



INDIVIDUAL CONSULTANT PROCUREMENT NOTICE

Date: 3rd of June 2020

Country: Republic of Moldova, Chisinau

Description of the assignment: National Consultant for Disaster Risk Management Strategy.

Period of assignment/services: June – December 2020, 45 working days.

Contract type: Individual contract

Proposal should be submitted online by pressing the "Apply Online", **no later than 17th of June 2020**.

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

Moldova's economy, population, and environment are highly exposed and vulnerable to climate variability and change and different kinds of natural hazards, including drought, floods, severe weather, earthquakes, and landslides. Average annual losses from hydrometeorological hazards comprise around three percent of GDP (if the 2007 drought is factored into the annual average). They have a severe impact upon the rural population of Moldova, which makes up around 60% of the total and depends largely upon agriculture for their livelihood. Overall annual losses from geophysical hazards account for 0.9% of GDP. These primarily threaten infrastructure, homes, and public buildings.

Disaster risk reduction is a common thread in the Sendai Framework for Disaster Risk Reduction, the 2030 Agenda for Sustainable Development and the Paris Agreement on Climate Change, calling for more coherent and integrated management of disaster and climate risks.

Putting in place the necessary measures to assess and understand all aspects of disaster risks and the options to reduce them, by strengthening capacities, increasing public and private investments to create economic, social and health resilience and actively preparing to "Build Back Better" after the disaster strikes is something the Sendai Framework calls for and which the global community has already embarked on.

UNDP presence in the disaster and climate risk reduction area focuses on supporting the government capacities to respond better to climate change and disasters with adequate policies, institutional set up and coordination mechanisms. At the local level, the effort is placed on assessing and reducing climate risks by incorporating those into local development planning frameworks in a participatory and inclusive manner, but also by piloting community based DRR practices.

In 2015, in Moldova UNDP supported development of the draft Disaster Risk Management Strategy which requires updating and alignment with the latest national and global development objectives.

Against this background, UNDP Moldova is seeking to recruit a national expert to support updating of the draft National Disaster Risk Management Strategy in line with the tasks described below.

2. SCOPE OF WORK, RESPONSIBILITIES AND DESCRIPTION OF THE APPROACH AND METHODOLOGY

UNDP Moldova is looking for a National Consultant to work with the National Consultant of Disaster Risk Assessment and a team of International Experts towards updating of the draft National Disaster Risk Management Strategy of Moldova (DRMS). The National Consultant work closely with National Inspectorate for Emergency Situations, and relevant national partners, including state institutions, local authorities, civil society and international organizations. He/she will be responsible for the organization of missions for the International Consultants, conducting interviews/workshops together with international consultant, provide advice on all aspects of the DRR system and the DRM Strategy.

Major Tasks:

- Develop a plan for the review process of the DRMS in close cooperation with the other members of the national and international team of experts and under supervision of the General Inspectorate for Emergency Situations;
- Plan and organize the review process with the national stakeholders according to the schedule approved (at least two rounds of the review).
- Conduct interviews and meetings with key stakeholders on NDRM to identify their priorities.
- Conduct a preliminary assessment and stocktaking of the existing national disaster risk reduction system and governance structure
- Evaluate the current disaster risk management capacities ex. building codes status and enforcement capacities; land-use planning laws and regulations and enforcement mechanisms; early warning systems; education at all levels, including education curricula; security, contingency and emergency management plans; business continuity plans, poverty reduction plans and social resilience-building plans for emergency preparedness, response, recovery and 'building back better' in all sectors
- Develop a comprehensive report on DRR capacities, including strengths, challenges, gaps, opportunities and recommendations for strengthening capacities.
- Evaluate the existing legislation, policies, strategies / plans / frameworks linked to disaster risk management. Assess policy coherence relevant to disaster risk reduction, such as sustainable development, poverty eradication and climate change, specially with the SDGs and the Paris Agreement, Sendai Framework, NDC etc;
- Analyze the national sources of funding for the disaster risk management and prepare a report on the availability of financial resources for disaster risk reduction.
- Formulate the costed actions to strengthening the national disaster risk management mechanism and coordinated these with all relevant sectors
- Liaise with the relevant sectors to provide recommendations for mainstreaming of DRMS provisions within and across sectors
- Support the team in drafting of the relevant sections of the DRM Strategy and the consultation process. The following chapters should be part of the Strategy (but not limited to):
 - (a) Problem definitions, goals and strategic objectives;
 - (b) Terminology and definitions;
 - (c) Country disaster profiles (including assessment of vulnerabilities);
 - (d) Coping capacities and capabilities assessment;

- (e) Legal and regulatory framework in disaster risk management;
 - (f) SWOT analysis;
 - (g) Prevention framework;
 - (h) Preparedness framework;
 - (i) Recovery Framework;
 - (j) Implementation arrangements;
 - (k) Impact and costs assessments;
 - (l) Reporting and evaluation framework (including progress indicators)
- Organize and facilitate the stakeholders' discussions on the draft National Disaster Risk Management Strategy and the Action Plan
 - Collect all necessary inputs from stakeholders and introduce them into the Draft National Disaster Risk Management Strategy and the Action Plan after each round of the review.

Support the GIES in preparing the package of documents following national legal requirements for Government's approval.

The Consultant will work under direct supervision of the Programme Specialist/Cluster Lead, Programme Analyst – Climate change, Energy and Environment Cluster and in close collaboration with the General Inspectorate for Emergency Situations. The consultant will report directly to the Programme Specialist/Cluster Lead on day-to day activities and submit reports as required in the agreed upon plan and time schedule.

For detailed information, please refer to the Terms of Reference.

3. REQUIREMENTS FOR EXPERIENCE AND QUALIFICATIONS

Academic Qualifications:

- University degree in civil protection, economics, law, public administration, or other relevant/similar field.

Experience:

- At least 5 years of experience working with the national authorities and/or public administration;
- At least 3 years of experience in civil protection and/or disaster risk management;
- Experience with the DRR related legal framework in Moldova and experience in development of legal documents is desirable;
- Proven experience in organization of multi stakeholder consultation processes.

Competencies:

- Excellent negotiation, leadership and diplomatic skills;
- Excellent facilitation and public presentation skills;
- Proven experience of work in multicultural environment;
- Excellent and proven analytical and writing skills.

Language requirements:

- Medium level of written and spoken English
- Romanian, and good command of Russian is required for this assignment.

4. DOCUMENTS TO BE INCLUDED WHEN SUBMITTING THE PROPOSALS

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

1. Proposal: Brief proposal explaining why you are the most suitable for this consultancy including confirmation on availability to take up assignment for the whole period.
2. CV with at least 3 references;
3. Financial proposal (in USD, specifying the total lump sum amount as well as the requested amount of the fee per day).
4. Offeror's Letter confirming Interest and Availability.

5. FINANCIAL PROPOSAL

Lump sum contracts

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 all related costs e.g. fees, taxes, travel, phone calls etc.) and the number of anticipated working days. The consultant shall bear costs for all supplies needed for data collection and data processing including possession of his own personal computer.

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 civil protection, economics, law, public administration, or another relevant/similar field;
- At least 3 years of experience in civil protection and/or disaster risk management.

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:

- 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 210 points would be considered for the Financial Evaluation.

Criteria	Scoring	Maximum Points Obtainable
Technical		
University degree in civil protection, economics, law, public administration, or another relevant/similar field;	University degree – 40 pts, Master’s degree – 50 pts.	50
At least 3 years of experience in civil protection and/or disaster risk management;	3 years – 50 pts, each additional year 5 pts up to max. – 70 pts.	70
At least 5 years of experience working with the national authorities and/or public administration;	Less than 5 years - 10 pts; 5 years – 50 pts, each additional year 5 pts up to max. – 60 pts.	60
Experience with the DRR related legal framework in Moldova and experience in development of legal documents is desirable;	No – 0 pts; Yes – 40 pts.	40
Proven experience in organization of multi stakeholder consultation processes	Less than 3 events-0 pts, 3 events – 30 pts; each additional event 5 pts. Up to max – 35 pts	35
Excellent computer literacy (Word, Excel, Internet, Power Point).	No – 0 pts; Yes – 20 pts.	20
Proficiency (verbal and written) in Romanian and Russian; knowledge of English at the medium level.	(Romanian – max 10 pts., Russian – max 10 pts., English – max 5 pts.)	25
Maximum Total Technical Scoring		300
Financial Evaluation Scoring		
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).

The United Nations Development Programme 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.

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 entire duration of the Individual Contract.

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

ANNEXES:

ANNEX 1 – TERMS OF REFERENCES (TOR)

ANNEX 2 – INDIVIDUAL CONSULTANT GENERAL TERMS AND CONDITIONS