



## TERMS OF REFERENCE

- A. Job Title:** National Consultant to support local public authorities in funds mobilization for climate change adaptation activities.
- 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 46 working days during October 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.

#### **G. Objective:**

The objective of the assignment is to support local public authorities in prioritizing adaptation measures at the local level and securing funds for costly investment projects. The objective is to be achieved through open dialog on emerging issues and identification of potential adaptation solutions that will be prioritized during a workshop.

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

Under supervision of the Project Manager, the Consultant will maintain continuous communication with at least 20 mayoralities of district towns and liaise with GAP Fund. More specifically the consultant shall:

#### **Support at least 20 selected district towns to prioritise adaptation to climate change measures.**

- Inform at least 20 district towns about UNDP and GAP fund collaboration and the intention to prioritize climate change adaptation solutions.
- Develop a questionnaire for identifying existing local vulnerabilities and climate change issues that towns are facing together with the project team and GAP Fund.
- Examine local development plans and/or climate change adaptation plans, or any other local planning documents that address local vulnerabilities to climate change.
- Disseminate the questionnaire to the selected towns, organize information sessions, and provide direct support in filling in the questionnaire.
- Maintain regular contact with the selected towns, guiding them to complete the questionnaire properly and promptly.
- Document existing problems, compile a comprehensive list of common vulnerabilities and climate related issues.
- Develop a long list of potential solutions to address local vulnerabilities.
- Report on the common issues and potential adaptation solutions.
- Engage in regular dialogue with town-level experts and representatives of relevant ministries and prioritize appropriate CCA measures.
- Report on shortlisted CCA solutions expected outcomes.

#### **Provide the support for the organization of the training with the GAP Fund representatives and selected towns.**

- Organize logistical arrangements: Secure venues, accommodation, and travel arrangements for participants.
- Coordinate logistical and financial aspects of the training organization with the project team and relevant UNDP CO units, as necessary.
- Assist in selecting vendors according to internal UNDP procedures, following the guidance from the project team.
- Facilitate communication prior to the training: Provide support to participants before, during, and after the training.
- Take meeting notes during the training and ensure that all discussions are properly documented.

- Develop a training report that includes all discussions and outlines follow-up steps.

### Expected Deliverables of the Technical Consultant:

1.	A detailed questionnaire for screening local climate risks and vulnerabilities in local development sectors	4 w.d.	November 2024
2.	Report on completed questionnaires by at least 20 district towns	20 w.d.	November 2024
3.	Report on local risks and vulnerabilities and long list of proposed adaptation measures for at least 4 sectors per community	10 w.d.	November 2024
4.	Report on a short list prioritized issues and solutions	4 w.d.	December 2024
5.	Report on the two days training for the local authorities, including logistic and technical support	8 w.d.	January 2024
			<b>Total 46 days</b>

### 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:**

#### Academic Qualifications:

- Advance degree in Environment, Communication, Economics or other relevant field.

#### Years and sphere of experience:

- At least 3 years in communication with beneficiaries
- Proved experience working with central and/or local public authorities.

#### Competencies:

- Understanding of sectoral vulnerability and risks.
- Knowledge of the climate change adaptation measures.
- Strong communication skills.
- 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.

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**

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

- Advance degree in Environment, Communication, Economics or other relevant filed.
- At least 3 years in communication with beneficiaries.

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
<b>Technical</b>		
Advance degree in Environment, Communication, Economics or other relevant filed	<i>Bachelor – 10 pts; Master’s – 20 pts;</i>	20
At least 3 years in communication with beneficiaries	<i>3 years – 25 points, each additional year – 5 points up to max. 40 pts;</i>	40
Proved experience working with central and/or local public authorities	<i>Yes/No. 30 pts;</i>	30
<b>Interview</b> (demonstrated technical knowledge and experience; communication/ interpersonal skills; initiative; creativity/ resourcefulness). <b>Only the first 3 applicants that have accumulated the highest technical score shall be invited to the interview.</b>		
Understanding of sectoral vulnerability and risks	<i>Limited – 10 pts, fair – up to 25 pts., good – up to 45 pts, very good – up to 60 pts;</i>	210
Knowledge of the climate change adaptation measures.	<i>Limited – 10 pts, fair – up to 25 pts., good – up to 45 pts, very good – up to 60 pts;</i>	
Strong communication skills	<i>Limited – 10 pts, fair – up to 25</i>	

	<i>pts., good – up to 45 pts, very good – up to <b>60 pts</b>;</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. <b>20 pts.</b></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 – <b>10 pts.</b></i>	
<b>Maximum Total Technical Scoring</b>		<b>300</b>

*\* 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.*

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

Winning candidate

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