



## TERMS OF REFERENCE

<b>Job Title:</b>	National Consultant to develop methodologies for monitoring and evaluation indicators of the adaptation process in the transport sector
<b>Duty Station:</b>	Chisinau, Moldova
<b>Project reference:</b>	Advancing Moldova's National Climate Change Adaptation Planning (phase 2)
<b>Contract type:</b>	Individual Contract (IC)
<b>Contract Duration:</b>	50 working days during June – December 2023

### 1. BACKGROUND:

Climate change is already profoundly impacting the conditions for resource availability and agricultural activities. Over the last decade, the country has experienced many 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 UNSDCF (United Nations Sustainable Development Cooperation Framework), 2023-2027 strategic priority 4 (green development, sustainable communities and disaster and climate resilience. 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.

Given the stage where the Moldova NAP is focusing on processes and setting up plans, programmes and strategies, and the fact that it is currently difficult to evaluate Outcomes of these plans, or the evaluation of such strategies is just taking place, it seems appropriate to concentrate on both Outcomes and a more "Process" oriented Climate Change Adaptation monitoring and evaluation (M&E (monitoring & evaluation)), i.e. monitoring the:

- Adaptation processes;
- Integration of adaptation into planning and implementation;
- Adaptation activities at sectoral or sub-national level.

The proposed indicators for the M&E Framework contain 3 Results levels, as described in the Government Decision No. 444 of 2020:

- Macro (National, Impact Level),
- Meso (Sector and Localities Outcome Level),
- Micro (Project, Output).

Meso, or Sector Level Indicators are of concern for this assignment and are mostly taken from climate related indicators and targets that are already embedded in existing Sector Strategies, or from the Sector Adaptation Plans when these exist. Indicators Fishes were developed together with the national stakeholders for all 5 key sectors. Specifically for the transport sector the following indicators were selected:

1. Length of the transport network (railways, road transport) affected by extreme weather events
2. Expenses by the state authorities to repair the damage caused to the transport infrastructure by extreme events
3. Number of infrastructure objects equipped with functional rainwater drainage systems
4. Number of standards regarding the construction of transport infrastructure with climate change considerations applied
5. Km transport infrastructure considered resilient to climate change

## **2. OBJECTIVE:**

None of the 5 indicators listed above selected for the transport sector can be monitored and there is no baseline data. There is no specific definition or regulation of "transport infrastructure objects considered resilient to climate change" in national legislation, which makes it difficult for relevant authorities to monitor this indicator. Besides, there is no information system or other mechanism for recording transport infrastructure objects (such as bridges and viaducts) considered resilient to climate change in the Republic of Moldova. This assignment's overall objective is to develop methodologies for all 5 indicators with tools and methods to collect data of the elements of the indicator. Collected data should be suffice quantitative and qualitative to calculate and report the indicators and based on that decision makers should be able to estimate the impact of climate change and prioritize adaptation measures.

## **3. SCOPE OF WORK AND EXPECTED OUTPUTS:**

Under supervision of the Project Manager and Team Leader for Outcome 3, the national consultant (NC) will develop five methodologies to be structured into the following sections:

- I. Description of the indicator;
- II. Terminology (definition of the indicator and related concepts to be monitored);
- III. Monitoring method (calculation methodology);
- IV. Information data (status-quo) and sources;
- V. Procedures data collection, indicators calculation and reporting;
- VI. Calculations of the baseline (where data is available).

### **1. Methodology for the implementation of the assignment (1 day per indicator)**

- 1.1. Review the existing methodologies for calculation of indicators for monitoring adaptation to climate change of the transport sector;
- 1.2. Conduct analysis of relevant stakeholders and availability of data at the national level;
- 1.3. Conduct a bilateral discussion with the information holders to identify the format, process, and timeframe of the data collected relevant to the assignment;
- 1.4. Present the detailed work plan for the implementation of the assignment.

### **2. Calculation methodology for M&E indicators for the transport sector (7 days per indicator)**

- 2.1. Develop the methodology for Monitoring and Evaluation indicators for the transport sector;
- 2.2. Collect the necessary data for the calculation of the M&E indicators in the transport sector from the responsible authorities and transfer them into an Excel-based file;
- 2.3. Perform the calculations of the baseline for each indicator based on collected data and developed methodology.

### **3. Consultation process with stakeholders on M&E indicators for the adaptation process in the transport sector (1 days per indicator)**

- 3.1. Presentation to stakeholders in detail methodologies for calculation of M&E indicators, data sources, and results of the baseline calculations.

- 3.2. Identification of the targets for each indicator for 2025 and 2030 in consultation with all the relevant stakeholders
- 3.3. Formulation of the next steps regarding setting up institutional and legal procedures and establishing business processes for reporting on the M&E indicators.

#### 4. Final Report on the implementation of the assignment (5 days)

- 4.1. Develop the final report describing the process and results of the assignment's implementation.
- 4.2. Formulate the Roadmap with the measures (including improvement of legal and normative framework) to be implemented for ensuring the integration of the reporting on M&E indicators into the workflow of the relevant institutions.
- 4.3. Present the conclusions and the lessons learned as well as recommendations delivered from the process.

#### Expected Deliverables:

item no.	DELIVERABLES	Estimate Workdays	Tentative timeframe
1.	<b>Deliverable 1:</b> Methodology for the implementation of the assignment	5 working days	By June 01, 2023
2.	<b>Deliverable 2:</b> Five draft methodologies for calculation M&E indicators in the transport sector	35 working days	By September 15, 2023
3.	<b>Deliverable 3:</b> Five reports on stakeholders' consultation process of methodologies for calculation M&E indicators in the transport sector	5 working days	By November 15, 2023
4.	<b>Deliverable 4:</b> Final Report on the implementation of the assignment	5 working days	By December 15, 2023
			<b>Total 50 days</b>

#### 4. ORGANIZATIONAL SETTING:

The National Consultant will work under the direct supervision of the UNDP Project Manager and the Team Leader for Outcome 3. All deliverables will be coordinated with representatives from the Ministry of Infrastructure and Regional Development and the Ministry of Environment. The National Consultant should liaise with all the relevant stakeholders to obtain and validate the information and data that will be included in the methodologies for calculating M&E indicators in the transport sector. The consultant will provide deliverables in Romanian in electronic copies according to the timeframe from the deliverables table. The Project Manager should approve these deliverables.

#### 5. QUALIFICATIONS AND SKILLS REQUIRED:

##### I. Academic Qualifications:

- Master's Degree in Technical, Legal, Environment, Urban Planning, or another relevant area;

##### II. Years and sphere of experience:

- At least 4 years of progressing work experience in the transport sector;
- Experience in working with national-level authorities in the Republic of Moldova (including the State Road Administration, Moldova Railway and Civil Aviation Authority);

### III. Competencies:

- Demonstrated knowledge of adaption to climate change in the transport sector;
- Demonstrated knowledge on developing normative documents, analyses, methodologies, etc. preferably in climate change area;
- Knowledge of qualitative and quantitative indicators as well as monitoring and evaluation frameworks;
- Good coordination, facilitation, and engagement of stakeholders' skills;
- Fluency in Romanian is required, knowledge of English and Russian will be an asset.

Proven commitment to the core values of the United Nations 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.

## **6. APPLICATION PROCESS**

Interested individual consultants must submit the following documents/information to demonstrate their qualifications:

1. Proposal, explaining why he/she is most suitable for the work, including past experience in similar assignments, providing a brief information on above qualifications and methodology on how he/she will approach and conduct the work (if applicable).
2. Signed and filled-in Offeror's letter to UNDP confirming interest and availability for the individual contractor (IC) assignment, incorporating Financial proposal in Annex 2 (in USD, specifying a total requested amount per working day, including all related costs, e.g. fees, phone calls etc.). Annex 2 to the Offeror's letter, incorporating the Financial Proposal, shall be filled in mandatorily and includes the detailed breakdown of costs supporting the all-inclusive financial proposal;
3. CV with at least three names for a reference check.

### **Important notice:**

The applicants who have the statute of Government Official / Public Servant prior to appointment will be asked to submit the following documentation:

- i. a no-objection letter in respect of the applicant received from the Government, and;
- ii. 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.

## 7. 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 instalments 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).

### Travel

All envisaged travel costs (if applicable) 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.

## 8. EVALUATION

Initially, individual consultants will be **short-listed** based on the following minimum qualification criteria:

- Master's Degree in Technical, Legal, Environment, Urban Planning, or another relevant area;
- At least 4 years of progressing work experience in the transport sector.

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
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		<b>Points Obtainable</b>
<b>Technical</b>		
Master's Degree in Technical, Legal, Environment, Urban Planning, or another relevant area	Master's – 10 pts; PhD – 20 pts	20
At least 4 years of progressing work experience in the transport sector	4 years – 40 points, each additional year – 5 points, up to max. 60 pts	60
Experience in working with national-level authorities in the Republic of Moldova (including the State Road Administration, Moldova Railway and Civil Aviation Authority)	Yes – 20 No – 0	20
<b>Subtotal desk review Scoring – 100 pts.</b>		
<p><b>Interview</b> (demonstrated technical knowledge and experience; communication/ interpersonal skills; initiative; creativity/ resourcefulness).  <b>Only the first 4 applicants that have accumulated the highest technical score shall be invited to the interview.</b></p>		
<b>Competencies:</b>		
Demonstrated knowledge of adaption to climate change in the transport sector	limited <20 pts, satisfactory <35 pts, extensive <50 pts	50
Demonstrated knowledge on developing normative documents, analyses, methodologies, etc. preferably in climate change area	limited <15 pts, satisfactory <30 pts, extensive <40 pts	40
Knowledge of qualitative and quantitative indicators as well as monitoring and evaluation frameworks	limited <20 pts, satisfactory <35 pts, extensive <50 pts	50
Good coordination, facilitation, and engagement of stakeholders' skills	limited <5 pts, satisfactory <10 pts, extensive <20 pts	20
Fluency in Romanian is required, knowledge of English and Russian will be an asset.	Romanian– max 10 pts English – max 5 pts Russian – max 5 pts	20
Belonging to the group(s) under-represented in the UN Moldova and/or the area of assignment*	No – 0 pts, to one group – 10 pts, to two or more groups – 20 pts	20
<b>Subtotal Interview Scoring – 200 pts.</b>		
<b>Maximum Total Technical Scoring</b>		<b>300</b>
<b>Financial</b>		

<p>Evaluation of submitted financial offers will be done based on the following formula:</p> <p><b><math>S = F_{min} / F * 200</math></b></p> <p><b>S</b> – score received on financial evaluation;</p> <p><b>Fmin</b> – the lowest financial offer out of all the submitted offers qualified over the technical evaluation round;</p> <p><b>F</b> – financial offer under consideration</p>	<p><b>200</b></p>
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Winning candidate

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