

TERMS OF REFERENCE

- A. Job Title:** Climate Risk Management Consultant and Disaster Risk Management Consultant to support seven local public authorities to develop local climate change adaptation plans
- B. Duty Station:** Home based
- C. Project reference:** Enhancing human security in Moldova through agri-food resilience to intensifying external and climate shocks
- D. Contract type:** Individual Contract (IC)
- E. Contract Duration:** 83 working days for the Climate Risk Management Consultant and Up to 69 working days for the Disaster Risk Management Consultant during July 2024 – February 2025

F. Background:

Agriculture, the mainstay of the Moldova economy, constitutes 12% of the GDP, employs 30% of the Moldovan population and provides livelihood opportunities for more than half of the people of the country. It is, however, being affected heavily by the compounded crisis following the war in Ukraine, as well as by the worsening trends in frequency and severity of weather hazards (drought in 2020 and 2022, late frosts, heavy rainstorms and hail in 2023) due to climate change, which without concrete resilience-building measures will continue to undermine the food security of the country and increase the risks of conflicts over use of water and land resources.

Therefore, enhancing adaptation of the country's agri-food system in the face of the intensifying climate and disaster risks is a pre-requisite for eliminating hunger and protecting livelihoods and productive assets for food security. The measures proposed by this project will contribute to reduction of the agricultural and economic losses caused by the natural hazards and is a step forward towards achievement of commitments assumed by the country under the Sendai Framework (2015-2030). Ultimately, the country will be more prepared for future food security crisis, contributing to the realization of the local and global food security objectives adopted during the G7 Japan Summit in 2023.

The overall objective of the project is to strengthen the agri-food security of the country under the current multidimensional crisis, including the intensifying climate and disaster threats.

It is composed of the following objectives:

Objective 1: To improve the climate and disaster risk management in the country through upgraded agro-meteorological, hydrological monitoring system and data analytics

Objective 2. Establish a solid foundation for implementation of the climate change adaptation and disaster risk reduction measures and budgeting

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.

Moldova is highly exposed to various natural hazards; their negative impact affects economic sectors, livelihoods, and the environment. Historically the country experienced drought every 10 years, which intensified over the past decades, recorded in 2007, 2012, 2015 and 2020. Drought impacts are widespread across various economic sectors, affecting large territories. There is no national-wide drought assessment, or national methodology in place to support the preparedness and response. Given the projected increase in the frequency of extreme events in the Republic of Moldova, timely planning, and integration of CCA and DRR concerns into local policies will increase the resilience at the local level.

G. Objective:

The objective of the assignment is to increase the resilience to climate change impacts at the sub-national level for seven selected towns to best meet local needs. This will be achieved through integration of climate change adaptation and disaster risk reduction measures into the local development planning.

H. Scope of work and expected outputs:

The National Consultants will work under the supervision of the Project manager.

1. Tasks for the National Climate Risk Management Consultant

1.1 Provide Climate-related Data and Information to Methodological Guidelines for Developing Climate Change Adaptation and Disaster Risk Reduction Plans

- Review the methodology for Local Public Authorities developed by the project "Advancing Moldova's National Climate Change Adaptation Planning (Phase 2)" and incorporate the requirements from the recently approved Climate Law for local-level methodologies.
- Provide relevant information to include sources of climate data, useful guidelines, and approaches to be integrated into the methodology.
- Incorporate relevant climate-related terminology into the document.

- Customize the methodology for developing Climate Change Adaptation and Disaster Risk Reduction Plans for each of the seven communities.

1.2 Develop sections on the climate-hazards and climate risks for LPA training module and conduct training module.

- Adjust existing training modules: integrated the relevant information on climate and disasters into the training module.
- Develop training materials: create a detailed training agenda outlining the topics and activities for the 1-day session, prepare training materials, including presentations, handouts, and any necessary resources.
- Develop supporting materials to be distributed to participants, such as guides, reference documents, and worksheets.
- Conduct 1-day training session in each of the selected localities. Ensure that each session is interactive and engages participants effectively.
- Document and report on training events. Compile reports for each training session, including:
 - A summary of the event, evidence such as training materials used, documents developed, photographs, and a list of participants. Analyze feedback from participants to assess the effectiveness of the training and identify areas for improvement.
 - Raise awareness on climate change impacts: discuss potential actions to enhance both institutional and individual resilience to climate change, use real-world examples and case studies to illustrate the importance of adaptation and disaster risk reduction.

1.3 Integrate Climate Information into the Profiles for seven selected communities.

- Conduct a detailed assessment of climate-related hazards using historical data and modeling techniques to identify trends, risks, and vulnerabilities.
- Determine climate change and disaster risks, trends, possible impacts, and overall vulnerabilities for each community.
- Identify gaps, uncertainties, and needs in the climate change adaptation process.
- Participate in local discussions and present findings to stakeholders.

1.4 Integrate Activities Regarding Climate-hazards risk reduction into the Action Plans.

- Assist in developing and formulating Adaptation Plans for district towns, ensuring they align with national policy requirements.
- Provide expert opinions on the actions to be taken based on the selected priorities and identified measures.

2. Tasks for the National Disaster Risk Management Consultant

2.1 Develop sections on the disaster risks for LPA training module.

- Review the methodology for Local Public Authorities developed by the project "Advancing Moldova's National Climate Change Adaptation Planning (Phase 2)" and incorporate the requirements from the recently approved Climate Law and The Program for the Management of the exceptional and emergency situations for the period 2022-2025 for local-level methodologies.

- Provide relevant information to include sources of climate and disaster data, useful guidelines, and approaches to be integrated into the methodology.
- Incorporate relevant disaster-related terminology into the document.
- Customize the methodology for developing Climate Change Adaptation and Disaster Risk Reduction Plans for each of the seven communities.

2.2 Develop sections on the relevant disaster risks for LPA training module and conduct training module.

- Adjust existing training modules: integrated the relevant information on disasters into the training module.
- Develop training materials: create a detailed training agenda outlining the topics and activities for the 1-day session, prepare training materials, including presentations, handouts, and any necessary resources.
- Develop supporting materials to be distributed to participants, such as guides, reference documents, and worksheets.
- Conduct 1-day training session in each of the selected localities. Ensure that each session is interactive and engages participants effectively.
- Document and report on training events. Compile reports for each training session, including:
 - A summary of the event, evidence such as training materials used, documents developed, photographs, and a list of participants. Analyze feedback from participants to assess the effectiveness of the training and identify areas for improvement.
 - Raise awareness on climate change impacts: discuss potential actions to enhance both institutional and individual resilience to climate change, use real-world examples and case studies to illustrate the importance of adaptation and disaster risk reduction.

2.3 Integrate Disaster Information into the Profiles for seven selected communities.

- Identify disaster-related risks for key sectors based on historical data, results of past projects, and perform data collection if needed.
- Determine climate change and disaster risks, trends, possible impacts, and overall vulnerabilities for each community.
- Identify gaps, uncertainties, and needs in the climate change adaptation process.
- Evaluate adaptation measures from a livelihood and poverty reduction perspective, tailoring them to local conditions and specific sectors. Consult with relevant stakeholders to prioritize these measures.
- Link proposed measures with relevant national, regional, and international strategies and commitments.
- Participate in local discussions and present findings to stakeholders.

2.4 Integrate Activities Regarding the Disaster Risk reduction into the Action Plans rfor the Key Selected Sectors.

- Assist in developing and formulating Adaptation Plans for district towns, ensuring they align with national policy requirements.
- Provide expert opinions on the actions to be taken based on the selected priorities and identified measures to reduce and mitigate the disaster risks.

Climate Risk Management Consultant:

item no.	DELIVERABLES	Estimate Workdays	Tentative timeframe
	Tasks		
1.1	Provide Climate-related Data and Information to Methodological Guidelines for Developing Climate Change Adaptation and Disaster Risk Reduction Plans	3 w.d.	September 2024
1.2	Develop one training module on the climate-hazards and climate risks for LPA training module and provide seven reports on training sessions conducted	10 w.d.	October 2024
1.3	Integrate Climate Information into the Profiles for seven selected communities.	49 w.d.	December 2024
1.4	Integrate Activities Regarding the Climate-hazards risk reduction into seven Action Plans.	21 w.d.	February 2025
			Total 83 days

Disaster Risk Management Consultant:

item no.	DELIVERABLES	Estimate Workdays	Tentative timeframe
	Tasks		
2.1	Provide Disaster Data and Information to Methodological Guidelines for Developing Climate Change Adaptation and Disaster Risk Reduction Plans	3 w.d.	September 2024
2.2	Develop one training module on the disaster risks for LPA training module and provide seven reports on training sessions conducted	10 w.d.	October 2024
2.3	Integrate Disaster Information into the Profiles for seven selected communities.	35 w.d.	December 2024
2.4	Integrate Activities Regarding the Disaster Risk reduction into seven Action Plans for the Key Selected Sectors.	21 w.d.	February 2025
			Total 69 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:

Climate Risk Management Consultant

Academic Qualifications:

- Advance degree in geography, meteorology, hydrology, disaster risk management, climate change or any other relevant field.

Years and sphere of experience:

- At least 7 years of experience in climate risk management.
- At least 3 years of experience in working with Local Public Authorities

Competencies:

- Knowledge of the national climate-related legal and policy framework.
- Sound understanding of climate related risks
- Proven experience of climate modelling using GIS
- Proved knowledge on development of local policies or plans
- Strong communication and interpersonal skills

- 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.

Disaster Risk Management Consultant

Academic Qualifications:

- Advance degree in disaster risk management, civil engineering or any other relevant field.

Years and sphere of experience:

- At least 7 years of experience in disaster risk management.
- At least 3 years in working with Local Public Authorities

Competencies:

- Knowledge of the national climate and disaster-related legal and policy framework.
- Sound understanding of disaster risk management
- Proven experience on applying disaster risk management, conducting disaster risk assessment on the local level in Moldova
- Proved experience on development of local policies or plans
- Strong communication and interpersonal skills
- 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

Climate Risk Management Consultant

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

- Advance degree in geography, meteorology, hydrology, disaster risk management, climate change or any other relevant field.
- At least 7 years of experience in climate risk management.
- Citizen of the Republic of Moldova

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
Technical		
Advance degree in geography, meteorology, hydrology, disaster risk management, climate change or any other relevant field.	<i>Bachelor – 5 pts; Master's –10 pts; PhD – 15 pts;</i>	15
At least 7 years of experience in disaster and/or climate risk management	<i>7 years – 25 points, each additional year – 2 points up to max. 35 pts;</i>	35
At least 3 years in working with Local Public Authorities	<i>3 years – 20 points, each additional year – 5 pts. Up to max. 30 pts;</i>	30
<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>		
Knowledge of the national climate-related legal and policy framework	<i>Limited – 5 pts, fair – up to 15 pts., good – up to 25 pts, very good – up to 30 pts;</i>	220
Sound understanding of climate related risks	<i>Limited – 5 pts, fair – up to 15 pts., good – up to 30 pts, very good – up to 50 pts;</i>	
Demonstrated knowledge in modelling climate related risks	<i>Limited – 5 pts, fair – up to 15 pts., good – up to 35 pts, very good – up to 55 pts;</i>	
Demonstrated knowledge on development of local policies or plans	<i>Limited – 5 pts, fair – up to 15 pts., good – up to 25 pts, very good – up to 40 pts;</i>	
Strong communication and interpersonal skills	<i>Up to 15 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
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** Under-represented group in the area of assignment (law enforcement) are women. 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).

Disaster Risk Management Consultant

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

- Advance degree in disaster risk management, civil engineering, or any other relevant field.
- At least 7 years of experience in disaster climate risk management.
- Citizen of the Republic of Moldova

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:

- responsive/ compliant/ acceptable, and
- 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
Technical		
Advance degree in disaster risk management, civil engineering or any other relevant field.	<i>Bachelor – 5 pts; Master’s –10 pts;</i>	10
At least 7 years of experience in disaster risk management	<i>7 years – 25 points, each additional year – 2 points up to max. 35 pts;</i>	35
At least 3 years of work with Local Public Authorities	<i>3 years – 20 points, each additional year – 5 pts. Up to max. 35 pts;</i>	35
<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>		
Knowledge of the national climate and disaster-related legal and policy framework	<i>Limited – 5 pts, fair – up to 15 pts., good – up to 25 pts, very good – up to 30 pts;</i>	220
Sound understanding of disaster risk management	<i>Limited – 5 pts, fair – up to 15 pts., good – up to 30 pts, very good – up to 50 pts;</i>	
Demonstrated knowledge on applying disaster risk management, conducting disaster risk assessment on the local level in Moldova	<i>Limited – 5 pts, fair – up to 15 pts., good – up to 30 pts, very good – up to 55 pts;</i>	
Demonstrated knowledge on development of local policies or plans	<i>Limited – 5 pts, fair – up to 15 pts., good – up to 25 pts, very good – up to 40 pts;</i>	
Strong communication and interpersonal skills	<i>Up to 15 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 group in the area of assignment (law enforcement) are women. 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; 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).