Project Proposal addressing extreme climate-induced water-related events in Moldova, including all relevant analysis and studies, and all associated mandatory annexes for submission to AF that would completely follow the AF requirements and reflect the draft conceptual framework developed by UNDP Moldova.

The main role/responsibilities of the team of national consultants is to provide technical backstopping for project design phase, including but not limited to national consultations with relevant stakeholders on the potential areas of the project proposal, research and analysis and gathering of the baseline information pertaining to hydrology, river flood control, hydro-technical engineering, ecosystem-based adaptation, and community-based resilience, exploration of complementarities with ongoing relevant initiatives in the area of water management, and others as deemed relevant.

Under the overall guidance of UNDP Programme Specialists on Environment, Climate Change and Energy, UNDP CO and in coordination with the international and national consultants and as informed by guidance from the UNDP IRH Regional Technical Advisor, the National Consultant in hydro-engineering and the National Consultant non-structural, ecosystem-based adaptation measures will have individual as well as collective responsibilities as described below, but not limited to the following:

1. Consultant in hydro-engineering (CHE) will be responsible for dealing with following project's IDEAS, formulated as B1 and B2.
2. Consultant in non-structural, ecosystem-based adaptation measures (CES) will be responsible for dealing with following project's IDEAS, formulated as C1 and C2.

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

3. REQUIREMENTS FOR EXPERIENCE AND QUALIFICATIONS

Consultant in hydro-engineering (CHE)

- I. Academic Qualifications:
 - University degree in hydro-engineering, environmental engineering and related fields.
 - Additional trainings in the domain of disaster (flood) risk reduction (on top of relevant professional experience), will be considered a strong advantage.
- II. Experience and knowledge:
 - At least 10 years of progressive experience in the hydro-engineering at the national or international level.

- At least 5 years of experience in project design, implementation and management with development assistance projects.
- Demonstrated knowledge of country's flood defense infrastructure and relevant policies and regulations.
- Previous experience in similar assignments is a strong advantage.
- Fluency in English, Romanian and Russian orally and in writing.

Consultant in non-structural, ecosystem-based adaptation measures (CES)

I. Academic Qualifications:

- University degree in forestry, environment and related sciences.
- Additional trainings in the domain of forestry (on top of relevant professional experience), will be considered a strong advantage.

II. Experience and knowledge:

- At least 8 years of experience in the forestry planning and management sector.
- At least 5 years of experience in project design, implementation and management with development assistance projects.
- Demonstrated knowledge of ecosystem-based adaptation measures, including afforestation without restoration.
- Previous experience in similar assignments is a strong advantage.
- Fluency in English, Romanian and Russian orally and in writing.

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 indicated:

Consultant in hydro-engineering (CHE)

- University degree in in hydro-engineering, environmental engineering and related fields.
- At least 10 years of progressive experience in the hydro-engineering at the national or international level.

Consultant in non-structural, ecosystem-based adaptation measures (CES)

- University degree in forestry, environment and related sciences.
- At least 8 years of experience in the forestry planning and management sector.

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

Criteria	Scoring	Team Expert:	Maximum Points Obtainable	Maximum Points Obtainable
		CHE/CES	CHE	CES
1. University degree in hydro-engineering, environmental engineering and related fields	<i>Bachelor's degree – 30 pts. Master's degree – 40 pts.</i>	CHE	40	
2. University degree in forestry, environment and related sciences	<i>Bachelor's degree – 30 pts. Master's degree – 40 pts.</i>	CES		40
3. Additional trainings in the domain of disaster (flood) risk reduction (on top of relevant professional experience), will	<i>No - 0 pts. Yes - 30 pts.</i>	CHE	30	

be considered a strong advantage				
4. Additional trainings in the domain of forestry (on top of relevant professional experience), will be considered a strong advantage	<i>No - 0 pts. Yes - 30 pts.</i>	CES		30
5. At least 10 years of progressive experience in the hydro-engineering at the national or international level	<i>10 years -50 pts, each additional year – 5 pts; up to max. additional 30 pts.</i>	CHE	80	
6. At least 8 years of experience in the forestry planning and management sector	<i>8 years -50 pts, each additional year – 5 pts; up to max. additional 30 pts.</i>	CES		80
7. At least 5 years of experience in project design, implementation and management with development assistance projects	<i>5 years -30 pts, each additional year – 5 pts; up to max. additional 20 pts.</i>	CHE	50	
8. At least 5 years of experience in project design, implementation and management with development assistance projects	<i>5 years -30 pts, each additional year – 5 pts; up to max. additional 20 pts.</i>	CES		50
9. Demonstrated knowledge of country's flood defense infrastructure and relevant policies and regulations	<i>No experience – 0 pts; Limited experience – 20 pts; Extensive experience - 40 pts</i>	CHE	40	
10. Demonstrated knowledge of ecosystem-based adaptation measures, including afforestation without restoration	<i>No experience – 0 pts; Limited experience – 20 pts; Extensive experience - 40 pts</i>	CES		40
11. Previous experience in similar assignments is a strong advantage	<i>up to 30 pts</i>	CHE, CES	30	30

12. Fluency in English, Romanian and Russian orally and in writing	<i>Russian - 10 pts. Romanian – 10 pts. English - 10 pts.</i>	CHE, CES	30	30
Maximum Total Technical Scoring			300	300

The total maximum obtainable **technical score** would be 300 points.

Cumulative analysis

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

- a) responsive/compliant/acceptable, and
- b) 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.

Financial Evaluation valid for position:	
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

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

Important notice

The applicant who has 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 duration of the Individual Contract.

A retired government official is not considered in this case a government official, and as such, may be contracted.