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TERMS OF REFERENCE

Job title:	Team Leader for implementing the 2nd Outcome of National Adaptation Planning - 2 Project
Type of Contract:	Individual Contract (IC)
Duty station:	Chisinau
Section/Unit:	Environment, Energy and Climate Change Cluster
Languages requirement:	Romanian, Russian and English
Contract Duration:	September 2020 – August 2024, 350 working days
Payment arrangements:	Lump sum contract (payments linked to satisfactory performance and delivery of outputs)
Evaluation method:	Interview of shortlisted candidates

I. BACKGROUND

Climate change is already profoundly impacting the conditions for resource availability and agricultural activities. Over the last decade, the country has experienced a number of extreme events, such as droughts and major floods, along with the incremental effects caused by increased mean temperature, and the uneven distribution of precipitation through the year, which have had negative consequences on the country's economy, and its population wellbeing and health. Severe droughts are recurring more frequently causing significant economic losses. The increasing scope and intensity of extreme events has also resulted in increased frequencies of high-risk situations. By 2050, an increase of 2–3°C in the average temperature, an additional 32 days that exceed the current maximum temperature by 10%, and an additional 12 days with zero precipitation are projected.

The Government sees the National Adaptation Planning (NAP) process as key to achieving the adaptation objectives outlined in its 2014 Climate Change Adaptation Strategy of the Republic of Moldova, and its 2020 Nationally Determined Contributions (NDC), as well as the continued mainstreaming of climate change considerations into its policies and budgeting processes. The proposed project supports the Government of the Republic of Moldova in advancing the second cycle of its National Adaptation Planning process (known as NAP-2). The outcomes of the NAP-2 national adaptation planning processes, are:

- **Outcome 1:** To strengthen and operationalize the national steering mechanism for climate change adaptation (CCA);
- **Outcome 2:** To improve the long-term capacity on planning and implementation of adaptation actions through CCA technologies;
- **Outcome 3:** To improve the mainstreaming of climate change adaptation through the increased alignment of national development priorities, in the priority sectors (forestry, health, energy and transport).

The project will contribute to UNDAF, 2018-2022 outcome #3 (The people of Moldova, especially the most vulnerable, benefit from enhanced environmental governance, energy security, sustainable management of natural resources, and climate and disaster resilient development). Additionally, the project will contribute to the UNDP Country Programme Output 3.3 (National and sub-national governments have improved capacities to integrate resilience to climate change and disasters into development plans and practices to reduce population's vulnerability). Other than that, the project will contribute to the National Development Strategy "Moldova 2030" through ensuring resilience to climate change by reducing risks related to climate change and by facilitating adaptation in six sectors priority - agriculture, water resources, health, forestry, energy and transport. .

The preliminary work under the first cycle of the NAP (known as NAP-1) supported the development of a NAP as a process, conceptualizing and developing its elements, including the national steering mechanism, and laid down the groundwork towards long-term adaptation planning. Albeit the progress, significant gaps remain in the integration of climate change considerations into many of the development policies of the national priority sectors and their associated budget priorities. National appropriations for CCA remain limited.

The NAP-2 goals will be achieved within two parallel implementation tracks. The first track implemented by UNDP expands and deepens the national approach developed under the NAP-1 and strengthens synergies both vertically, at different levels of the governance, and horizontally, between the sectors affected by climate change to reduce duplication of efforts, pool scarce resources for effective use, and ensure a coherent and comprehensive approach to the integration of CCA responses into development planning, while the second track will focus on adaptation in the agriculture sector and will be concurrently implemented under the auspices of FAO.

The National Designated Authority has coordinated with the UNDP and the FAO country offices to ensure the complementarity and congruency of the activities and exchange, as appropriate. By its very nature, the NAP-2 will facilitate integration of CCA into existing strategies, policies and programmes and establish a strong foundation for the integration of methods, tools and information systems in day-to-day planning activities to effectively inform decision-makers on the climate risks, and to enable the informed formulation of resilient projects and financing strategies.

In this context, UNDP Moldova is seeking to recruit a Team Leader for the 2nd Project Component (Outcome 2: Long-term CCA capacity to plan and implement adaptation actions supported) in order to support the project team in the planning, implementation and coordination of day-to-day activities pertaining to this component in line with the agreed annual working plans while at the same time ensuring collaborative participation in other NAP work streams as required.

II. OBJECTIVES AND SCOPE OF THE ASSIGNMENT

This assignment has the objective to provide support to the Central and Local public authorities for climate change capacity development to ensure sustainability and local ownership of adaptation competencies, developing climate risks and vulnerability assessment as a standardized procedure for sectoral and subsectoral adaptation, leading the Technology Needs Assessments process, engaging with the stakeholders, identification of technology needs, their prioritisation and assessment, to the development of Technology Action Plans for the prioritised technologies and formulation of Project Ideas.

III. DUTIES AND RESPONSIBILITIES

Summary of key functions:

The Team Leader under the guidance and supervision of the Project Manager will participate in the, planning and coordination of the work performed by the team of consultants, while ensuring timely and efficient implementation of all the activities under the **2nd Project Outcome** to the highest quality and standards. More specifically to:

- Provide conceptual and were applicable, methodological guidance and support for the achievement of the assignment's general objective;
- Regularly plan, monitor and record relevant Project activities under the 2nd Project Outcome, including identification of issues and risks and suggest mitigation measures;
- Prepare the terms of reference for consultants to be recruited and other project related products and ensure the effective coordiantion of consultants and short-term experts;
- Review consultants reports and products and provide comments for their improvement and final approval;

- Apply a gender-sensitive social inclusive approach entailing the participation of women and gender experts during the implementation of all activities under the **2nd Project Outcome**;
- Engage actively with stakeholders during the consultation process of developing policy documents and provide capacity building to the engaged stakeholders as needed;
- Lead meetings, workshops, conferences, trainings, study tours and related activities relevant to the implementation of the **2nd Project Outcome**, as required by the Project Manager;
- Contribute to the awareness-raising and information materials on the progress and results of implemented activities as required by the Project Manager;
- Contribute to the overall project's reports for the donor and relevant UNDP's analysis and programming exercises pertaining to climate change adaptation;
- Perform any other duties connected directly with the implementation of the **2nd Project Outcome**.

Specific tasks:

The Team Leader will have the responsibilities to:

- a) Guide and supervise the on-site training programs focused on climate impacts and climate vulnerability assessment methodologies and approaches, as well as socio-economic assessment and valuation methodologies (for technical planners, sectorial and university researchers, as well as NGOs and other relevant stakeholders).
- b) Provide advisory and guidance support to national consultants developing gender-responsive, national and sub-national level guidelines or manuals, and technical standards for climate risks and vulnerabilities assessments to help integrate climate adaptation considerations into development planning processes at the national and sectoral levels.

The Team Leader will be also responsible for providing the national TNA teams with the process-related and methodological /technical advisory services needed throughout TNA process at the national level. These tasks include, inter-alia;

- Develop a detailed work plan for implementing TNA process in prioritised sectors: health, forestry, energy, transport, and water;
- Support and facilitate the setup of sectoral working groups consisting of technical experts, sectoral planners and practitioners within each of prioritised sectors (health, forestry, energy, transport, and water);
- Support working groups in identifying and prioritizing technologies for climate adaptation in prioritised sectors through a participatory process with an active involvement of relevant stakeholders;
- Provide support and overseeing the TNA team and consultants responsible for the process of analyzing how the prioritized technologies can be implemented in the country and how

implementation circumstances could be improved by addressing the barriers and developing an enabling framework;

- Provide targeted training related to the methodology for prioritisation of technologies, barrier analysis, market assessment and development of Technology Action Plans (TAPs) to sectoral experts;
- Support to national consultants to develop sectoral Technology Roadmaps and integrate and formulate climate change adaptation Technology Framework with clear medium and long term objectives and targets;
- Support to national consultants in preparing working papers, including sectoral reports and other TNA-related documents as may be required to ease the consultative process and harnessing inputs from stakeholders during meetings, workshops, amongst others;
- Provide subject matter review on specific technical matters of TNA, Barrier Analysis and Enabling Framework (BAEF) and TAP sectoral reports, along with the Project Ideas. Provide recommendations and suggestions to enhance the quality of reports;
- Compile, prepare and submit to the Project Management and Project Steering Committee an aggregated TNA Adaptation Report incorporating the TNA, BAEF and TAP sectoral reports with Project Ideas.

The TL will also be required to provide inputs to the donor's reports, analysis and programming exercises undertaken by the Environment, Energy and Climate Change Cluster of UNDP Moldova.

No.	Deliverables*	Tentative timeframe/deadline
1	Detailed Work Plan for implementing the 2nd component of NAP2 Project	September 2020 3 w.d.
2	Progress report submitted and approved by the Project Manager on implementation of Activity 2.1.1: Develop on-site training programs focused on climate impacts and climate vulnerability assessment methodologies and approaches, as well as socio-economic assessment and valuation methodologies (for technical planners, sectorial and university researchers, as well as NGOs and other relevant stakeholders) and implement training over four years.	Quarterly / September 2020 – August 2024 30 w.d.
3	Progress report submitted and approved by the Project Manager on implementation of Activity 2.1.2: Generate gender-responsive, sector- and sub-sector level standardized guidelines or manual, and technical standards for climate risks and vulnerabilities assessments to help integrate CCA considerations into development planning processes at the sectorial level.	Quarterly / October 2020 – February 2024 40 w.d.

4	Progress report submitted and approved by the Project Manager on implementation of Activity 2.2.1 Undertake a CCA driven Technology Needs Assessment in five key sectors (transport, energy, water, forestry and health) to identify adaptation technology needs.	Quarterly/ October 2020 – February 2023 142 w.d.
6	Progress report submitted and approved by the Project Manager on implementation of Activity 2.2.2 Based on identified technological needs, develop a prioritized Technology Roadmap for each sector.	Quarterly/ October 2022 – June 2023 25 w.d.
7	Progress report submitted and approved by the Project Manager on implementation of Activity 2.2.3 Integrate the sectorial Technology Roadmaps into a cohesive CCA Technology Framework with clear medium and long-term objectives and targets to support sector level transformational change	Quarterly/ June 2023 – August 2023 30 w.d.
5	Progress report submitted and approved by the Project Manager on implementation of Activity 2.2.4 Develop a Technology Action Plan (TAP) for each of the top three prioritized technologies in each of the five sectors	Quarterly/ November 2022 – February 2023 50 w.d.
8	Progress report submitted and approved by the Project Manager on implementation of Activity 2.2.6 Integrate best examples of proven and implemented technologies from the TNA review process into the Climate Change Knowledge Management Plan	Quarterly/ August 2023 – September 2023 10 w.d.
9	Final report on the accomplished work, including the lessons learned and recommendations	August 2024 20 w.d.

Note: * The progress report shall include all the relevant products, TORs, inputs required for implementation of the respective activity, information on participation in events, recommendations for the next step, lessons learned, etc.

All communications and documentation related to the assignment will be in English. The presented progress reports will describe the concrete activities undertaken by the consultant to ensure smooth implementation of the project activities, the developed TORs and other required products, capacity building activities, the coordination effort within the team and with the projects stakeholders and other inputs. The Project will provide the consultant with working space, access to Internet and printer. Before submission of the deliverables, the consultant will discuss the draft documents with the Parties involved (NDA, UNDP, FAO and other stakeholders) so that final products reflect their comments.

This is a part-time consultancy. The timeframe for the work of consultant is planned for August 2020 – August 2024.

Management Arrangements:

The consultant will work under the guidance of NAP 2 Project Manager.

Financial arrangements:

Payments will be disbursed in several instalments, upon submission and approval of deliverables, and certification by UNDP Moldova Project Manager that the services have been satisfactorily performed.

IV. REQUIREMENTS FOR EXPERIENCE AND QUALIFICATION

Academic Qualification:

- University degree in environmental sciences, geography, political science, public administration or other relevant field.

Experience:

- At least 8 years of progressively working experience in coordinating teams and/or project implementation;
- Extensive knowledge of the country's climate-related political framework and development of climate-related policy documents, programmes, plans at the national and subnational levels;
- Deep knowledge on TNA as a country driven process, TNA methodology and guidance such as UNFCCC TNA platform (<http://unfccc.int/ttclear/tna>) other officially approved sources;
- Previous experience in development assistance or related work for a donor organization, governmental institutions, NGO or private sector / consulting firm is a very strong advantage;

Competencies:

- Excellent leadership and diplomatic skills;
- Ability of working remotely and managing virtual communication platforms;
- Excellent facilitation and public presentation skills;
- Excellent and proven analytical and writing skills;
- Experience in the usage of computers and office software packages (MS Word, Excel, etc).

Language requirements:

- Fluency in written and spoken Romanian, Russian and English is required for this assignment.

V. PAYMENT MODALITIES

The consultant will organize and facilitate the implementation of all project advisory activities as described above; his/her payment will be lump sum amount based, disbursed in instalments upon satisfactory performance and approval of deliverables.

VI. VII. APPLICATION PROCESS

Applicants shall submit the following four documents:

Required

- Offeror's Letter confirming Interest and Availability;
- CV, including information about past experience in similar assignments and contact details for at least 3 referees;
- Brief description of approach to work/technical proposal of why the individual considers him/herself as the most suitable for the assignment, and a proposed methodology on how they will approach and complete the assignment.
- Financial proposal (in USD, specifying the total lump sum amount). Financial proposal template prepared in compliance with the template in Annex 3

Incomplete applications will not be considered.

If an applicant is employed by an organization/company/institution, and he/she expects his/her employer to charge a management fee in the process of releasing him/her to UNDP under Reimbursable Loan Agreement (RLA), the applicant must indicate at this point, and ensure that all such costs are duly incorporated in the financial proposal submitted to UNDP.

VII. ANNEXES TO THE TOR

Annex 2- Individual Consultant General Terms and Conditions

Annex 3- Offeror's Letter to UNDP Confirming Interest and Availability