



## TERMS OF REFERENCE

<b>Job title</b>	<b>National Consultant to Support the Ministry of Infrastructure and Regional Development (MoIRD) in Operationalizing the Activity of the Donors Transport Coordination Council (DTCC) and Supporting the EU Integration Pathway</b>
<b>Duty Station</b>	Chisinau, Moldova
<b>Reference to the project</b>	Enabling an Inclusive Green Transition in the Republic of Moldova
<b>Contract type</b>	Individual Contract
<b>Contract duration</b>	April - December 2024 (up to 135 working days)
<b>Starting date</b>	April 2024

### **1. PROJECT OBJECTIVES AND EXPECTED RESULTS**

The main goal of this project is to support the Government of Moldova in enhancing the efficiency, sustainability, and integration of the transport sector with the European Union standards and practices. This initiative aims to address current challenges and leverage opportunities within the transport sector to improve connectivity, mobility, and economic growth.

Specific objectives are to support the Government of Moldova to:

1. Developing and implementing a comprehensive legal and regulatory framework for the transport sector that addresses safety, environmental sustainability, and efficiency in accordance with EU requirements.
2. Enhancing the capacities of stakeholders in the transport sector and improving institutional coordination for effective policy and project implementation.
3. Promoting public awareness of sustainable transport practices and the adoption of modern, eco-friendly transport technologies.
4. Supporting the development and operationalization of national transport programs and projects focused on improving infrastructure, connectivity, and accessibility, particularly for vulnerable groups.
5. Facilitating EU integration efforts, specifically by assisting in the screening phase and harmonizing national transport legislation with the EU acquis, including adherence to the Trans-European Transport Network (TEN-T) guidelines.

## **2. BACKGROUND**

Moldova's strategic commitment to the EU's European Neighborhood Policy (ENP), the Eastern Partnership, and the Association Agreement, including the Deep and Comprehensive Free Trade Area (DCFTA), highlights its intention to align its transport sector with European norms and standards. A key component of this alignment is the integration into the Trans-European Transport Network (TEN-T), which aims at developing a Europe-wide network of roads, railways, inland waterways, maritime shipping routes, ports, airports, and railroad terminals. The ultimate goal is to improve internal connectivity and accessibility, and to promote economic growth and competitiveness in Moldova. The strategic development of the transport sector is crucial for Moldova's economic competitiveness and ensures the secure and efficient movement of goods and people. The establishment of the Donors Transport Coordination Council by the MoIRD is a strategic initiative to streamline external assistance, foster effective collaboration among development partners, and optimize the allocation of resources towards critical transport projects and initiatives, with a special focus on ensuring compliance with TEN-T standards.

Given the emerging needs and increased support in the transport and road and infrastructure sector, the Ministry of Infrastructure and Regional Development (MoIRD) aims to establish Donors Energy Coordination Council. This is a platform that brings together development partners (WB, USAID, UNDP, EIB, EBRD, EUDel, EnC, GIZ, RO/FR/SE Embassies) and has the role to coordinate the external assistance provided to Moldova in the transport and transportation infrastructure area. Council has the aim to amplify the value of the support provided and to streamline and synchronize the allocation of resources for technical assistance and investment in the energy sector. Additionally, this platform will coordinate among development partners to ensure there is no duplication of efforts and no overburdening of authorities with poorly coordinated deployment of expertise.

## **3. OBJECTIVES AND EXPECTED OUTPUTS**

The objective of the assignment is to provide assistance to the MoIRD to ensure a stable national policy dialogue on energy.

The consultant's role is to assist the MoIRD in fostering a coherent and effective national policy dialogue on transport, focusing on the successful operationalization of the Donors Transport Coordination Council (DTCC) and advancing EU integration processes, with particular emphasis on adherence to TEN-T guidelines and other EU legislative frameworks.

The consultant is expected to conduct the following tasks (but not limited to):

- Develop the Activity Regulation of the DTCC, aligning it with governmental decisions, international best practices, TEN-T requirements, and EU integration goals.
- Formulate and facilitate the execution of the DTCC's annual Action Plan and priority agenda, focusing on strategic transport projects, EU integration milestones, etc.
- Establish performance evaluation frameworks for the transport sector, incorporating indicators from strategic documents, international benchmarks, TEN-T and Connecting Europe Facility compliance measures.
- Ensure effective communication and collaboration between the MoIRD, DTCC members, and the EU High-Level Advisor on Transportation, fostering synergies and strategic alignment towards EU integration and TEN-T adherence.

- Organize DTCC meetings, managing logistics, secretariat tasks, translations, agenda preparation, and the provision of relevant background materials, with an emphasis on EU acquis harmonization, TEN-T alignment, and supporting the EU High-Level Advisor's initiatives.
- Monitor transport projects for synergy, alignment with EU integration objectives, TEN-T guidelines compliance, and support to the EU High-Level Advisor's strategic priorities, maintaining an updated project matrix.
- Assist in developing a project pipeline and mobilizing resources for transport sector improvements, EU integration activities, TEN-T compliance, and initiatives led or advised by the EU High-Level Advisor.
- Promote inter-sectoral coordination to ensure a comprehensive development approach that incorporates transport, EU integration considerations, TEN-T/Connecting Europe Facility guidelines, and the strategic advice of the EU High-Level Advisor.
- Stay informed about legislative and policy developments in the transport sector, especially those related to the EU acquis, TEN-T, and the directives of the EU High-Level Advisor, updating DTCC members accordingly.
- Engage in the sector's monitoring and evaluation, focusing on strategic document implementation, EU integration progress, TEN-T compliance, and the effectiveness of initiatives supported by the EU High-Level Advisor.
- Clarify roles and responsibilities within the transport sector and among donors and stakeholders, particularly regarding EU integration activities, TEN-T compliance, and collaboration with the EU High-Level Advisor.
- Perform additional tasks as requested by the MoIRD to support the transport sector's development, EU integration efforts, TEN-T compliance, and the initiatives advised by the EU High-Level Advisor

#### **4. KEY DELIVERABLES AND TIMEFRAME**

The consultant is expected to deliver the following outputs per the below identified timeline and anticipated workload:

<b>Key Deliverables and the Anticipated Workload</b>	<b>Tentative Timetable/Deadline</b>
<b>Deliverable 1:</b> Draft organizational options for sector coordination council, and list of members – 5 wd	May 2024
<b>Deliverable 2:</b> Draft Regulation of the DTCC functioning - 5 wd	May 2024
<b>Deliverable 3:</b> Draft Annual Plan of DTCC and priority agenda for policy dialogue in transport and infrastructure sector – 5 wd	June 2024
<b>Deliverable 4:</b> Provide relevant inputs and support in the process of EU Screening process for chapter 14 and 21 (Transport and TEN-T) – 5 wd	May - December 2024
<b>Deliverable 5:</b> Meetings of the DTCC organized (logistic aspects, secretariat activities, preparation of the subjects to be discussed and relevant background documents, minutes of the meetings, etc.) and ad-hock tasks performed/implemented. At least 3 meetings, once in 2 months. – 95 wd	June- December 2024
<b>Deliverable 6:</b> Matrix of the transport related ongoing and planned projects developed and continuously updated – 15 wd	June- December 2024
<b>Deliverable 7:</b> Final report on establishment and functioning of the DTCC – 5wd	December 2024

**Duration:** 135 working days, from April – December 2024.

#### **PAYMENT SCHEDULE:**

Payment will be disbursed in a total lump sum amount, and payment terms around specific and measurable (qualitative and quantitative) deliverables (i.e. whether payment fall in installments or upon completion of the entire contract) against submission and approval of deliverables, and certification by UNDP Environment, Energy and Climate Change Cluster Lead/or Programme Manager, that the services have been satisfactory performed. Payments are based upon output, i.e. upon delivery of the services specified in TOR.

#### **5. INSTITUTIONAL ARRANGEMENTS**

The timeframe for the work is April – December 2024.

The consultant will work under the guidance and technical supervision of the Programme manager, performing his/her daily activity being based within the MoIRD and working in close collaboration with the staff of Energy Policy Department, EU High Level Advisor, UNDP CO and other relevant stakeholders. The MoIRD will provide him/her with a working station (desk and printing facilities) within its premises.

The consultant will be given access to existing relevant information necessary for execution of the tasks under this assignment.

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 contract.

The deliverables are to be presented in Romanian and/or English language.

#### **7. SKILLS AND EXPERIENCE REQUIRED**

##### **QUALIFICATIONS REQUIRED**

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###### *Academic Qualifications:*

- Minimum Bachelor's degree in social sciences, business administration or other related fields is required.

###### *Professional Experience:*

- At least 3 years of relevant professional experience in technical assistance in Transport or European Affairs areas;

- At least 3 years of demonstrated experience in cooperation with the national authorities and/or international organizations in the strategic planning and project implementation in the related area;

*Competencies:*

- Expertise in transport policy, infrastructure development, or related fields, with a comprehensive understanding of EU transport standards, the EU acquis, TEN-T guidelines, and Moldova's sectoral challenges and opportunities.
- Demonstrated experience in project management, policy development, stakeholder engagement within the transport sector, and EU integration processes.
- Strong analytical, communication, and facilitation skills, capable of effectively managing complex multi-stakeholder environments and supporting high-level advisory roles.

*Language requirements:*

- Proficiency in English and Romanian. Knowledge of Russian will be an asset.

The UNDP Moldova is committed to the 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.

## **8. PERFORMANCE EVALUATION**

Contractors' performance will be evaluated against timeliness, responsibility, initiative, creativity, communication, accuracy, and overall quality of the delivered products.

## **9. DOCUMENTS TO BE INCLUDED WHEN SUBMITTING THE PROPOSALS**

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. OFFEROR'S LETTER TO UNDP CONFIRMING INTEREST AND AVAILABILITY FOR THE INDIVIDUAL CONTRACTOR (IC) ASSIGNMENT
2. 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:

- 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.

## EVALUATION

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

- University Degree in social sciences, business administration or other closely related field;
- At least three (3) years of professional experience in technical assistance in Transport or European Affairs area and/or other related fields;
- At least three (3) years demonstrated experience in cooperation with the national authorities and/or international organizations in the strategic planning and project implementation in the related area;

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>		
Bachelor's degree in social sciences, business administration or other related fields are required.	(Bachelor's – 40 pts, Master's – 60 pts., PhD Degree – 70 pts.)	70
At least three (3) years of professional experience in technical assistance in Transport or European Affairs areas and/or other related fields.	(3 years – 40 pts, each additional year – 5 pts, up to 60 pts)	60
At least three (3) years of demonstrated experience in cooperation with the national authorities and/or international organizations in the strategic planning and project implementation in the related area	(3 years – 20 pts, each additional year – 5 pts, up to 40 pts)	40
Expertise in transport policy, infrastructure development, or related fields, with a comprehensive understanding of EU transport standards, the EU acquis, TEN-T guidelines, and Moldova's sectoral challenges and opportunities	(each assignment – 10 pts, up to 20 pts)	20
<b><u>Interview evaluation criteria</u></b>		

Demonstrated experience in project management, policy development, stakeholder engagement within the transport sector, and EU integration process	(each assignment – 10 pts, up to 40 pts)	40
Strong analytical, communication, and facilitation skills, capable of effectively managing complex multi-stakeholder environments and supporting high-level advisory roles.	(excellent– 30 pts, satisfactory- 20pts, limited-0 pts)	30
Proficiency in Romanian and English, Russian will be an asset	(5 pts for each language, up to 15 pts)	15
Working experience with UNDP or other international organizations in the field of technical assistance in Transport or European Affairs areas.	(Yes – 15 pts, No – 0 pts)	15
Belonging to under-represented groups	(Yes – 10 pts., no belonging – 0 pts)	10
<b>Maximum Total Technical Scoring</b>		<b>300</b>

*\* 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. Please specify in CV, in case you belong to the group(s) under-represented in the UN Moldova and/or the area of assignment.*

<b>Financial</b>	
<p>Evaluation of submitted financial offers will be done based on the following formula:  <math>S = F_{min} / F * 200</math>  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>	200

#### Winning candidate

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