



## INDIVIDUAL CONSULTANT PROCUREMENT NOTICE

Date: **11<sup>th</sup> of August 2020**

---

**Country:** Republic of Moldova

**Description of the assignment:** Team Leader for implementing the 3rd Outcome of National Adaptation Planning - 2 Project

**Project name:** NAP-2: Advancing Moldova's National Climate Change Adaptation Planning Project

**Period of assignment/services:** from **September 2020 – August 2024**, 400 working days

**Contract type:** Individual Contract

Proposals should be submitted online by pressing the "Apply Online" button, no later than **20<sup>th</sup> of August 2020**.

Requests for **clarification only** must be sent by standard electronic communication to the following e-mail: [pavel.gavrilita@undp.org](mailto:pavel.gavrilita@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

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).

## **2. SCOPE OF WORK, RESPONSIBILITIES AND DESCRIPTION OF THE PROPOSED ANALYTICAL WORK**

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.

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 **3<sup>rd</sup> 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 3<sup>rd</sup> 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 **3<sup>rd</sup> 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 **3<sup>rd</sup> 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 adaption;

- Perform any other duties connected directly with the implementation of the **3<sup>rd</sup> Project Outcome**.

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

### **3. REQUIREMENTS FOR EXPERIENCE AND QUALIFICATIONS**

I. Academic Qualifications:

- University degree in environmental sciences, jurisprudence, finance, public administration or another relevant field.

II. 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;

III. 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).

IV. Language requirements:

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

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:

**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.

## **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 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:

- University degree in environmental sciences, jurisprudence, finance, public administration or another relevant field;
- At least 8 years of progressively working experience in coordinating teams and/or project implementation

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 a minimum of 210 points would be considered for the Financial Evaluation.

Criteria	Scoring	Maximum Points Obtainable
<b>Technical</b>		
University degree in environmental sciences, jurisprudence, finance, public administration or another relevant field	University degree – 40 pts, Master’s degree – 50 pts.	50
At least 8 years of progressively working experience in coordinating teams and/or project implementation	8 years – 40 pts each additional year 5 pts up to max – 60 pts	60
<b>Interview</b> (demonstrated technical knowledge and experience; communication/ interpersonal skills; initiative; creativity/ resourcefulness)		
Proven experience with the local public authorities and knowledge of country’s budgeting system	limited – <20 pts, satisfactory – <40 pts, extensive – <60 pts	60
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	limited – <20 pts, satisfactory – <40 pts, extensive – <60 pts	60
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	limited – <7 pts, satisfactory – <15 pts, extensive – <20 pts	20
Excellent leadership and diplomatic skills	limited – <3 pts, satisfactory – <5 pts, extensive – <10 pts	10
Ability of working remotely and managing virtual communication platforms	No – 0 pts, yes – 5 pts.	5
Excellent facilitation and public presentation skills	limited – <3 pts, satisfactory – <5 pts, extensive – <10 pts	10
<ul style="list-style-type: none"> <li>• Excellent and proven analytical and writing skills</li> <li>• Experience in the usage of computers and office software packages (MS Word, Excel, etc)</li> </ul>	limited – <3 pts, satisfactory – <5 pts, extensive – <10 pts	10
Fluency in written and spoken Romanian, Russian and English is required for this assignment	(English – max 5 pts., Russian – max 5 pts. or Romanian – max 5 pts.)	15
<b>Maximum Total Technical Scoring</b>		<b>300</b>
<b>Financial Evaluation Scoring</b>		
Evaluation of submitted financial offers will be done based on the following formula: <b><math>S = F_{min} / F * 200</math></b> 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.		<b>200</b>

### Winning candidate

The winning candidate will be the candidate, who has accumulated the highest aggregated score (technical scoring + financial scoring).

### **Important notice**

The applicant's 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**

**ANNEX 3 – OFFEROR'S LETTER TO UNDP CONFIRMING INTEREST AND AVAILABILITY**