



INDIVIDUAL CONSULTANT PROCUREMENT NOTICE

Date: **4th of June 2020**

Country: Republic of Moldova, Chisinau

Description of the assignment: National Disaster Risk Assessment Expert

Period of assignment/services: June – December 2020, 30 working days.

Contract type: Individual contract

Proposal should be submitted online by pressing the "Apply Online", **no later than 18th 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 the 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 assist the Civil Protection and Emergency Situations Service in conducting disaster-risk related analyses required to update the relevant sections of the draft Disaster Risk Management Strategy (DRM). The Consultant will work in a team with the Disaster Risk Reduction National Consultant and under the supervision of the International Consultant hired for the same assignment.

Major Tasks:

National context

- Describe physical environment; socio-economic context (population and demography, economy, poverty and unemployment, most vulnerable groups, gender); governance structure; development context;
- Assess the legal, normative, and institutional profile in the area of risk management.

Disaster risk assessment

- Under the supervision of the international consultant carry out the national disaster risk profile by compiling available risk information and data (disaggregated by gender, age, etc) to understand the most likely hazards, exposure patterns, and vulnerabilities and overall the disaster risk context.
 - Determine and record hazard/risk parameters including historical information, probability, frequency, intensity and scope of disaster impacts;
 - Identify the drivers of risk (climate change, weak disaster risk management capacities, social drivers, etc) and the underlying risk factors to inform decision-making, contingency planning, and risk-based development planning;
 - Identify vulnerability factors, underlying causes, and risk of exposure for groups, areas, communities, households;
 - Analyze predictability and forewarning mechanisms for all known hazards within the context of the Early Warning System (EWS);
 - Describe the risk coordination mechanism and recommendations for improvement

- Develop a report on all risk-related information to support the updating of the DRM strategy
- Organize and facilitate the stakeholder's consultations over the identified risks and vulnerabilities.

Disaster Risk Management Strategy

- Support the team in the drafting of the relevant sections of the DRM Strategy and the consultation process ;
- Formulate the costed disaster risk reduction measures for the Action Plan and coordinate these with the relevant sectors;
- Assist international experts during missions in Moldova;
- Prepare a final report on accomplished work, lessons learned, and recommendations for further implementation and next steps to be taken.

The Consultant will work under the 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 schedule.

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

3. REQUIREMENTS FOR EXPERIENCE AND QUALIFICATIONS

Academic Qualifications:

- • University degree in law, economics, public administration, social science or other relevant/similar fields;

Experience:

- At least 5 years of experience working with the national authorities and/or public administration;
- At least 3 years of experience in developing risk-related information at various levels, or other relevant analytical work related to the area of DRR;
- Experience of work in design/management/implementation/evaluation of disaster risk management programmes and/or civil protection;
- Proven experience in the organization of multi-stakeholder consultation processes.

Competencies:

- Excellent negotiation, leadership, and diplomatic skills;
- Excellent facilitation and public presentation skills;
- Proven experience of work in a 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 an 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 developing risk-related information at various levels, or other relevant analytical work related to the area of Disaster Risk Reduction.

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 210 points would be considered for the Financial Evaluation.

Criteria	Scoring	Maximum Points Obtainable
<u>Technical</u>		
University degree in law, economics, public administration, social science or other relevant/similar fields;	University degree – 40 pts, Master’s degree – 50 pts.	50
At least 3 years of experience in developing risk-related information at various levels, or other relevant analytical work related to the area of Disaster Risk Reduction;	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 of work in design/management/implementation/evaluation of disaster risk management programmes and/or civil protection;	No – 0 pts; Yes – 40 pts.	40
Proven experience in the 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, PowerPoint).	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