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TERMS OF REFERENCE

Job title:	Team Leader for implementing the 3rd 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, 400 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 3rd Project Component (Outcome 3: NAP implementation strategy developed) 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

The assignment has the objective to ensure the full integration of climate adaptation considerations into policy and planning framework of national and subnational levels supported by a communication and outreach strategy to sensitize policy makers and all stakeholders, improve climate change adaptation monitoring and evaluation (M&E) capacity as well as the functionality of the system, promote effective implementation of gender-responsive climate budget planning at sector and national levels.

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 **3rd Project Outcome** to the highest quality and standards. More specifically to:

- Provide conceptual and where applicable, methodological guidance and support for the achievement of the assignment's general objective;
- Regularly plan, monitor and record relevant Project activities under the 3rd 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 coordination 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 **3rd 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 **3rd 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 **3rd Project Outcome**.

Specific tasks:

The Team Leader is responsible to coordinate integration of Climate Change Adaptation into sub-national development with emphasis on creating of a strong link between climate adaptation and national development goals, strengthening LPAs capacity with regard to climate adaptation planning and implementation, developing adaptation/resilience plans for three district towns (one per Development Region), incorporating the built environment, infrastructure, integrated water resources management, land-use and spatial planning;

The Team Leader will supervise the work on updating the gender responsive communication and awareness-raising strategy developed for the NAP-1 project, and expand to encompass the national NAP process in order to overcome CCA-related communication barriers among various actors within the sectors;

The TL in collaboration with communication specialist shall organize regular awareness sessions on an annual basis for media and journalists on key aspects of climate change vulnerability and adaptation opportunities;. Coordinate the evaluation of the dissemination and use of the knowledge and communication products, and develop recommendations for their improvement;

The TL shall coordinate the expansion of the scope of the monitoring and evaluation indicators set to include all economic sectors and sub-national levels; link the indicators to the geographical climate risk factors; including:

- Determine the baseline data for all identified indicators to serve as the historical baseline for measuring progress on adaptation;
- Convert the Excel-based monitoring database to an online platform, with improved data analytics, to improve monitoring and reporting at all levels;
- Provide training on monitoring and evaluation system delivered to technical planners at the sector level.

The Team Leader has to establish an evaluation procedure for the NAP and sectoral policies, against the objectives and targets determined at the beginning of the cycle;

The Team Leader will coordinated activities that ensure that the financial needs for CCA are more accurately assessed and integrated into the budget planning process. More specifically:

- Coordinate training of Ministry of Finance and other key line ministries at national, sectorial and sub-sectorial level on the implementation of the CBT guidelines developed under the NAP-1 to ensure its implementation in the 2020 national performance-based budget;
- Provide support in review the use of the CBT indicators in the 2022 Budget, and evaluate needs and application for decision-making purposes;

Based on stakeholder consultations and progress made under NAP-2, the TL shall develop a Draft Roadmap for NAP-3 (2025 – 2029) with an accompanying action plan;

The TL is responsible for the development of a medium and long-term financing plan based on identified sectoral and national adaptation options and technology needs assessment concept notes in support to a gender responsive project pipeline of Moldova’s Strategic Engagement Framework with GCF and the complementary GCF NDA Readiness Programme. More specifically :

- Update the cross-sectorial evidence based systematic prioritization criteria for CCA interventions and technologies;
- Review current adaptation related expenditures to determine the medium-and long-term budget needs for adaptation;
- Develop a national CCA implementation and investment plan with associated potential and probable sources of finance for further integration with Moldova's GCF country work programme;
- Identify funding sources for the NAP-3 implementation.

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 3 rd component of NAP2 Project	September 2020 3 w.d.
2	Progress report submitted and approved by the Project Manager on implementation of Activity 3.1.3 Develop adaptation/resilience plans for three district towns (one per Development Region), incorporating the built	Quarterly / September 2020 – August 2023

	environment, infrastructure, integrated water resources management, land-use and spatial planning.	40 w.d.
3	Progress report submitted and approved by the Project Manager on implementation of Activity 3.1.5 Update the gender responsive communication and awareness-raising strategy developed for the NAP-1 project, and expand to encompass the national NAP process.	Quarterly/ September 2020 – December 2020 15 w.d.
4	Progress report submitted and approved by the Project Manager on implementation of Activity 3.1.6 Organize regular awareness sessions on an annual basis for media and journalists on key aspects of climate change vulnerability and adaptation opportunities.	Quarterly/ October 2020 – August 2024 22 w.d.
5	Progress report submitted and approved by the Project Manager on implementation of Activity 3.2.1a-d Expand the scope of the M&E indicators set developed under NAP-1 to include all economic sectors and sub-national levels; link the indicators to the geographical climate risk factors; determine the baseline for all identified indicator; convert the excel-based monitoring database to an online platform.	Quarterly/ February 2021- February 2023 80 w.d.
6	Progress report submitted and approved by the Project Manager on implementation of Activity 3.2.1e Training on M&E system delivered to technical planners at the sector level.	Quarterly/ October 2020 – February 2023 40 w.d.
7	Progress report submitted and approved by the Project Manager on implementation of Activity 3.2.2. Establish an evaluation procedure for the SAPs and the NAP, against the objectives and targets determined at the beginning of the cycle (Project Activity 1.1.1: Establish the overall CCA goals for the NAP process).	Quarterly/ October 2022 – July 2024 40 w.d.
8	Progress report submitted and approved by the Project Manager on implementation of Activity 3.2.3 Evaluate the dissemination and use of the knowledge and communication products, and develop recommendations for improvement.	Quarterly / October 2020 – July 2024 30 w.d.
9	Progress report submitted and approved by the Project Manager on implementation of Activity 3.2.4 A draft roadmap for NAP-3 (2025 – 2028) with an accompanying action plan developed based on stakeholder consultations and progress made under NAP-2.	Quarterly / August 2023 – July 2024 40 w.d.

10	Progress report submitted and approved by the Project Manager on implementation of Activity 3.3.1 Train Ministry of Finance and other key line ministries at national, sectorial and sub-sectorial level on the implementation of the CBT guidelines developed under the NAP-1 to ensure its implementation in the 2020 national performance-based budget	Quarterly / November 2020 – November 2021 25 w.d.
11	Progress report submitted and approved by the Project Manager on implementation of Activity 3.3.2 Review the use of the CBT indicators in the 2022 Budget, and evaluate needs and application for decision-making purposes.	Quarterly / November 2020 – April 2022 15 w.d.
12	Progress report submitted and approved by the Project Manager on implementation of Activity 3.4.1 Support the integration of the sub-national adaptation options and TNA concept notes gathered under Sub-Outcome 2.2 and 3.1, into the prioritized gender responsive project pipeline developed under Moldova's Strategic Engagement Framework with GCF and the complementary GCF NDA Readiness Programme for the development of a sustainable financing plan.	Quarterly / November 2023 – July 2024 40 w.d.
13	Final report on the accomplished work, including the lessons learned and recommendations.	August 2024 10 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, jurisprudence, finance, public administration or other relevant field.

Experience:

- At least 8 years of progressively working experience in coordinating teams and/or project implementation;
- Proven experience with the local public authorities and knowledge of country's budgeting system;
- 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;
- 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