**TERMS OF REFERENCE**

**A. Job Title:**  One Financial Consultant and one Climate Change Consultant to support Climate Budget Tagging for 2024 fiscal year.

**B. Duty Station:**  Home based.

**C. Project reference:**  Advancing Moldova’s National Climate Change Adaptation Planning (phase 2).

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

**E. Contract Duration:** 15 working days for the Financial Consultant and 15 days for Climate Change Consultant, duringOctober – December 2023.

**F. 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 2–3ºC 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 (UNITED NATIONS DEVELOPMENT PROGRAMME) 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 the 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 priority sectors - agriculture, water resources, health, forestry, energy, and transport. 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 priority sectors - 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 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 solid 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.

The NAP-2 project includes the establishment of systems and abilities to oversee the progress of adaptation. Having accessible and high-quality data concerning climate change adaptation is crucial for making well-informed choices. Within this framework, climate budget tagging (CBT) stands out as a promising standard by which policymakers can assess the nations and regional progress for adaptation to climate challenges. Leveraging the groundwork laid by the NAP-1 project, the NAP-2 project is dedicated to developing and deploying a transparent, gender-sensitive CBT Framework. It also aims to aid the appropriate agencies in embedding this framework into standard governmental operations. A roadmap for the CBT's rollout was formulated in 2021 and was followed by discussions with the Ministries of Environment and Finance regarding its scope, integration depth, and pilot test possibilities.

In collaboration with the national stakeholders, it was agreed to test the approach on 3 national programs budgeted for 2024. The plan is to formulate tagging guidelines and determine subsequent actions to broadly apply this methodology. The ministry of finance and ministry of environment shall create an inter-ministerial working group to facilitate CBT implementation. CBT should provide a clear overview of the planned budget and expenditures at the national level related to adaptation and mitigation efforts. To ensure the participatory process and foster the national level capacities, consultations and trainings will be developed and conducted for the relevant governmental agencies.

**G. Objective:**

The objective of the assignment is to perform the climate budget tagging of at least three governmental programs for 2024. This CBT exercise will be conducted in close cooperation with the Ministry of Environment and Ministry of Finances.

**H. Scope of work and expected outputs:**

The National Consultants will work under the supervision of the Project Manager and the Team-Leader of Outcome 3.

1. **Financial Consultant (15 days)**

**1.1 Identify 3 Governmental Programs (budgeted for 2024) to apply the Climate Budget Tagging Approach (2 day)**

* Together with the Climate Change expert review all the Governmental Programs panned for the year 2024 and identify those with climate related activities to ensure possibility of application of the CBT approach.
* Facilitate and lead consultation with key players, especially the Ministry of Environment and the Ministry of Finance, and shortlist 3 programs for the CBT pilot phase.
* Consult program selection decisions with the Inter-ministerial working group on CBT.

**1.2 Perform the climate budget tagging of the selected programs for the year 2024 (9 days)**

* Analyze outcomes and deliverables from both NAP-1 and NAP-2 projects to understand the proposed modality for CBT at the national level.
* Choose indicators from the Roadmap for CBT implementation in Moldova relevant to the pilot phase, as formulated by the NAP-2 project.
* Together with the Climate Change Consultant perform tagging for the selected programs.
* Formulate the guideline for the line ministries on the application of the set of proposed indicators.
* Formulate the methodological note (to be later included in the Budget Law) for performing the climate budget tagging for the selected indicators.
* Prepare a detailed report that covers the climate tagging of the selected 3 Government programs for 2024, including the methodology used.

**1.3 Develop the Roadmap for the application and further development of the methodology for the 2024-2025 (4 days)**

* Based on the CBT exercise, suggest subsequent actions, key milestones, and a schedule for rolling out CBT in the Republic of Moldova.
* Incorporate the lessons learned and obstacles faced during the implementation, together with potential strategies to mitigate risks.

**Expected Deliverables of the Financial Consultant:**

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| --- | --- | --- | --- |
| **item no.** | **DELIVERABLES** | **Estimate Workdays** | **Tentative timeframe** |
|  | ***Tasks*** |  |  |
| 1 | Report on the climate tagging of 3 Government programs for 2024, including applied methodology. | 11 w.d. | November 2023 |
| 2 | Roadmap for the implementation of the CBT methodology for 2024-2025. | 4 w.d. | December 2023 |
|  | **Total 15 days** | | |

1. **List of tasks for the Climate Change Consultant**

**2.1 Identify 3 Governmental Programs (budgeted for 2024) to apply the Climate Budget Tagging Approach (2 day)**

* Together with the Financial expert review all the Governmental Programs panned for the year 2024 and identify those with climate related activities to ensure possibility of application of the CBT approach.
* Facilitate and lead consultation with key players, especially the Ministry of Environment and the Ministry of Finance, and shortlist 3 programs for the CBT pilot phase.
* Consult program selection decisions with the Inter-ministerial working group on CBT.

**2.2 Tag climate adaptation and climate mitigation activities for the 3 selected programs (9 days)**

* Analyze outcomes and deliverables from both NAP-1 and NAP-2 projects to understand the proposed modality for CBT at the national level.
* Choose indicators from the Roadmap for CBT Implementation in Moldova relevant to the pilot phase, as formulated by the NAP-2 project.
* Provide detailed explanations concerning the specific characteristics of the selected indicators, focusing on differentiating mitigation and adaptation activities.
* Share findings, including the proposed set of indicators for tagging mitigation and adaptation activities, with the Inter-ministerial working group.
* Assist the Financial consultant in pinpointing measures that count towards financial contributions targeting climate change objectives for the selected 3 Governmental programs for 2024.
* Formulate a comprehensive methodological note on the CBT approach employed, envisaging the identification of adaptation and mitigation activities.
* Prepare a detailed report that covers the climate tagging of the selected 2-3 Government programs for 2024, including the methodology used.

**2.3 Develop the Roadmap for the application and further development of the methodology for the 2024-2025 (4 days)**

* Based on the CBT exercise, suggest subsequent actions, key milestones, and a schedule for rolling out CBT in the Republic of Moldova.
* Incorporate the lessons learned and obstacles faced during the implementation, together with potential strategies to mitigate risks.

**Expected Deliverables of Climate Change Consultant:**

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| --- | --- | --- | --- |
| **item no.** | **DELIVERABLES** | **Estimate Workdays** | **Tentative timeframe** |
|  | ***Tasks*** |  |  |
| 1 | Report on the climate tagging of 3 Government programs for 2024, including applied methodology | 11 w.d. | November 2023 |
| 2 | Roadmap for the implementation of the CBT methodology for 2024-2025 | 4 w.d. | December 2023 |
|  | **Total 15 days** | | |

**J. Organizational Setting:**

The National Consultants will work under the direct supervision of the UNDP Project Manager. The National consultants should liaise with the relevant stakeholders, both on the national and local levels. The consultants will provide deliverables in Romanian in electronic copies and according to the timeframe from the deliverables table. The Project Manager should approve the deliverables.

**K. Financial arrangements:**

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 TOR. To assist the requesting unit in the comparison of financial proposals, the financial proposal will include a breakdown of this lump sum amount (including the daily fee, taxes, and the number of anticipated working days).

**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.

**L. Confidentiality**

Materials provided to the Consultant and all proceedings within the consultancy contract shall be regarded as confidential, both during and after the consultancy. Violation of confidentiality requirements may result in immediate termination of the contract.

**M. Qualifications and skills required:**

**Financial Consultant**

Academic Qualifications:

* University degree in Economics, Finance, or any other relevant area.

Years and sphere of experience:

* At least for 5 years of experience in public finance management.
* At least 5 years of experience in national budget and planning processes

Competencies:

* Knowledge of the national budgetary planning framework.
* Understanding of the budget tagging approach.
* Understanding of the climate change aspects will be an advantage.
* Experience in working with UN agencies and other development partners leading teams.
* Fluency in Romanian is required, knowledge of English and Russian will be an asset.

Personal qualities:

* Adherence to UN’s values and ethical standards.
* Cultural and gender sensitivity.
* Strong communication and interpersonal skills.

**Climate Change Consultant**

Academic Qualifications:

* University degree in climate change, environment, or any other relevant field.

Years and sphere of experience:

* At least 5 years of experience in environment and/or climate change.
* At least 3 years of experience in national-level planning.

Competencies:

* Knowledge of the national climate-related legal and policy framework.
* Good understanding of climate change aspects.
* Strong knowledge of climate adaptation and mitigation.
* Good understanding of the budgetary planning process.
* Fluency in Romanian is required for this assignment; knowledge of English and Russian will be an advantage.

Personal qualities:

* Adherence to UN’s values and ethical standards.
* Cultural and gender sensitivity.
* Strong communication and interpersonal skills.

The 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 noncitizens legally entitled to work in the Republic of Moldova, are particularly encouraged to apply.

**N. Documents to Be Included When Submitting the Proposals**

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

* 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.
* Proposal (Motivation Letter): explaining why they are the most suitable for the work including previous experience in similar Projects (please provide brief information on each of the above qualifications, item by item, including information, links/copies of documents for similar comprehensive studies).
* CV and at least 3 references.

**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.

**O. Evaluation**

**Financial Consultant**

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

* Advanced degree in Economics, Finance, or any other relevant area.
* At least for 5 years of experience in public finance management.
* At least 5 years of experience in national budget and planning processes.

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.

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| --- | --- | --- |
| **Criteria** | **Scoring** | **Maximum Points Obtainable** |
| **Technical** | | |
| Advanced degree in Economics, Finance, or any other relevant area | *Bachelor – 10 pts; Master’s –****20 pts;*** | 20 |
| At least for 5 years of experience in public finance management | *5 years – 30 points, each additional year – 2 points up to max.* ***40 pts;*** | 40 |
| At least 5 years of experience in national budget and planning processes | *5 years – 30 points, each additional year – 2 pts. Up to max.* ***40 pts;*** | 40 |
| **Interview** (demonstrated technical knowledge and experience; communication/ interpersonal skills; initiative; creativity/ resourcefulness).  **Only the first 3 applicants that have accumulated the highest technical score shall be invited to the interview.** | | |
| Knowledge of the national budgetary planning framework | *Limited 5 pts, fair – up to 15 pts., good – up to 25 pts, very good – up to* ***40 pts****;* | 200 |
| Understanding of the budget tagging approach | *Limited – 5 pts, fair – up to 20 pts., good – up to 35 pts, very good – up to* ***55 pts****;* |
| Understanding of the climate change aspects will be an advantage | *Limited – 5 pts, fair – up to 15 pts., good – up to 35 pts, extensive – up to* ***60 pts****;* |
| Experience in working with UN agencies and other development partners leading teams. | *No – 0 pts,*  *Yes –* ***15 pts****;* |
| Fluency in Romanian is required, knowledge of English and Russian will be an asset | *Romanian-10 pts; English – 5 pts; Russian – 5 pts,*  *max.* ***20 pts.*** |
| Belonging to the group(s) under-represented in the UN Moldova and/or the area of assignment | *No – 0 pts, to one group – 5 pts, to two or more groups –* ***10 pts****.* |
| **Maximum Total Technical Scoring** |  | **300** |

*\*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.*

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| **Financial** | |
| Evaluation of submitted financial offers will be done based on the following formula:  **S = Fmin / 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).

**Climate Change Consultant**

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

* Advanced degree in climate change, environment, or any other relevant field.
* At least 5 years of experience in environment and/or climate change.
* At least 3 years in national-level planning.

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.

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| --- | --- | --- |
| **Criteria** | **Scoring** | **Maximum Points Obtainable** |
| **Technical** | | |
| Advanced degree in climate change, environment, or any other relevant field. | *Bachelor – 10 pts; Master’s –****20 pts;*** | 20 |
| At least 5 years of experience in environment and/or climate change | *5 years – 30 points, each additional year – 2 points up to max.* ***40 pts;*** | 40 |
| At least 3 years in national-level planning | *3 years – 30 points, each additional year – 2 pts. Up to max.* ***40 pts;*** | 40 |
| **Interview** (demonstrated technical knowledge and experience; communication/ interpersonal skills; initiative; creativity/ resourcefulness).  **Only the first 3 applicants that have accumulated the highest technical score shall be invited to the interview.** | | |
| Knowledge of the national climate-related legal and policy framework | *Limited – 5 pts, fair – up to 15 pts., good – up to 30 pts, very good – up to* ***40 pts****;* | 200 |
| Good understanding of climate change aspects | *Limited – 5 pts, fair – up to 15 pts., good – up to 30 pts, very good – up to* ***40 pts****;* |
| Strong knowledge of climate adaptation and mitigation | *Limited – 5 pts, fair – up to 15 pts., good – up to 35 pts, very good – up to* ***50 pts****;* |
| Good understanding of the budgetary planning process | *Limited – 5 pts, fair – up to 15 pts., good – up to 25 pts, very good – up to* ***40 pts****;* |
| Fluency in Romanian is required, knowledge of English and Russian will be an asset | *Romanian-10 pts; English – 5 pts; Russian – 5 pts;*  *max.* ***20 pts.*** |
| Belonging to the group(s) under-represented in the UN Moldova and/or the area of assignment | *No – 0 pts, to one group – 5 pts, to two or more groups –* ***10 pts****.* |
| **Maximum Total Technical Scoring** |  | **300** |

*\* \*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.*

|  |  |
| --- | --- |
| **Financial** | |
| Evaluation of submitted financial offers will be done based on the following formula:  **S = Fmin / 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).