



TERMS OF REFERENCE

Job title	National consultant to assist the Ministry of Environment (MoEnv) in supporting and operationalizing the activities of the Donors Environment Coordination Council (DECC)
Duty Station	Chisinau, Moldova
Reference to the project	Enabling an Inclusive Green Transition in the Republic of Moldova
Contract type	Individual Contract
Contract duration	September 2024 – September 2025 (110 working days)
Starting date	September 2024

1. PROJECT OBJECTIVES AND EXPECTED RESULTS

The main goal of this project is to support the Government of Moldova to engage sustainably in a transformative green agenda by enhancing awareness, building capacities and encouraging investments in low-emission and resource-efficient economy. The proposed intervention will put in place the enabling conditions for an inclusive green transition in the Republic of Moldova, through a combination of cross-sectorial decision-making in joint stakeholder platforms, capacity building measures, general education and awareness raising, dissemination of best policy practices, information sharing and networking, pilot-testing green-transition related solutions and other activities, to ensure that the green transformation perspective is well understood and embraced.

Specific objectives of the project are to support the Ministry of Environment of the Republic of Moldova to:

- promote green transition by establishing sound alliances with EU platforms and international organizations supporting the green transition, while building formal partnerships among relevant public institutions, sectors etc. and setting-up efficient coordination mechanisms, ensuring inclusive participation and balanced representation of men and women.
- develop policy instruments and other measures to accelerate the EU accession process.
- explore the gaps and opportunities in the context of the EU Green Deal (EGD) for Moldova to enable the design of smart regulatory frameworks, essential in promoting circular economy as one of the key driver of the green transformation.
- implement EPR mechanism for managing specific waste streams (packaging, WEEE, batteries, used oils etc) and providing clear distribution of roles among the competent authorities and the business sector. The project will facilitate engagement between the LPAs and the private sector entities interested to be part of the EPR approach in order to establish collaborative approached towards the integrated waste management system in the respective WMZs.
- develop waste related business models for specific waste streams (e.g. textile, plastic, construction wastes), and provide analytical support to the establishment of a secondary raw material waste market.

- To establish points for recycling accompanied by relevant incentivizing schemes; introducing digital information systems on specific waste streams collection and treatment; and other initiatives related to waste reuse, recovery and recycling.

2. BACKGROUND

Moldova has committed to advance the green development agenda and to deliver transformative reforms as part of the EU candidacy effort. The Association Agreement with the European Union is expressly aimed at ensuring sustainable development and promoting the green economy. By signing the Agreement, the Republic of Moldova undertakes to harmonise national legislation with European legislation and to ensure the integration of environmental protection, rational use of resources and energy efficiency, eco-labelling, eco-innovations in all sectors of the national economy and social life.

The Ministry of Environment develops and promotes Moldova's state policy on environmental protection and rational use of natural resources, oriented toward creating conditions beneficial for life, the country's sustainable development, the approximation of national legislation to the European Union. MoEnv aims to align its environmental and climate policy with the objectives of the European Green Deal to enable Moldova's green transition.

The environment protection sector is one of the top priorities for the Government and it is addressed in Government's Plans and a number of policy documents, laws and regulations. In accordance with the Environment Strategy for the 2024-2030 years, the Government aims to guarantee safe conditions for environment and life nationally, according to the European environmental goals. Thus, decision-makers aim at reducing the pollution and pressure on the climate and the environment related to production and consumption, especially in the fields of energy, industry, buildings and infrastructure, mobility, tourism, international trade and food system. One aspect regards the reduction of the net emissions of greenhouse gas by at least 70 per cent till 2030 against the level from 1990 (NDC). The ecological education has to play an essential role, in order to help the citizens become aware of the problems concerning the environment and undertake individual actions of protecting the environment, as well as at level of local communities. In the long term, the document provides ways of development of the green economy, gives new possibilities for the use of technological innovations and receiving of technical assistance for reduction of climate change impacts. Green economy is a cross-cutting area, and effective collaboration between the institutions involved at national and local level contributes to achieving the given objectives by aligning them with the priorities of the European Green Deal.

The establishment of the Donors Environment Coordination Council (DECC) by the MoEnv is a strategic initiative to streamline external assistance, foster effective collaboration among development partners, and optimize the allocation of resources towards projects and initiatives, with a special focus on ensuring compliance with EU requirements.

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

3. SCOPE OF WORK AND EXPECTED DUTIES AND RESPONSIBILITIES

The objective of the assignment is to assist the Ministry of Environment in ensuring a stable national policy dialogue on environmental matters. Under the guidance of Ministry of Environment (Chair), the consultant is expected to ensure the works of the Donors Environment Coordination Council (DECC) as the main platform for reaching multi-partner consensus on core environment activities/ issues (planning, implementation, M&E, etc.).

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

- to develop the Regulation of the DECC, aligning it with governmental decisions, international best practices and EU integration goals.
- to formulate and facilitate the execution of the DECC's annual Action Plan and priority agenda, focusing on strategic environment projects, EU integration milestones, etc.
- to ensure effective communication and collaboration between the MoEnv and DECC members, and the EU High-Level Advisor on Environment and Green Transition, fostering synergies and strategic alignment towards EU integration and with particular focus on the elements stemming from the European Green Deal.
- to organize periodical meetings of the DECC, including, but not limited to logistic aspects, secretariat activities, translations, preparation of the subjects to be discussed and relevant background documents, etc.
- to contribute to the implementation of the UNDP Climate Promise commitment by supporting MoEnv in achieving National Determined Contribution (NDC) targets.
- to keep the track of the environment related ongoing and planned projects, alignment with EU integration objectives, EGD and ensure close coordination between them in order to avoid the overlapping (regularly update the environment project Matrix);
- to support the MoEnv in development of the projects pipeline for the environment sector and resource mobilization.
- to ensure close coordination with similar Councils (Green Economy Working Group, Climate Change Commission and Sustainable Development Council) in other ministries/public institutions to ensure coherence and complementarities between projects and developments under other sectors that have environment related activities (e.g. green economy, EGS, climate change, energy efficiency etc.)
- to stay informed about legislative and policy developments in the environment sector, especially those related to the EU acquis, EGD, and the directives of the EU High-Level Advisor, updating DECC members accordingly.
- to engage in the sector's monitoring and evaluation, focusing on strategic document implementation, EU integration progress, EGD compliance,
- to support the discussions on clear delineation of roles/responsibilities, support provided by donors within environment sector.
- to perform ad-hock tasks requested by Ministry of Environment.

4. EXPECTED DELIVERABLES AND TENTATIVE TIMEFRAME

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

Key Deliverables and the Anticipated Workload	Tentative Timetable/Deadline
Deliverable 1: Draft organizational options for sector coordination council, and list of members – report provided.	October 2024

Result: The DECC is established and functional, and the members are notified. (5 working days)	
Deliverable 2: Draft Regulation of the DECC functioning Result: The DECC operates based on the regulation elaborated and approved by the Ministry of Environment (5 working days)	October 2024
Deliverable 3: Draft Annual Plan of DECC and priority agenda for policy dialogue in environment sector Result: The Annual Plan is approved by the DECC members (5 working days)	October 2024
Deliverable 4: Meetings of the DECC organized (logistic aspects, secretariat activities, preparation of the subjects to be discussed and relevant background documents, minutes of the meetings, etc.). Up to 2 meetings in 2024. Result: The DECC meetings are organized quarterly according to the annual plan (15 working days)	October 2024 - December 2024
Deliverable 5.1: Matrix of the environment related ongoing and planned projects developed and continuously updated. Result: DECC members are regularly informed about ongoing projects and their status (4 working days)	September 2024- December 2024
Deliverable 5.2: Matrix of the environment related ongoing and planned projects developed and continuously updated. Result: DECC members are regularly informed about ongoing projects and their status (11 working days)	January 2025 - September 2025
Deliverable 6.1: Report on successful implementation of the Climate Promise Plan which includes liaising with the MoEnv, DECC members and international donors; reports preparation, organizing events, etc). Result: The MoEnv is enabled to achieve the National Determined Contribution (NDC) targets (4 working days)	September 2024 – December 2024
Deliverable 6.2: Report on successful implementation of the Climate Promise Plan which includes liaising with the MoEnv, DECC members and international donors; reports preparation, organizing events, etc). Result: The MoEnv is enabled to achieve the National Determined Contribution (NDC) targets (11 working days)	January 2025 - September 2025
Deliverable 7: Meetings of the DECC organized (logistic aspects, secretariat activities, preparation of the subjects to be discussed and relevant background documents, minutes of the meetings, etc.). At least 4 meetings in 2025 Result: The DECC meetings are organized regularly according to the annual plan (45 working days)	January 2025 - September 2025
Deliverable 8: Final report on establishment and functioning of the DECC submitted Result: The final report key findings are acknowledged by the DECC members (5 working days)	By end of September 2025

Duration: 110 working days, from September 2024 – September 2025.

5. INSTITUTIONAL ARRANGEMENTS

The National Consultant will work under the guidance and technical supervision of the UNDP Project Institutional Development and Capacity Building Manager performing his/her daily activity being based within the MoEnv and working in close collaboration with the staff of the MoEnv, EU High Level Advisor, UNDP CO, and other relevant stakeholders. The MoEnv will provide him/her with a working station (desk and printing facilities) within its premises.

The assignment is planned for September 2024 – September 2025.

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

Materials provided to the Consultant and all proceedings within the consultancy contract shall be regarded as confidential, both during and after the consultancy. Violation of confidentiality requirements may result in immediate termination of contract.

Performance evaluation: The Consultant's performance will be assessed based on criteria including timeliness, responsibility, initiative, communication, accuracy, and the quality of delivered products.

Language of the deliverables: All deliverables for this assignment must be presented in Romanian and/or English language, as specified by the Project Manager

6. SKILLS AND EXPERIENCE REQUIRED

Academic Background:

- Bachelor's degree in social sciences, environment/climate science, legal or public administration or other related fields is required.

Professional Experience:

- At least 3 years of relevant professional experience in environment, public administration or other areas relevant to the assignment;
- At least 3 years of demonstrated experience in cooperation with the national authorities and/or development partners in the technical assistance, strategic planning and project implementation in the environment and/or public administration related areas;
- Experience in events organization, administrative support, etc.

Skills and Competencies:

- Expertise in environment policy, circular economy, waste management, climate change or related fields, with a comprehensive understanding of EU environment standards, the EU acquis, and Moldova's sectoral challenges and opportunities.
- Demonstrated experience in project management, policy development, stakeholder engagement within the environment sector, and EU integration processes.
- Strong analytical, communication, and facilitation skills, capable of effectively managing complex multi-stakeholder environments and supporting high-level advisory roles.

Language requirements:

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

The UNDP Moldova is committed to the workforce diversity. Women, persons with disabilities, Roma and other ethnic or religious minorities, persons living with HIV, as well as refugees and other non-citizens legally entitled to work in the Republic of Moldova, are particularly encouraged to apply.

7. PAYMENT MODALITIES:

Payment will be a lump sum amount based, disbursed in several instalments, against submission and approval of deliverables, and certification by UNDP Environment, Energy and Climate Change Cluster

Lead/or Programme Manager, that the services have been satisfactory performed. Payments are based upon output, i.e. upon delivery of the services specified in TOR.

8. APPLICATION PROCESS

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

1. Personal updated CV, including information about experience in similar assignments and at least three (3) the most recent professional references of previous supervisors;
2. Proposal (Motivation Letter, maximum length: 1 page): explaining why he/she is most suitable for the assignment, including past experience in similar assignments, providing a brief information on above qualifications, and brief methodology on how he/she will approach and conduct the work;
3. 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.

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.

A retired government official is not considered in this case a government official, and as such, may be contracted.

9.EVALUATION

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

- Bachelor's degree or higher in social sciences, environment/climate science, legal or public administration or other related fields is required.
- At least 3 years of relevant professional experience in environment, public administration or other areas relevant to the assignment;
- At least 3 years of demonstrated experience in cooperation with the national authorities and/or development partners in the technical assistance, strategic planning, and project implementation in the environment and/or public administration related areas.
- Citizenship 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>		
Bachelor's degree in social sciences, environment/climate science, legal or public administration or other related fields	(Bachelor's – 20 pts, Master's –30 pts., PhD Degree – 40 pts.)	40
At least three (3) years of relevant professional experience in environment, public administration or other areas relevant to the assignment	(3 years – 40 pts, each additional year – 10 pts, up to 60 pts)	60
At least 3 years of demonstrated experience in cooperation with the national authorities and/or development partners in the technical assistance, strategic planning and project implementation in the environment and/or public administration related areas;	(3 years – 40 pts, each additional year – 5 pts, up to 55 pts)	55
Working experience with UNDP or other international organizations in the field of technical assistance in Environment	(each assignment – 10 pts, up to 20 pts)	20
<u>Interview evaluation criteria</u>		
Demonstrated experience in project management, policy development, stakeholder engagement within the environment sector, and EU integration process	(each assignment – 10 pts, up to 50 pts)	50
Strong analytical, communication, and facilitation skills, capable of effectively managing complex multi-stakeholder environments and supporting high-level advisory roles.	(excellent– 30 pts, satisfactory-20 pts, limited-0 pts)	30
Proficiency in Romanian and English, Russian will be an asset	(Romanian, English, 5 pts each) Russian – 5 pt	15
Expertise in environment policy, circular economy, waste management, climate change or related fields, with a comprehensive understanding of EU environment standards, the EU acquis, and Moldova's sectoral challenges and opportunities.	(each assignment – 10 pts, up to 20 pts)	20

Belonging to under-represented groups	(yes – 10 pts., no belonging – 0 pts)	10
Maximum Total Technical Scoring		300
<u>Financial</u>		
Evaluation of submitted financial offers will be done based on the following formula: <u>$S = F_{min} / F * 200$</u> 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

** Under-represented groups in UN Moldova are persons with disabilities, LGBTI, ethnic and linguistic minorities, especially ethnic Gagauzians, Bulgarians, Roma, Jews, people of African descent, people living with HIV, religious minorities, especially Muslim women, refugees and other non-citizens. **Please specify in CV, in case you belong to the group(s) under-represented in the UN Moldova and/or the area of assignment.***

Winning candidate

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

ANNEXES TO THE TOR

- 1) UNDP General Terms and Conditions for Individual Contractors**
- 2) Offeror's letter confirming interest and availability, including a financial proposal (template).**
- 3) Statement of Health - Individual Contractors**