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TERMS OF REFERENCE

Job title:	Team Leader for implementing the 1st 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 and English, Russian is an asset
Contract Duration:	November 2020 – March 2024, 420 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 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.

II. OBJECTIVES AND SCOPE OF THE ASSIGNMENT

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.

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 **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**.

Specific tasks:

The Team Leader will be responsible for participating in and coordinating the activities on establishing the overall adaptation goal for the NAP process along with a set of overarching sectorial adaptation objectives and targets for priority sectors. The Team Leader will make sure that these priorities are aligned with those of country's updated Nationally Determined Contribution to the Paris Agreement and Sustainable Development Goals, as well as other national climate and development priorities to create a coherent climate adaptation architecture of the country. In doing this the Team Leader has to provide advisory to the team of consultants and stakeholders on applying the Theory of Change for the NAP process of Moldova in line with that of current Green Climate Fund project. The Team Leader has to make sure that through the implemented activities, climate change adaptation will be integrated into sectoral and national strategic programming, planning and policy-making processes, to ensure these are of high quality and robust from a climate perspective.

The Team Leader has the responsibilities of participating in, leading and managing the activities on updating of the National Climate Change Adaptation Strategy and/or other climate adaptation-related national-level frameworks. In doing this, the Team Leader will also need to coordinate the team composed of national as well as international experts, while keeping abreast of the state of international, in particular, EU climate adaptation policy developments.

The Team Leader has to collaborate with sectoral Working Groups and project consultants on updating sectoral action plans for the health, water, forestry and energy and transport sectors, as well as:

- Coordinate the verification of the suitability of the EU harmonized codes for infrastructure assets and structures in the transport and construction sectors to the expected future hydro-meteorological parameters in Moldova;
- Coordinate gender gap analysis of sectorial policies and adaptation plans for 5 priority sectors (health, energy, water, transport and forestry) to identify climate vulnerability related gender gaps;
- Coordinate delivery of several information and awareness raising sessions to the National Commission on Climate Change on cross-sectorial coordination, in particular, applying the Coordination Mechanism and Monitoring and Evaluation system, or other topics as required;
- Provide support to the team composed of national as well as international experts to assess the quality of service delivery, especially for early warning systems in the State Hydrometeorological Service of the Republic of Moldova based on the World Meteorological Organization Strategy for Service Delivery and address identified gaps;

- Provide guidance and the required support in promotion of the final Government Decision for sectorial reform of State Hydrometeorological Service of Moldova;
- Guide the team of experts to undertake the analysis of current strengths, weaknesses, capacity and resources needed to integrate climate change adaptation into current and in future processes of development planning of central and local planning authorities, along with the undertaking of climate adaptation self-assessment survey of climate-related institutions.

Based on undertaken sector level Institutional Capacity Assessment, coordinate the development of Institutional Capacity Development Plans for the adaptation priority sectors of Moldova.

The TL shall coordinate an in-depth gender-disaggregated cross-sectorial analysis of the impact of climate change on vulnerable groups, with a specific focus on rural women and lead the efforts on the development of a comprehensive climate change adaptation knowledge management system based on the Knowledge Management Strategy and climate change Knowledge Management Plan that will leverage existing knowledge resources on climate change adaptation.

The TL will engage with a diversity of stakeholders (including those of key priority sectors, private sector and civil society) involved in the consultation process of climate adaptation policies and the participatory Institutional Capacity Assessment of adaptation priority sectors, other activities.

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 1st component of NAP2 Project	November 2020 3 w.d.
2	Progress report submitted and approved by the Project Manager on implementation of Activity 1.1.1: Establish the overall CCA goals for the NAP process, and Activity 1.1.3 articulate CCA sectorial targets and objectives in association with sectorial development plans and ministerial orders	Quarterly / November 2020 – March 2021 20 w.d.
3	Progress report submitted and approved by the Project Manager on implementation of Activity 1.1.2 update the National Climate Change Adaptation Strategy and other CCA related national level documents	Quarterly / November 2020 – December 2021 40 w.d.

4	Progress report submitted and approved by the Project Manager on implementation of Activity 3.1.1 Update the SAP action plans for the health, forestry, energy sectors and water	Quarterly/ November 2020 – April 2023 40 w.d.
5	Progress report submitted and approved by the Project Manager on implementation of Activity 3.1.2: Verify the suitability of the EU harmonized codes for infrastructure assets and structures in the Transport and Construction sectors to the expected future hydro-meteorological parameters in Moldova	Quarterly/ November 2020 – April 2023 32 w.d.
6	Progress report submitted and approved by the Project Manager on implementation of Activity 3.1.4: Gender gap analysis of sectorial policies and adaptation plans for 5 priority sectors (health, energy, water, transport and forestry) to identify climate vulnerability related gender gaps	Quarterly / November 2020 – December 2022 40 w.d.
7	Progress report submitted and approved by the Project Manager on implementation of Activity 1.1.4 Deliver several information and awareness sessions to the NCCC on cross-sectorial coordination for adaptation based on Coordination Mechanism and M&E system	Quarterly/ February 2021- January 2024 60 w.d.
8	Progress report submitted and approved by the Project Manager on implementation of Activity 1.2.1.a Analysis of current strengths, weaknesses, capacity and resources needed to integrate CCA into current and in future processes of development planning of central and local planning authorities	Quarterly/ November 2020 – December 2021 30 w.d.
9	Progress report submitted and approved by the Project Manager on implementation of Activity 1.2.1.b CCA self-assessment survey of climate related institutions (government, NGOs, research, universities) for: (i) understanding of gaps in institutional, policy and legal framework for climate change; (ii) capacity for the planning, implementation and monitoring and evaluation for climate; (iii) capacity for climate change knowledge management; and (iv) capacity for community engagement	Quarterly/ November 2020 – December 2021 20 w.d.
10	Progress report submitted and approved by the Project Manager on implementation of Activity 1.2.2: Assess the quality of service delivery, especially for EWS, in the SHSM, based on the WMO Strategy for Service Delivery and address gaps with delivery of 2 training workshops	Quarterly / November 2020 – June 2021 20 w.d.

11	Progress report on promotion of final Governmental Decision that supports sectorial reform of SHS, prepared with support of national local consultants (legal and marketing consultants)	Quarterly / June 2021 December 2022 20 w.d.
12	Progress report submitted and approved by the Project Manager on implementation of Activity 1.3.1: Conduct an in-depth gender-disaggregated cross-sectorial analysis of the impact of climate change on vulnerable groups, with specific focus on rural women. The results will be widely disseminated to stakeholders, and made available on the communication platform and media channels	Quarterly / February 2021 – December 2021 20 w.d.
13	Progress report submitted and approved by the Project Manager on implementation of Activity 1.3.2: Develop a comprehensive Knowledge Management Strategy (KMSy) that expands the climate communication portal developed under the NAP-1 Climate Change Knowledge Management Plan (KMP) into a central, web-based national climate change information and knowledge management portal (CCIKMP) that supports the NAP process and mainstreaming of CCA considerations	Quarterly / November 2020 – February 2024 55 w.d.
14	Final report on the accomplished work, including the lessons learned and recommendations	March 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 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.

This is a part-time consultancy. The timeframe for the work of consultant is planned for November 2020 – March 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 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;
- Proved 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.

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. APPLICATION PROCESS

Applicants shall submit the following documents:

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.

VII. ANNEXES TO THE TOR

Annex 1- Individual Consultant General Terms and Conditions

Annex 2- Offeror's Letter confirming Interest and Availability including financial proposal