

## TERMS OF REFERENCE

<b>A. Job Title:</b>	International Consultant/ Cultural Heritage Expert
<b>B. Duty Station:</b>	Home based with two short term assignments to Moldova and study visit to Netherlands
<b>C. Project reference:</b>	EU Confidence Building Measures Programme (EU CBM 6)
<b>D. Contract type:</b>	Individual Contract (IC)
<b>E. Duration of assignment:</b>	up to 27 working days, in the period of July 2024 – November 2025

### F. Background:

The overall objective of the EU CBM 6 Programme is to contribute to improved confidence between communities on both banks of the Nistru River, through joint initiatives involving local communities, civil society organisations, business actors and other stakeholders. The Programme has 4 major components: 1) Economic development and decent job creation for women and men; 2) Enhanced cross-river thematic cooperation between the civil society from both banks; 3) Community Development and small-scale social infrastructure support; 4) Promotion of Cultural heritage.

Culture is essential for the development of any society. Culture may have a strong dynamic and transformative force for social transformation on both banks. The activities under this component will provide support to the cultural sector with a focus on historical heritage with a view to investing in the country's future and facilitating development and conflict settlement.

Promotion of Cultural heritage component focuses on conservation-restoration of historical monuments of national importance and on conservation-restoration of smaller scaled historical heritage endangered projects, which are considered to have a national interest for both banks (Confidence building measures dimension).

### G. Objective:

The main objective of present assignment is to provide International Cultural Heritage expertise and recommendations for the design and conservation works on 4 cultural heritage sites identified by EU CBM 6 Programme.

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

The scope of work will consist of consulting on relevant international procedures for EU CBM Cultural Heritage component implementation for small scale cultural heritage projects, providing a clear guidance for short term and long-term interventions, participation in developing of relevant TORs, supervision and monitoring of both design and conservation/restoration works.

The expected outputs of the present assignment are:

- Assistance in implementation of Cultural Heritage component (technical expertise and consultation to conservation for 4 small scale cultural heritage objects located in Vadul Rașcov, Tîpova, Rașcov and Bender), including 2 visits to the Republic of Moldova;
- Leading role in development of a programme, logistics and guidance of the group of up to 10 Moldovan Cultural Heritage professionals during a Study Tour to the Netherlands.

In order to achieve the stated objective, the following activities are to be addressed:

1) Detailed technical expertise and recommendations (based on best International Practices for implementation 4 small scale Cultural Heritage conservation projects:

- Vadul Rașcov village Bell Tower
- Țîpova Monastery Complex
- Rașcov village Ruins of Synagogue
- Bender town 19 century Bank building
- Provision of recommendations on best international practices to be used for conservation of 4 projects, expert assessment and guidance on short term and long-term solutions;
- Provision of recommendations on relevant TORs (for Cultural heritage design and conservation works) formulation and during evaluation of offers;
- Provision of recommendations on actual design developments and conservation works implementation during 2 short term assignments to Moldova visiting all 4 Cultural Heritage Conservation projects.

2) Study Visit for up to 10 Moldovan professionals to the Netherlands:

- Leading role on Development of Tour Programme;
- Coordination of the Study Tour;
- Accompaniment and Guidance of the Group of Moldovan professionals.

#### I. Expected Deliverables:

Item no.	DELIVERABLES	Estimate Workdays	Tentative timeframe
1.	<p><b>Study Tour to Netherlands</b></p> <p><u>Development of Tour Programme:</u></p> <ul style="list-style-type: none"> <li>Identify key cultural heritage sites and institutions in the Netherlands;</li> <li>Set up connections for site visits, arrange appointments, and secure permissions;</li> <li>Develop a detailed itinerary including site visits, meetings with local experts, and cultural activities;</li> <li>Coordination of Tour Programme with EU CBM Programme Manager.</li> </ul> <p><u>Coordination of the Study Tour (the Netherlands):</u></p> <ul style="list-style-type: none"> <li>Arrival and Orientation;</li> <li>Site Visits and Meetings;</li> <li>Workshops and Networking;</li> <li>Site Visits and Cultural Activities;</li> <li>Reflection and Departure.</li> </ul> <p><u>Report Completion:</u></p> <ul style="list-style-type: none"> <li>Preparation of Final Study Tour report summarizing the activities, meetings held, topics addressed; analysis of outcomes, and participants' feedback; lessons-learned and recommendations for future study tour destinations and programs.</li> </ul> <p><b>Deliverable 1:</b> Final Study tour Report. .</p>	<p>1 w.d.</p> <p>5 w.d.</p> <p>1 w.d.</p>	<p>September 2024</p> <p>September 2024</p> <p>By 30 September 2024</p>

2.	<p><b>Visit #1 to the Republic of Moldova for Professional International Cultural Heritage Expertise and recommendations for the design and conservation works on 4 cultural heritage objects/sites at design/ initial conservation stages phase</b> (Vadul Rașcov village Bell Tower, Țîpova Monastery Complex, Rașcov village Ruins of Synagogue, Bender town 19 century Bank building).</p> <p><u>Preparation for the visit:</u></p> <ul style="list-style-type: none"> <li>Review relevant documentation (prepared before the visit) and status of the 4 Conservation projects and provide Assessment/appraisal of the activities conducted and develop set of recommendations for more efficient field visit organization.</li> </ul> <p><u>Field visit 1 to the Republic of Moldova:</u></p> <ul style="list-style-type: none"> <li>Participation in the initial meeting with EU CBM staff, appraisal of 4 Cultural Heritage conservation projects progress, review of documentation;</li> <li>Site Visits (together with EU CBM team) to all 4 Cultural Heritage conservation projects for supervision/monitoring purposes;</li> <li>Follow-up on Site Visits with immediate observations, recommendations and guidance on Cultural Heritage Conservation solutions and practices designed/in process of implementation of 4 conservation projects</li> </ul> <p><u>Report Completion:</u></p> <ul style="list-style-type: none"> <li>Drawing up the Monitoring/Assessment/Expert guidance report based on detail review and analysis of documentation obtained, and information gathered during site visits to all 4 Conservation projects.</li> </ul> <p><b>Deliverable 2:</b> Monitoring/Assessment/Expert guidance report on Visit 1 findings and recommendations for further interventions.</p>	1 w.d.	October 2024
3.	<p><b>Visit #2 to the Republic of Moldova for Professional International Cultural Heritage Expertise and recommendations for conservation works on 4 cultural heritage objects/sites at advanced conservation stages phase</b> (Vadul Rașcov village Bell Tower, Țîpova Monastery Complex, Rașcov village Ruins of Synagogue, Bender town 19 century Bank building).</p> <p><u>Preparation for the visit:</u></p> <ul style="list-style-type: none"> <li>Review relevant documentation (on design and works conducted since previous visit (#1)) and current status of the 4 Conservation projects and provide Assessment/appraisal of the activities conducted and develop set of recommendations for more efficient field visit organization.</li> </ul> <p><u>Field visit 2 to the Republic of Moldova:</u></p>	1 w.d.	May 2025
		5 w.d.	June 2025
		1 w.d.	By 30 June 2025

	<ul style="list-style-type: none"> <li>• Participation in the follow-up meeting with EU CBM staff, appraisal of 4 Cultural Heritage conservation projects progress, review of documentation on projects implementation pace since previous visit;</li> <li>• Site Visits (together with EU CBM team) to all 4 Cultural Heritage conservation projects for supervision/monitoring purposes;</li> <li>• Follow-up on Site Visits with immediate observations, recommendations and guidance on Cultural Heritage Conservation solutions and practices designed/in process of implementation of 4 conservation projects</li> </ul> <p><u>Report Completion:</u></p> <ul style="list-style-type: none"> <li>• Drawing up the Monitoring/Assessment/Expert guidance report based on detail review and analysis of documentation obtained, activities performed since previous visit, and information gathered during site visits to all 4 Conservation projects.</li> </ul> <p><b>Deliverable 3:</b> Report on findings and recommendations for further interventions.</p>		
	<p><b>Deliverable 4: Final activity report including:</b></p> <ul style="list-style-type: none"> <li>• Summary of Experts advise since start of the assignment ( Study Visit to Netherlands , 2 field visits to Moldova)</li> <li>• Online International Cultural Heritage expertise provided on demand by EU CBM team (outside of Study visit timeframes (be it by mail or by videoconferences)</li> <li>• Overall assessment of EU CBM Cultural Heritage Component implementation, Lessons learned and recommendations for potential future phase(s) of CBM</li> </ul>	up to 6 w.d.	By November 31, 2025
<b>TOTAL Estimated work volume</b>		<b>Up to 27 w.d.</b>	

**Note:** Deliverables and the final timeline can be amended or specified for the purpose of the assignment.

#### **J. Organizational Setting:**

The International Consultant/ Cultural Heritage Expert will work under the direct supervision of the EU CBM 6 Programme Manager.

#### **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 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 the daily fee, taxes, and number of anticipated working days).

#### **Travel**

The Consultant has to cover on its own airfare and accommodation during assignments in Moldova. The travel expenses for the Study Tour in the Netherlands (including tickets, accommodation, and terminal expenses) will be covered by UNDP.

## **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:**

### **I. Academic Qualifications:**

- Master's Degree (or equivalent) in Architectural Conservation/Architecture; Economics applied to Cultural heritage; Land Use Planning/Urban Planning; Archaeology or another relevant field.

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

- At least 10 years of progressive professional international experience in the area of Cultural Heritage conservation;
- Possession of relevant professional licenses (if any);
- Proven experience in developing masterplans/conservation programmes/supervision of conservation works for cultural heritage sites;
- Former experience in Moldova and/or South-East European Countries is an advantage;
- Experience of work with international organizations/projects, including UN and/or European ones;
- Experience of working in multi-ethnic/conflict sensitive areas is an advantage.

### **III. Competencies:**

- Experience of work in multifaceted environment, that requires to combine and formulate common goals and crystalize win-win ideas and approaches;
- Ability to meet deadlines and prioritize multiple tasks;
- Excellent writing, editing, and oral communication skills in English, knowledge of Romanian and/or Russian is an asset.

### **IV. Interpersonal Skills:**

- Resourcefulness and creativity;
- Strong communication and relation-building skills;
- Ability to collaborate and work effectively in a team;
- Excellent problem-solving and decision-making abilities;
- Strong organizational and time management skills;
- Attention to detail and ability to meet deadlines;
- Adaptability and flexibility in a fast-paced environment.

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

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

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

- Offeror's letter to UNDP confirming interest and availability for the individual contractor (IC) assignment, incorporating Financial proposal in Annex 2

*Upload the signed version of the filled in Offeror's letter to UNDP confirming interest and availability for the individual contractor (IC) assignment. 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.*

*The Financial Proposal shall be additionally submitted directly in the system. Please ensure there are no mathematical errors and that amounts from Offeror's Letter to UNDP Confirming Interest and Availability match with your offer in the system.*

- Proposal (Motivation Letter): explaining why he/she is the most suitable candidate for the assignment, including previous experience.
- Duly completed and updated personal CV and at least three (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

At first, individual consultants will be selected according to the following minimum qualification criteria:

- Master's Degree (or equivalent) in Architectural Conservation/Architecture; Economics applied to Cultural heritage; Land Use Planning/Urban Planning; Archaeology or another relevant field;
- At least 10 years of progressive professional international experience in the area of Cultural Heritage conservation.

Thus, selected individual consultants will then be further assessed according to the following methodology:

### Cumulative analysis

The contract will be awarded to the individual consultant whose proposal was assessed and defined as:

- a) clear/appropriate/acceptable, and
- b) which obtained the highest score according to the weighted technical and financial criteria, formulated for this request.

\* Specific weight of technical criteria – 60% (300 p.);

\* Specific weight of financial criteria – 40% (200 p.).

Only candidates who scored a minimum of 210 p. are allowed to participate in the financial assessment.

Criteria	Scoring	Maximum achievable points
Master's Degree (or equivalent) in Architectural Conservation/Architecture; Economics applied to Cultural heritage; Land Use Planning/Urban Planning; Archaeology or another relevant field	<i>Master's Degree – 40 pts., PhD – 50 pts.</i>	50
At least 10 years of progressive professional international experience in the area of Cultural Heritage conservation	<i>10 years – 60 pts., each additional year – 10 pts.; up to max. 80 pts.</i>	80
Proven experience in developing	<i>2 masterplans/ programmes – 50 pts.,</i>	70

masterplans/ conservation programmes/ supervision of conservation works for cultural heritage sites	<i>each additional masterplan/ programme – 10 pts.; up to max. 70 pts.</i>	
Possession of relevant professional licenses	<i>No – 0 pts., Yes – 20 pts.</i>	20
Experience in organizing Study visits	<i>No – 0 pts., Yes – 20 pts.</i>	20
Former experience in Moldova and/or South-East European Countries is an asset	<i>No – 0 pts., Yes – 20 pts.</i>	20
Experience of work with international organizations/projects, including UN and/or European ones is an asset	<i>No – 0 pts., Yes – 20 pts.</i>	20
Fluency in English. Knowledge of Romanian and/or Russian is an asset	<i>English – 10 pts, Romanian – 5 pts, Russian – 5 pts</i>	20
<b>Maximum overall technical result</b>		<b>300</b>
<b>Financial analysis</b>		
Submitted financial proposals will be assessed according to the following formula: <b><math>S = F_{min} / F * 200</math></b> S – the achieved result of the financial assessment; F <sub>min</sub> – the lowest financial proposal of all those submitted, which were qualified during the technical assessment; F – the financial proposal to be reviewed.		200

### Winner

The winner is the candidate who cumulatively scored the maximum number of points (technical result + financial result).