

TERMS OF REFERENCE

A. Job Title: Public Policy Consultant and Social and Gender 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: Up to 120 working days for the Public Policy Consultant and

up to 87 days for Social and Gender 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 though 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 subnational 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 subnational 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.

Public Policy Consultant

1.1 Develop Stakeholder Engagement Plan

- Guide and supervise the team of national consultants in negotiating with Local Public Authorities (LPA) on the methodology for developing the plan. Determine whether the plan will be standalone or if identified measures will be integrated into existing local development planning documents.
- Develop the stakeholder engagement plan. It should clarify why stakeholders are being involved and what the plan aims to achieve. The plan should provide a stakeholder analysis, identifying all relevant stakeholders, including their roles, interests, and influence. The engagement strategies and methods should be indicated within a clear timeline and realistic schedule.
- Support local authorities in establishing and guiding the working groups that will be involved in the development of the Climate change adaptation plan.

1.2 Updated methodological guidelines for the development of the Climate Change Adaptation and Disaster Risk Reduction Plans

- Review the methodology for the Local Public Authorities developed by the project "Advancing Moldova's National Climate Change Adaptation Planning (Phase 2)" and incorporate the requirements for local-level methodologies from the recently approved Climate Law.
- Present the methodology for review to key stakeholders, including local authorities and the Ministry of Environment, to gather feedback and incorporate the received comments.
- Include information on sources of current and potential financing for disaster and climaterelated activities in the methodology.
- Incorporate links to potential funding sources at both national and international levels.
- Customize the methodology for the development of Climate Change Adaptation and Disaster Risk Reduction Plans for each of the seven communities.

1.3 Develop training modules and conduct two 1-day training sessions in each of the selected localities.

- Adjust existing training modules: Modify the current training modules to fit into two days, a 1-day training format. Integrate these adjusted modules into the overall methodology for the project.
- Develop training materials: create a detailed training agenda outlining the topics and activities for the 1-day sessions, prepare comprehensive training materials, including presentations, handouts, and any necessary resources.
- Develop supporting materials to be distributed to participants, such as guides, reference documents, and worksheets.
- Organize and conduct two 1-day training sessions 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.

1.4 Support for the Participatory Development of Climate and Disaster Risk Profiles.

- Lead the development of the Climate and Disaster Risk Profiles for seven selected communities.
- Establish the vision and main principles that will guide the adaptation process in each community, ensuring the vision is developed with the involvement of various stakeholders at different local levels and is based on the Human Rights-Based Approach (HRBA) and Gender Equality principles.
- Facilitate events that are part of the participatory development process of the Climate and Disaster Risk Profiles in each community.
- Identify climate change and disaster risks, trends, possible impacts, and overall vulnerabilities for each selected community.

- Determine the strong and weak points in the current financing approach for the climate adaptation and climate disaster risk management activities.
- Identify gaps, uncertainties, and needs in the climate change adaptation process.
- Assess adaptation measures from a livelihood and poverty reduction perspective, tailoring them to local conditions and selected sectors. Consult a wide range of adaptation measures with relevant stakeholders and prioritize them.
- Link proposed measures with relevant national, regional, and international strategies and commitments.
- Compile inputs from the consultant team and local working groups into the Climate and Disaster Risk Profiles for each of the selected communities.

1.5 Support the Elaboration of Climate Change Adaptation and Disaster Risk Reduction Plans.

- Assist in developing and formulating Adaptation Plans for district towns, ensuring alignment with national requirements for policy document development.
- Provide support to local authorities in organizing and conducting public hearings and discussions as needed.
- Support the costing of the proposed climate adaptation and disaster risk management measures.
- Develop a financing section for the Climate Change Adaptation and Disaster Risk Reduction Plans
- Gather and integrate inputs from the consultant team and local working groups to create comprehensive Climate and Disaster Risk Reduction Plans for each selected community.

1.6 Develop a Final Report for the Implementation of Assignment

- Provide a detailed account of the activities and tasks completed during the assignment.
- Include a comprehensive analysis of the data and findings collected throughout the project.
- Document the methodologies and approaches used in the implementation of the assignment.
- Present the key outcomes and results achieved, including any measurable impacts.
- Highlight challenges encountered and how they were addressed.
- Offer recommendations for future actions or improvements based on the findings.
- Compile all relevant supporting documents, such as meeting notes, stakeholder feedback, and training materials.

2. Social and Gender Consultant

2.1 Stakeholder analysis and gender-sensitive stakeholder engagement plan

- Support a stakeholder analysis to identify the key actors and groups that need to be involved in the local Climate Change adaptation process.
- Ensure that stakeholder engagement is based on the Human Rights-Based Approach (HRBA) and the Gender Equality Principle.

- Support the development of the stakeholder engagement plan based on stakeholder analysis, identifying all relevant stakeholders, including their roles, interests, and influence. The engagement strategies and methods should be indicated within a clear timeline and realistic schedule.
- Support local authorities in establishing and guiding the working groups that will be involved in the development of the Climate change adaptation plan.

2.2 Develop sections on the Gender and Human-rights Based Approach Methodology for the development of the Adaptation to Climate Change and Disaster Risk Management Plans

- Review the methodology for Local Public Authorities developed by the project "Advancing Moldova's National Climate Change Adaptation Planning (Phase 2)" and incorporate requirements from the recently approved Climate Law for local-level methodologies.
- Ensure that Human Rights-Based Approach (HRBA) and the Gender Equality Principle are fully reflected in the proposed methodology.
- Tailor the methodology for developing Climate Change Adaptation and Disaster Risk Reduction Plans for each of the seven communities.

2.3 Develop sections on the Gender and Human-rights Based Approach for LPA training module and conduct trainings modules.

- Adjust existing training modules: integrated the relevant information on current and possible financing and the examples of the projects executed regional for climate change adaptation and disaster risk management into the training module.
- Ensure that stakeholder engagement is based on the Human Rights-Based Approach (HRBA) and the Gender Equality Principles are fully integrated into the design of the training sessions.
- 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 events, 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.

2.4 Integrate Gender, HRBA and LNBO approaches into the Profiles for seven selected communities.

- Conduct a detailed assessment of current financing for disaster and climate-adaptation related activities to identify needs and existing allocations.
- Conduct focus groups discussions to ensure that the needs of the vulnerable groups are fully integrated in the Climate and Disaster Risk Profiles.
- Evaluate the proposed approach from a livelihood and poverty reduction perspective, tailoring them to local conditions and specific sectors.

- Link proposed measures with relevant national, regional, and international strategies and commitments.
- Support and coordinate the local working group in integration of the gender dimension into profile.
- Identify potential projects and create 2-3 one-page project briefs for key priority ideas.
- Participate in local discussions and present findings to stakeholders.

2.5 Integrate Gender, HRBA and LNOB Activities into the Action Plans for the Key Selected Sectors.

- Assist in creating and formulating Adaptation Plans for district towns, ensuring they comply with national policy requirements.
- Conduct focus groups discussions to ensure that the needs of the vulnerable groups are fully integrated in the Climate and Disaster Risk Profiles.
- Provide expert opinions on the actions to be taken based on the selected priorities and identified measures.

Expected Deliverables of the Public Policy Consultant:

item no.	DELIVERABLES	Estimate Workdays	Tentative timeframe
1.1	One Stakeholder analysis document including stakeholder engagement plan	14 w.d.	August 2024
1.2	Updated Methodology for the development of the Adaptation to Climate Change and Disaster Risk Management Plans	14 w.d.	September 2024
1.3	2 Training modules developed, 14 reports on the trainings conducted in seven selected communities	20 w.d.	October 2024
1.4	Climate and Disaster Risk Profiles for seven selected towns	49 w.d.	December 2025
1.5	Climate Change Adaptation and Disaster Risk Reduction Plans for seven selected communities	21 w.d.	January 2025
1.6	Final report for the implementation of the assignment	2 w.d.	February 2025
	Total 120 days		

Social and gender Consultant:

item no.	DELIVERABLES	Estimate Workdays	Tentative timeframe
2.1	One Stakeholder analysis document including gender- sensitive stakeholder engagement plan	14 w.d.	August 2024

2.2	Sections on the Gender and Human-rights Based Approach integrated into the methodology for the development of the Adaptation to Climate Change and Disaster Risk Management Plans	1 w.d.	September 2024
2.3	Develop one training module on gender aspects on disaster and climate risk management for Local level and provide seven reports on training with vulnerable groups	23 w.d.	October 2024
2.4	Integrate Gender, HRBA and LNBO approaches into the Profiles for seven selected communities.	35 w.d.	January 2025
2.5	Integrate Gender, HRBA and LNOB Activities into seven Action Plans for the Key Selected Sectors.	14 w.d.	February 2025
			Total 87 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:

Public Policy Consultant

Academic Qualifications:

 Advance degree in Environment, Disaster Risk Management, Management, Climate Change or other relevant filed.

Years and sphere of experience:

- At least for 10 years experience in climate change, disaster risk management or related fields.
- At least 5 years of progressive experience in leading/coordinating teams.
- At least 3 years of progressive experience in development of the local/national policies and plans.

Competencies:

- Knowledge of CC legislation at the national and international level.
- Strong understanding of sectoral vulnerability and risks.
- Solid knowledge of the disaster risk management.
- 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 leadership skills.

Social and gender consultant

Academic Qualifications:

• Advance degree in social sciences, environment, political studies, management or the other relevant field

Years and sphere of experience:

- At least 3 years of experience in local development.
- At least 3 years in providing support to local authorities, NGOs in the development areas

Competencies:

- Knowledge of the national policy framework regarding the local development and public budgeting process.
- Proved knowledge on development of local policies or plans
- Understanding of climate related risks will be an advantage
- Sound knowledge on gender and social aspects, including policy and implementation level in the Republic of Moldova

- 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 allinclusive 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

Public Policy Consultant

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

- Advance degree in Environment, Disaster Risk Management, Management, Climate Change or other relevant filed
- At least for 10 years experience in climate change, disaster risk management or related fields.

- At least 3 years of progressive experience in development of the local/national policies and plans.
- 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	
<u>Technical</u>			
Advance degree in Environment, Disaster Risk Management, Management, Climate Change or other relevant filed	Bachelor – 5 pts ; Master's – 10 pts ; PhD – 20 pts .	20	
Professional experience in CC area, including hazard and risks assessment (at least 10 years)	10 years – 20 points, each additional years – 2 points up to max. 30 pts;	30	
Progressive experience in leading/coordinating teams (at least 5 years)	5 years – 10 points, each additional year – 2 pts. Up to max. 20 pts;	20	
Progressive experience in development of the local/national policies and plans (at least 3 years)	3 years – 20 points, each additional year – 2 pts. Up to max. 30 pts;	30	
<u>Interview</u> (demonstrated technical knowledge and experience; communication/ interpersonal skills; initiative; creativity/ resourcefulness).			
Only the first 3 applicants that have accuminvited to the interview.	ulated the highest technical so	core shall be	
Knowledge of CC legislation at the national and international level	Limited – 5 pts, fair – up to 15 pts., good – up to 25 pts, very good – up to 40 pts ;	200	
Strong understanding of sectoral vulnerability and risks	Limited – 5 pts, fair – up to 20 pts., good – up to 35 pts, very good – up to 50 pts ;		

Demonstrated knowledge of the disaster risk management	Limited – 5 pts, fair – up to 15 pts., good – up to 35 pts, extensive – up to 50 pts ;	
Experience in working with UN agencies and other development partners leading teams.	Yes – 30 pts; No – 0	
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 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.

<u>Financial</u>	
Evaluation of submitted financial offers will be done based on the following formula:	
<u>S = Fmin / F * 200</u>	
S – score received on financial evaluation;	200
Fmin – the lowest financial offer out of all the submitted offers qualified over the	200
technical evaluation round;	
F – financial offer under consideration	

Winning candidate

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

Social and Gender Consultant

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

- Advance degree in social sciences, environment, political studies, management or the other relevant field
- At least 3 years of experience in local development.
- 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
<u>Technical</u>		
Advance degree in social sciences, environment, political studies, management or the other relevant field	Bachelor – 10 pts; Master's – 15 pts;	15
At least 3 years of experience in local development	3 years – 25 points, each additional year – 2 points up to max. 35 pts ;	35
At least 3 years providing support to local authorities, NGOs in the development areas	3 years – 20 points, each additional year – 5 pts. Up to max. 30 pts;	30

<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 policy framework regarding the local development and public budgeting process.	, , ,	
Proved knowledge on development of local policies or plans	Limited – 5 pts, fair – up to 15 pts., good – up to 30 pts, very good – up to 50 pts ;	220
Understanding of climate related risks	Limited – 5 pts, fair – up to 10 pts., good – up to 20 pts, very good – up to 30 pts ;	
Sound knowledge on gender and social aspects,	Limited – 5 pts, fair – up	

including policy and implementation level in the Republic of Moldova	to 15 pts., good – up to 25 pts, very good – up to 45 pts ;	
Strong communication and interpersonal skills	Up to 15 pts ;	
	Romanian-10 pts;	
Fluency in Romanian is required, knowledge of	English – 5 pts;	
English and Russian will be an asset.	Russian – 5 pts, max. 20	
	pts.	
Belonging to the group(s) under-represented in the	No – 0 pts, to one group –	
UN Moldova and/or the area of assignment	5 pts, to two or more	
	groups – 10 pts .	
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.

<u>Financial</u>	
Evaluation of submitted financial offers will be done based on the following formula:	
<u>S = Fmin / F * 200</u>	
S – score received on financial evaluation;	200
Fmin – the lowest financial offer out of all the submitted offers qualified over the	200
technical evaluation round;	
F – financial offer under consideration	

Winning candidate

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