



TERMS OF REFERENCE

- A. Job Title:** One Financial and one Climate Change Consultant for integration of the Climate Budget Tagging in the Republic of Moldova
- 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:** 40 w.d. for the Financial Consultant and 40 w.d. for Climate Change Consultant, during July 2024 – January 2025.

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 2–3°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 (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.

The Ministry of Finance and the Ministry of Environment created an inter-ministerial working group to facilitate CBT implementation. CBT should provide a clear overview of the planned budget and expenditures on adaptation and mitigation efforts at the national level. Consultants will support the established working group; the work should be based on the best international practices and the documents already developed by the NAP2 project. To ensure the participatory process and foster the national level capacities, consultations and training will be developed and conducted for the relevant governmental agencies.

G. Objective:

The aim of the assignment is to support the Government of the Republic of Moldova to develop national climate budget tagging guidance as well as institutional framework that outlines all the necessary steps for implementing the CBT process.

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.

Tasks for the Financial Consultant

1.1 Prepare a detailed work plan and methodology for the assignment's implementation.

- Examine current CBT methodologies which were developed by the national team.
- Analyze global best CBT practices to identify and adapt suitable approaches to the Moldovan context and summarize the essential findings.
- Lead and facilitate discussions with key stakeholders, and the inter-ministerial working group to clarify objectives, needs, and CBT implementation strategies in Moldova.

1.2 Develop step-by-step guidance for the Ministry of Finance on tagging of climate related budget lines of the public budget Evaluate outcomes and deliverables from the NAP-1 and NAP-2 projects to understand the proposed CBT modalities at the national level.

- Explore the synergies with the other ongoing processes such as green budgeting, SDG tagging and the existing commitments for the EU association process.
- Integrate the relevant indicators, green budgeting and SDG tagging data into existing methodology.
- Ensure the methodology aligns with the national budget planning process and meets the requirements of national legislation.
- Provide the required inputs for the existing documents and methodological guidelines for the budget planning and reporting processes.
- Develop step-by-step guidance for the Ministry of Finance on climate tagging during the whole budget cycle.
- The guidance should address all budget cycle and be appropriate for stakeholders involved in the climate budget tagging process from the key sectors.
- Implement the proposed tagging system on key sectors/documents as chosen by the inter-ministerial working group.

1.3 Develop an institutional setup and the action plan for the implementation of the CBT in Moldova for the next readiness support period.

- Propose subsequent actions, key milestones, and a timeline for the rollout of CBT in the Republic of Moldova, based on the outcomes of the CBT exercise.
- Document lessons learned and challenges faced during implementation, suggesting potential strategies to mitigate risks.

1.4 Conduct stakeholder consultation on the proposed methodology, tagging process and implementation guidelines.

- Support the work of the inter-ministerial working group, present the findings, facilitate the discussions.
- Conduct bilateral consultation with relevant agencies and organizations to refine the proposed methodology.
- Integrate the feedback received from stakeholders into the definitive version of the documents.
- Prepare the final report for the assignment implementation, including the lessons learned and challenges in its implementation.

Tasks for the Climate Change Consultant

2.1 Prepare the detailed work plan and methodology for the assignment's implementation.

- Examine current CBT methodologies which were developed by the national team.
- Analyze global best CBT practices to identify and adapt suitable approaches to the Moldovan context and summarize the essential findings.
- Lead and facilitate discussions with key stakeholders, and the inter-ministerial working group to clarify objectives, needs, and CBT implementation strategies in Moldova.

2.2 Improve the existing methodology with integration of synergies with other processes.

- Evaluate outcomes and deliverables from the NAP-1 and NAP-2 projects to understand the proposed CBT modalities at the national level.
- Identify the appropriate tagging indicators for both adaptation and mitigation of climate change.
- Develop tagging criteria for the selected sectors, based on methods applied by the EU, OECD, World Bank, and other relevant organizations.
- Develop comprehensive guidelines with all required CBT steps and how to apply climate change criteria for relevant stakeholders.
- Ensure the methodology aligns with the national budget planning process and meets the requirements of national legislation.
- Provide the required inputs for the existing documents and methodological guidelines for the budget planning and reporting processes.
- Implement the proposed tagging system on key sectors/documents as chosen by the inter-ministerial working group.

2.3 Conduct the training for the national authorities on application of CBT for the specific sector.

- Develop the training materials for the representatives of the national authorities on the application of CBT.
- Conduct five training sessions for the representatives of at least one sector and the key involved ministries (Ministry of Finance and Ministry of Environment) on the application of the CBT.
- Update CBT methodology based on training feedback.

2.4 Develop an institutional setup and the action plan for the implementation of the CBT in Moldova for the next readiness support period.

- Propose subsequent actions, key milestones, and a timeline for the rollout of CBT in the Republic of Moldova, based on the outcomes of the CBT exercise.
- Document lessons learned and challenges faced during implementation, suggesting potential strategies to mitigate risks.

2.5 Conduct stakeholder consultation on the proposed methodology, tagging process and implementation guidelines.

- Support the work of the inter-ministerial working group, present the findings, facilitate the discussions.
- Conduct bilateral consultation with relevant agencies and organizations to refine the proposed methodology.
- Integrate the feedback received from stakeholders into the definitive version of the documents.
- Prepare the final report for the assignment implementation, including the lessons learned and challenges in its implementation.

Expected Deliverables of the Financial Consultant:

	DELIVERABLES	Estimate Workdays	Tentative timeframe
1.1	Detailed workplan and the methodology for the implementation	2 days	July 2024
1.2	Document "Guidance for the Ministry of Finance for public budget climate tagging "	25 days	September 2024
1.3	Report outlining the institutional setup of CBT implementation and the Action plan for the Ministry of Finance	10 days	December 2024
1.4	Report on stakeholder consultations and final report on the implementation of the assignment	3 days	January 2025
			Total 40 days

Expected Deliverables of the Climate Change Consultant:

	DELIVERABLES	Estimate Workdays	Tentative timeframe
2.1	Detailed workplan and the methodology for the implementation	2 days	August 2024
2.2	Methodology for the climate budget tagging including criteria for assigning scores for the selected sector. Document" Guidance for the Ministry of Environment and sector level organization on assigning tagging for the public budget lines".	20 days	September 2024
2.3	Conduct 5 training for the national authorities on application of CBT for the specific sector	5 days	September 2024
2.4	Report outlining the institutional setup of CBT implementation and the Action plan for the Ministry of environment	10 days	December 2024
2.5	Report on stakeholder consultations and final report on the implementation of the assignment	3 days	January 2025
			Total 40 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 time limit 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 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.
- Knowledge of the budget tagging approach.
- Knowledge of climate change related activities for the key sectors.
- Fluency in Romanian is required, knowledge of English and Russian will be an asset.

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:

- Strong knowledge of climate adaptation and mitigation aspects.
- Good understanding of the budgetary planning process.
- Ability to clearly distinguish and weight adaptation and mitigation climate related activities.
- Fluency in Romanian is required for this assignment; knowledge of English and Russian will be an advantage.

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 5 years of experience in public finance management.

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
<u>Technical</u>		
Advanced degree in Economics, Finance, or any other relevant area	<i>Bachelor – 10 pts; Master’s –20 pts;</i>	20
At least for 5 years of experience in public finance management	<i>5 years – 30 points, each additional year – 2 points up to max. 40 pts;</i>	40
At least 5 years of experience in national budget and planning processes	<i>5 years – 30 points, each additional year – 2 pts. Up to max. 40 pts;</i>	40
<u>Interview</u> (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	<i>Limited 5 pts, fair – up to 15 pts., good – up to 25 pts, very good – up to 55 pts;</i>	200
Knowledge the budget tagging approach	<i>Limited – 5 pts, fair – up to 20 pts., good – up to 35 pts, very good – up to 55 pts;</i>	
Knowledge of climate change related activities for the key sectors	<i>Limited – 5 pts, fair – up to 15 pts., good – up to 35 pts, extensive – up to 60 pts;</i>	
Fluency in Romanian is required, knowledge of English and Russian will be an asset	<i>Romanian-10 pts; English – 5 pts; Russian – 5 pts, max. 20 pts.</i>	
Belonging to the group(s) under-represented in the UN Moldova and/or the area of assignment	<i>No – 0 pts, to one group – 5 pts, to two or more groups – 10 pts.</i>	
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: $S = F_{min} / F * 200$ S – score received on financial evaluation; F_{min} – 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.

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
<u>Technical</u>		
Advanced degree in climate change, environment, or any other relevant field.	<i>Bachelor – 10 pts; Master’s –20 pts;</i>	20
At least 5 years of experience in environment and/or climate change	<i>5 years – 30 points, each additional year – 2 points up to</i>	40

	<i>max. 40 pts;</i>	
At least 3 years in national-level planning	<i>3 years – 30 points, each additional year – 2 pts. Up to max. 40 pts;</i>	40
<p>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.</p>		
Good understanding of climate change aspects	<i>Limited – 5 pts, fair – up to 15 pts., good – up to 30 pts, very good – up to 40 pts;</i>	200
Strong knowledge of climate adaptation and mitigation	<i>Limited – 5 pts, fair – up to 15 pts., good – up to 30 pts, very good – up to 40 pts;</i>	
Good understanding of the budgetary planning process	<i>Limited – 5 pts, fair – up to 15 pts., good – up to 35 pts, very good – up to 50 pts;</i>	
Ability to clearly distinguish and weight adaptation and mitigation climate related activities.	<i>Limited – 5 pts, fair – up to 15 pts., good – up to 25 pts, very good – up to 40 pts;</i>	
Fluency in Romanian is required, knowledge of English and Russian will be an asset	<i>Romanian- 10 pts; English – 5 pts; Russian – 5 pts; max. 20 pts.</i>	
Belonging to the group(s) under-represented in the UN Moldova and/or the area of assignment	<i>No – 0 pts, to one group – 5 pts, to two or more groups – 10 pts.</i>	
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	
<p>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</p>	200

Winning candidate

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