



INDIVIDUAL CONSULTANT PROCUREMENT NOTICE

Date: **October 26, 2020**

Country: Republic of Moldova

Description of the assignment: Team Leader for implementing the 1st 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 November 2020 – March 2024, 420 working days

Contract type: Individual Contract

Proposals should be submitted online by pressing the "Apply Online" button, no later than [2nd of November 2020](#).

Requests for **clarification only** must be sent by standard electronic communication to the following e-mail: 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).

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 1st Project Component (Outcome 1: National steering mechanism for long-term CCA planning strengthened) 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.

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

This assignment has the objective of supporting the core project team in the planning, implementation and coordination of activities under the first component of the Project that improves Moldova's position vis-à-vis its long-term, sustained adaptation actions in the sectors of energy, water, transport, health, forestry and gender equality, in a cross-cutting manner. The implemented activities will strengthen the overall cross-sectorial coordination and engagement, in particular Climate Change Coordination Mechanism, setting-up of the long-term national and sectorial visions on climate change adaptation, and will ensure the sustained availability of capacity and technical skills to address the challenge of climate-related analysis and interventions.

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 **1st 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 1st 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 **1st 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 **1st 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 **1st Project Outcome**.

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 project's 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.

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

3. REQUIREMENTS FOR EXPERIENCE AND QUALIFICATIONS

Academic Qualification:

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

Experience:

- At least 7 years of 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;
- Proven experience of working/collaboration with central public authorities and in at least one of the key sectors (forestry, energy, water, transport and health);
- Knowledge on hydrological and meteorological monitoring as well as early warning system will be an asset.
- Previous experience in development assistance or related work for a donor organization, governmental institutions or NGO.

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.

Language requirements:

- Fluency in Romanian and English is required for this assignment, Russian is an asset.

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

- ☒ 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;
- ☒ Offeror's Letter confirming Interest and Availability with financial proposal (in USD, specifying the total lump sum amount). Financial proposal template prepared in compliance with the template in Annex 2.

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.

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, geography, political science, public administration or another relevant field;
- At least 7 years of working experience in coordinating teams and/or project implementation;
- Fluency in Romanian, and English.

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
<u>Technical</u>		
University degree in environmental sciences, geography, political science, public administration or another relevant field	University degree – 40 pts, Master's degree – 50 pts.	50
At least 7 years of working experience in coordinating teams and/or project implementation	7 years – 40 pts each additional year 5 pts up to max – 60 pts	60
Demonstrated fluency in English and Romanian is required for this assignment, Russian is an asset	English – max 6 pts., Romanian – max 6 pts, Russian – max 3 pts.	15
<u>Interview</u> (demonstrated technical knowledge and experience; communication/ interpersonal skills; initiative; creativity/ resourcefulness)		
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 – <10 pts, satisfactory – <30 pts, extensive – <50 pts	50
Proved experience of working/collaboration with central public authorities and in at least one of the key sectors (forestry, energy, water, transport and health)	limited – <10 pts, satisfactory – <25 pts, extensive – <40 pts	40
Knowledge on hydrological and meteorological monitoring as well as early warning system will be an asset.	No knowledge-0 pts; limited – <7 pts, satisfactory – <15 pts, extensive – <20 pts	20
Previous experience in development assistance or related work for a donor organization, governmental institutions or NGO	limited – <7 pts, satisfactory – <15 pts, extensive – <20 pts	20
Excellent leadership and diplomatic skills	limited – <7 pts, satisfactory – <15 pts, extensive – <20 pts	20
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

Excellent and proven analytical and writing skills	limited – <3 pts, satisfactory – <5 pts, extensive – <10 pts	10
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).

Important notice:

The applicants who have 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 – OFFEROR’S LETTER TO UNDP CONFIRMING INTEREST AND AVAILABILITY

ANNEX 3 – INDIVIDUAL CONSULTANT GENERAL TERMS AND CONDITIONS