



## INDIVIDUAL CONSULTANT PROCUREMENT NOTICE

Date: **11<sup>th</sup> of March 2021**

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**Country:** Republic of Moldova

**Description of the assignment:** National Consultant on capacity building support in climate change adaptation TNA

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

**Period of assignment/services:** March 2021 – November 2023, 65 working days

**Contract type:** Individual Contract (IC)

Proposals should be submitted online by pressing the "Apply Online" button, no later than **22<sup>nd</sup> of March 2021**.

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.

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### 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 operationalise the national steering mechanism for climate change adaptation (CCA);
- **Outcome 2:** To improve the long-term capacity for 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 a) reduction of energy consumption by increasing energy efficiency and using renewable energy sources, and b) agriculture and rural development: competitiveness of agri-food products and sustainable rural development.

The preliminary work under the first cycle of the NAP (known as NAP-1) supported the development of a NAP as a process, conceptualising 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.

The TNAs are central to Parties' work with the UNFCCC Convention and present an opportunity to track an evolving need for new equipment, techniques, practical knowledge, and skills necessary to reduce the vulnerability of sectors and livelihoods to the adverse impacts of climate change. In this context, UNDP Moldova is seeking to recruit national experts to support country- participatory TNA process for adaptation in water, health, transport, energy, and forestry sectors. The outcomes of the assignment will contribute to the achievement of adaptation goals of Moldova stated in its updated NDC (2020), while meeting the national targets for SDGs 13,7,9, 3,15,6.

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

The assignment's objective is to provide capacity building support to TNA team, particularly, to technical National Consultants of five sectors (energy, transport, water, health, forestry) throughout implemented activities under the TNA component of NAP2 Project, guiding the application of TNA tools and methodologies.

### **Summary of key functions:**

The NC on TNA capacity building shall provide support to national TNA team through the trainings within organised TNA workshops, webinars, and meetings of the three main phases of the process, offer ongoing consultancy to technical NCs throughout the TNA, ensure and contribute to the quality of produced deliverables under the TNA component. Specific tasks are as follows:

1. In collaboration with TNA component Team Leader (other participants), organise and provide capacity building trainings within organised workshops/webinars, meetings of the main phases of the TNA: 1) Technology prioritisation, 2) Barrier analysis and Enabling Framework, 3) Development of Technology Action Plan. This includes support with preparing workshop agendas, training materials and jointly with TL (other participants) to provide training for adaptation TNA team and stakeholders.
2. Undertake two reviews of each of the project deliverables (first draft and second draft) submitted by the sectoral consultants: Technology prioritisation reports for adaptation, Barrier analysis reports for adaptation, Technology action plan reports for adaptation, TNA Adaptation Country Report.
3. Provide support to TNA team in the stakeholder engagement process, particularly, during sectoral workshops on technology prioritisation, sectoral barrier analysis workshop, TAP sectoral workshop. Provide support for the TNA team during sectoral workgroup meetings and roundtables, as needed.
4. Support consultants in preparing working papers and other TNA-related documents as may be required to ease the consultative process and harness inputs from stakeholders during meetings, workshops, amongst others.
5. Provide support to TL during consultation meetings with the national TNA team.
6. Contribute to the quality improvement of final Reports on TNA, BAEF, and TAP and the final synthesis country report's compilation.

7. Provision of any other inputs, as may be required, relevant to the TNA process.
8. The consultant will be required to use the best practices, guidelines, methodologies, and technical guidance available through the UNFCCC TT: Clear platform, DTU guides on TNA, and other UNFCCC approved sources.

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

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

#### **Academic Qualification:**

- University degree in the assignment field: climate change, environment, energy, other related fields.

#### **Experience:**

- At least 10 years of work experience in environment or climate change mitigation and adaptation-related fields;
- Working experience in applying related to TNA methodologies at sector and country levels;
- Strong knowledge of - and experience with - climate change strategies, technologies and policies at the sector and national levels, along with being familiar with national development objectives and sector policies,
- Knowledge and applied experience in UNFCCC recognised methodologies and approaches climate change TNA assessment.

#### **Competences:**

- Excellent coordination and facilitation skills, proven analytical capabilities, and excellent writing skills.
- Advanced experience in using computers and office software packages (MS Word, Excel, etc).

#### **Language requirements:**

- Fluency in English and Romanian languages 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. Please mention in CV if you belong to the group(s) under-represented in the UN Moldova and/or the area of assignment.

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 **required documents/information** to demonstrate their qualifications:

- Offeror's Letter confirming Interest and Availability, including financial offer, according to Annex 2;
- CV, including information about experience in similar assignments
- Brief description of why the individual considers him/herself as the most suitable for the assignment.

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) (see Annex 2 of the Offeror's Letter Confirming Interest and availability attached to this Procurement Notice).

### **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 the assignment field: climate change, environment, energy, other related fields;
- At least 10 years of work experience in environment or climate change mitigation and adaptation-related fields.

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 the assignment field: climate change, environment, energy, other related fields	under-Master's – 20 pts., Master's degree – 40 pts., PhD degree – 50 pts.	50
At least 10 years of work experience in environment or climate change mitigation and adaptation-related fields	10 years – 40 pts., each additional year 5 pts up to max – 60 pts.	60
Working experience in applying related to TNA methodologies at sector and country levels	One assignment/project – 10 pts. Each additional assignment/project – 10 pts. up to 40 pts.	40
<b>Interview</b> (demonstrated technical knowledge and experience; communication/ interpersonal skills; initiative; creativity/ resourcefulness)		
Strong knowledge of - and experience with - climate change strategies, technologies and policies at the sector and national levels, along with being familiar with national development objectives and sector policies	limited – <10 pts., satisfactory – <25 pts., extensive – <50 pts.	50
Knowledge and applied experience in UNFCCC recognised methodologies and approaches climate change TNA assessment	limited – <10 pts., satisfactory – <25 pts., extensive – <45 pts.	45
Excellent coordination and facilitation skills, proven analytical capabilities, and excellent writing skills	limited – <5 pts., satisfactory – <10 pts., extensive – <15 pts.	15
Advanced experience in using computers and office software packages (MS Word, Excel, etc)	No – 0 pts., yes – 10 pts.	10
Fluency in English and Romanian languages is required for this assignment	Romanian – max 10 pts. English – max 10 pts.	20
Belonging to the group(s) under-represented in the UN Moldova and/or the area of assignment <sup>1</sup>	no – 0 pts., to one group – 5 pts., to two or more groups – 10 pts.	10
<b>Maximum Total Technical Scoring</b>		<b>300</b>
<b>Financial Evaluation Scoring</b>		

<sup>1</sup> Under-represented group in the area of assignment are (men/women). Under-represented groups in UN Moldova are persons with disabilities, LGBTI, ethnic and linguistic minorities, especially ethnic Gagauzians, Bulgarians, Roma, Jews, people of African descent, people living with HIV, religious minorities, especially Muslim women, refugees and other non-citizens.

<p>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.</p>	<b>200</b>
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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- OFFEROR'S LETTER CONFIRMING INTEREST AND AVAILABILITY, including financial proposal (template).**

**ANNEX 3 – INDIVIDUAL CONSULTANT GENERAL TERMS AND CONDITIONS**