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TERMS OF REFERENCE

Assignment title:	National Consultant for development of the Terms of Reference for the climate change information and knowledge management portal (CCIKMP)
Type of Contract:	Individual Contract (IC)
Duty station:	Home based
Section/Unit:	Environment, Energy and Climate Change Cluster
Language requirement:	English; Romanian and Russian is an asset
Contract Duration:	September 2021 – November 2021, 30 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 large number of extreme events, such as droughts and major floods, along with the cumulative effects caused by increased mean temperature and the uneven distribution of precipitation throughout 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 have 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 another 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 Republic of Moldova's Government 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" by 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 developing 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. Despite the progress, significant gaps remain in integrating climate change considerations into many of the national priority sectors' development policies 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 efficient use, and ensure a coherent and comprehensive approach to the integration of CCA responses into development planning. In contrast, the second track will focus on adaptation in the agriculture sector and will be concurrently implemented under FAO's auspices.

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 the integration of CCA into existing strategies, policies, and programs and establish a strong foundation for the integration of methods, tools, and information systems in day-to-day planning activities to inform decision-makers on the climate risks effectively, and to enable the informed formulation of resilient projects and financing strategies.

As Moldova progresses in its adoption of a holistic approach to adaptation and towards increased integration of CCA considerations into medium- and long-term planning, it must rely on a strong evidence base to strengthen its ability to appraise available adaptation options. There is a need to strengthen the knowledge base for CCA and focus on improving the accessibility and availability of climate-related information through a climate change information and knowledge management portal (CCIKMP). Web-based CCIKMP is planned as the main source of information for all target groups that have interest in CCA domain. It is expected that this resource will be a key resource that will provide data for the Republic of Moldova on historical, future climate; existing and projected vulnerabilities and possible impacts on the level of various sectors (e.g. water, health) and regions (North, South and Center). CCIKMP is seen as a "one stop shop" for climate adaptation related information, tools, data that do exist on the national level, integrate the existing open data from available regionally and globally on climate, trends, vulnerabilities.

In this context, an international consultant will be contracted to develop a knowledge management framework for sourcing, sharing, and practical application which is consistent with the national CCA authorities' mandates and National Adaptation Planning requirements.

II. OBJECTIVES AND EXPECTED DELIVERABLES OF THE ASSIGNMENT

The main objective of the current assignment is to develop the Terms of Reference for the development of the CCIKMP that will be a robust and reliable information platform on climate change. NAP-2 project is currently working on the development of the comprehensive Knowledge Management Strategy and stocktaking of existing data on the national and international level, that will guide the creation of the Terms of Reference for the development of CCIKMP. It is expected that CCIKMP will be the main entry point for all-climate adaptation related information, including data, modelling, publications, useful documents and retrieving the relevant data and information from national and international resources. The specific tasks are listed below:

- Analyse target audience on CC information, their needs and required information;
- Incorporate the best practices from the similar web-resources available in the EU and globally;
- Draft Terms of Reference for the development of the CCIKMP, that will include but not limited to: scope, technical requirements, conceptual architecture of the portal, timeline for the implementation and other aspects according to the national requirements.
- Identify the possible resources (on the national and international levels) with the support of the project team that can be visualised by the portal;
- Develop a prototype of the web-portal that will include, but not be limited to: graphics and visual elements; knowledge management systems; registration system and access level;
- Identify the requirements for the server hosting requirements, daily bandwidth, backup and security requirements;
- Ensure that the proposed requirements that are stipulated in the Terms of Reference are in line with the national legislation and security standards.

Nr	Deliverables	Timeframe
1.	Inception report with the description of the methodological approach for the assignment, including the Content for the Terms of Reference, approved by the Project Manager	September 2021, 2 w. d
2.	Draft Terms of Reference for the development of the CCIKMP, approved by the Project Manager	October 2021, 9 w. d.
3.	Review and description of the possible data sources for the CCIKMP, approved by the Project Manager	October 2021, 5 w. d.
4.	Prototype of the CCIKMP, approved by the Project Manager	October 2021, 5 w. d.
5.	Report on the presentation of the Prototype of the CCIKMP conducted for main stakeholders, approved by the Project Manager	November 2021, 2 w.d.

6.	Final version of the Terms of Reference for the development of the CCIKMP and the Prototype of CCIKMP.	November 2021, 5 w. d.
7.	Final Report on the accomplished work with the annexes as required, approved by the Project Manager	November 2021, 2 w. d.

This is a part-time consultancy. The timeframe for the work is planned for September – November 2021.

III. INSTITUTIONAL ARRANGEMENTS

Management arrangements: The NC will work under the guidance of the Team Leader for Outcome 1 and the Project Manager's supervision.

Reporting: The consultant will provide Deliverables in English in electronic copies, according to the timeframe from the deliverables table. The Project Manager should approve the deliverables.

Duty Station: Home-based. No field trips are envisaged for this assignment.

IV. REQUIREMENTS FOR EXPERIENCE AND QUALIFICATION FOR THE PROPOSED EXPERTS

Academic Qualification:

- University degree in IT, engineering, or other relevant area.

Experience:

- At least 7 years of proven experience in IT, or technical advisory services.
- Proven experience in developing documentation for the soft ware and web-services.
- Previous experience in designing software products for the governmental bodies in the Republic of Moldova.
- Demonstrated experience and knowledge in handling web-based management systems and IT tools, web re-design projects, Web information architecture, and tasks management.
- Previous experience and knowledge in the information systems and data management in the context of climate change, environmental, natural resource management, or other development programmes, will be an advantage.
- Knowledge on the national legislation in the software development and security standards.

Competencies:

- Good communication and organizational skills, with demonstrated evidence of capacity to produce and present useful reports.

Language requirements:

- Fluency in English, Romanian and Russian 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 your CV if you belong to the group(s) under-represented in the UN Moldova and/or assignment area.

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.

V. PAYMENT MODALITIES

The consultant will organize and facilitate the implementation of all activities as described above; his/her payment will be lump sum amount based, disbursed in several instalments, upon submission and approval of deliverables and certification by UNDP Moldova Project Manager that the services have been satisfactorily performed.

VI. APPLICATION PROCESS

Applicants shall submit the following documents:

- Offeror's Letter confirming Interest and Availability, including financial offer, according to Annex 2;
- CV, including information about experience in similar assignments;

Incomplete applications will not be considered.

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.

VII. ANNEXES TO THE TOR

Annex 1- Individual Consultant General Terms and Conditions

Annex 2- Offeror's letter confirming interest and availability, including a financial proposal (template).