



TERMS OF REFERENCE

Job Title:	National Consultant to evaluate Knowledge Management Products and set evaluation procedures for Sector Adaptation Plans
Duty Station:	Chisinau, Moldova
Project reference:	Advancing Moldova's National Climate Change Adaptation Planning (phase 2)
Contract type:	Individual Contract (IC)
Contract Duration:	54 working days during November 2024 – April 2025

1. BACKGROUND:

Climate change is already profoundly impacting the conditions for resource availability and agricultural activities. Over the last decade, the country has experienced many extreme events, such as droughts and major floods, along with the cumulative effects caused by increased mean temperature and the uneven distribution of precipitation throughout the year, which have had negative consequences on the country's economy, and its population wellbeing and health. Severe droughts are recurring more frequently, causing significant economic losses. The increasing scope and intensity of extreme events have also resulted in increased frequencies of high-risk situations. By 2050, an increase of 2–3°C in the average temperature, an additional 32 days that exceed the current maximum temperature by 10%, and another 12 days with zero precipitation are projected.

The Government sees the National Adaptation Planning (NAP) process as key to achieving the adaptation objectives outlined in its 2014 Climate Change Adaptation Strategy of the Republic of Moldova and its 2020 Nationally Determined Contributions (NDC), as well as the continued mainstreaming of climate change considerations into its policies and budgeting processes. The proposed project supports the Republic of Moldova's Government in advancing the second cycle of its National Adaptation Planning process (known as NAP-2). The outcomes of the NAP-2 national adaptation planning processes are:

Outcome 1: To strengthen and operationalize the national steering mechanism for climate change adaptation (CCA);

Outcome 2: To improve the long-term capacity on planning and implementation of adaptation actions through CCA technologies;

Outcome 3: To improve the mainstreaming of climate change adaptation through the increased alignment of national development priorities in the priority sectors (forestry, health, energy, and transport).

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 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 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 sectors priority - agriculture, water resources, health, forestry, energy, and transport.

The preliminary work under the first cycle of the NAP (known as NAP-1) supported developing a NAP as a process, conceptualizing, and developing its elements, including the national steering mechanism, and laid down the groundwork towards long-term adaptation planning. Despite the progress, significant gaps remain in integrating climate change considerations into many of the national priority sectors' development policies and their associated budget priorities. National appropriations for CCA remain limited.

The NAP-2 goals will be achieved within two parallel implementation tracks. The first track implemented by UNDP expands and deepens the national approach developed under the NAP-1 and strengthens synergies both vertically, at different levels of the governance, and horizontally, between the sectors affected by climate change to reduce duplication of efforts, pool scarce resources for efficient use, and ensure a coherent and comprehensive approach to the integration of CCA responses into development planning. In contrast, the second track will focus on adaptation in the agriculture sector and will be concurrently implemented under FAO's auspices.

Communication and knowledge products are vital in the adaptation process because they ensure that key stakeholders are informed, engaged, and able to make data-driven decisions to address climate risks. They facilitate the sharing of best practices, lessons learned, and progress updates, empowering communities and institutions to implement effective adaptation strategies and enhance resilience. It is crucial to evaluate their effectiveness and impact of such knowledge during the last implementation year. By assessing how these materials are disseminated and utilized, this activity ensures that key stakeholders and the broader public are equipped with the necessary information to actively contribute to and benefit from the adaptation process. It also enables the identification of gaps and inefficiencies in communication strategies, leading to recommendations for improvement.

This iterative evaluation process strengthens the capacity to adapt the NAP in real-time, ensuring that the plan evolves in response to feedback and changing circumstances. Additionally, this activity will inform the development of NAP-3 by integrating lessons learned from NAP-2, ensuring continuity and alignment with adaptation goals. The integration of this evaluation with the Monitoring & Evaluation (M&E) system and national reporting platforms ensures transparency and accountability in climate adaptation efforts, reinforcing Moldova's overall climate resilience strategy.

2. OBJECTIVE:

The objective of the current assignment is to evaluate the quality and impact of the communication and knowledge products that were developed in the NAP2 projects and provide clear actionable recommendations for the improvement. The assignment will also set an evaluation procedure for sectoral adaptation plans.

3. SCOPE OF WORK AND EXPECTED OUTPUTS:

1. Define the objectives, targets and methodology for the assessment

- 1.1. Review and document the current dissemination strategies and channels for knowledge and communication products under NAP-2.
- 1.2. Design templates, tools, and methodologies for evaluation of the defined objectives and targets.
- 1.3. Develop the workplan identifying the main steps, timeline of the implementation of the assignment.

2. Conduct the assessment process for the communication and knowledge management products

- 2.1. Conduct surveys, interviews, and focus groups with stakeholders to evaluate how the knowledge products are being used and the extent of their dissemination according to the proposed methodology.
- 2.2. Analyze the feedback to identify gaps in dissemination and areas where knowledge products have not been effectively communicated or utilized.
- 2.3. Develop the report of the stakeholder consultations process and recommended improvements.

3. Conduct the assessment process for the implementation of the sectoral adaptation plans

- 3.1. Conduct surveys, interviews, and focus groups with stakeholders to evaluate how the sector adaptation plans are being implemented.
- 3.2. Analyze the feedback to identify gaps in the areas where the improvements will be needed in the next NAP process.
- 3.3. Develop the report of the stakeholder consultations process on the sector adaptation plans.

4. Development of guidance for the evaluation of the sector activities

- 4.1. Establish clear objectives and desired outcomes for evaluating sector activities.
- 4.2. Develop a set of indicators to measure the effectiveness, reach, and impact of sector activities.
- 4.3. Create standardized tools, templates, and a methodological framework for collecting and analyzing data related to the sector activities.
- 4.4. Engage relevant stakeholders to ensure the evaluation methodology reflects the needs and priorities of those involved in or affected by sector activities.
- 4.5. Conduct a pilot test of the evaluation methodology on a select group of sector activities and knowledge products to assess its applicability and effectiveness.
- 4.6. Based on feedback from the pilot test, make necessary adjustments to improve the methodology for broader application.
- 4.7. Align the evaluation methodology with the existing Monitoring & Evaluation (M&E) system to ensure ongoing assessment and reporting.

5. Development of guidance for the evaluation knowledge products

- 5.1. Establish clear objectives and desired outcomes for evaluating knowledge products, aligned with overall adaptation goals.
- 5.2. Develop a set of indicators to measure the effectiveness, reach, and impact of knowledge products.
- 5.3. Create standardized tools, templates, and a methodological framework for collecting and analyzing data related to the knowledge products.

6. Provide the support for the organization of the presentation of the Climate Change Information and Knowledge Management Portal

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

7. Final Report on the implementation of the assignment

- 7.1. Develop the final report describing the process and results of the assignment's implementation.
- 7.2. Formulate the Roadmap with the measures to be implemented for ensuring the integration of the proposed methodologies into the workflow of the relevant institutions.

Expected Deliverables:

item no.	DELIVERABLES	Estimate Workdays	Tentative timeframe
	Tasks		
1.	Methodology and workplan for the implementation of the assignment	4 wd	November, 2024
2.	Report on the assessment process for the five sectoral adaptation plans	10 wd	January, 2025
3.	Report on the assessment process for the communication knowledge management products	11 wd	February, 2025
4.	Guidance for the evaluation of the sector activities linked with M&E framework	11 wd	March, 2025
5.	Guidance for the evaluation of knowledge products	7 wd	March, 2025
6.	Report on the organization of the presentation of the functionalities of Climate Change Information and Knowledge Management Portal	8 wd	April 2025
7.	Final Report on the implementation of the assignment including the roadmap for the implementation of the proposed methodologies	3 wd	April, 2025
			Total 54 days

4. ORGANIZATIONAL SETTING:

The National Consultant will work under the direct supervision of the UNDP Project Manager. The National Consultant should liaise with all the relevant stakeholders to obtain and validate the information and data that will be included in the assessment. The consultant will provide deliverables in Romanian or English in electronic copies according to the timeframe from the deliverables table. The Project Manager should approve these deliverables.

5. QUALIFICATIONS AND SKILLS REQUIRED:

I. Academic Qualifications:

- Advanced Degree in Environment, Management, or another relevant area.

II. Years and sphere of experience:

- At least 5 years of progressing work experience in the environment and climate change.
- Experience in working with national-level authorities in the Republic of Moldova.

III. Competencies:

- Demonstrated knowledge of adaption to climate change.
- Demonstrated experience of work with the stakeholders on the national level
- Demonstrated knowledge in conducting capacity assessment, evaluations, etc. preferably in climate change area.
- Knowledge of principles of monitoring and evaluations, preferably in the area of environment and climate change.
- Good coordination, facilitation, and engagement of stakeholders' skills.
- Fluency in Romanian and English is required, knowledge of Russian will be an asset.

Proven commitment to the core values of the United Nations respecting differences of culture, gender, religion, ethnicity, nationality, language, age, HIV status, disability, and sexual orientation, or other status. **Please mention in CV if you belong to the group(s) under-represented in the UN Moldova and/or the area of assignment.**

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 non-citizens legally entitled to work in the Republic of Moldova, are particularly encouraged to apply.

6. APPLICATION PROCESS

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

1. Proposal, explaining why he/she is most suitable for the work, including past experience in similar assignments, providing a brief information on above qualifications and methodology on how he/she will approach and conduct the work (if applicable).
2. 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.
3. CV with at least three names for a reference check.

Important notice:

The applicants who have the statute of Government Official / Public Servant prior to appointment will be asked to submit the following documentation:

- i. a no-objection letter in respect of the applicant received from the Government, and;
- ii. 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.

7. FINANCIAL PROPOSAL

Lump sum contracts

The financial proposal shall specify a total **lump sum amount**, and payment terms around specific and measurable (qualitative and quantitative) deliverables (i.e. whether payments fall in instalments or upon completion of the entire contract). Payments are based upon output, i.e. upon delivery of the services specified in the TOR. In order to assist the requesting unit in the comparison of financial proposals, the financial proposal will include a breakdown of this lump sum amount (including fees, taxes, travel costs, accommodation costs, communication, and number of anticipated working days) (see Annex 2 of the Offeror's Letter Confirming Interest and availability).

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.

8. EVALUATION

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

- Advanced Degree in environmental, management or other relevant area.
- At least 5 years of progressing work experience in environment and/or climate change.

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		
Advanced Degree in environmental, management or other relevant area	Bachelor – 10 pts; Master’s – 20 pts	20
At least 5 years of progressing work experience in in environment and/or climate change.	5 years – 40 points, each additional year – 5 points, up to max. 60 pts	60
Experience in working with national-level authorities in the Republic of Moldova	Yes – 20 No – 0	20
Subtotal desk review Scoring – 100 pts.		
<p>Interview (demonstrated technical knowledge and experience; communication/ interpersonal skills; initiative; creativity/ resourcefulness). Only the first 4 applicants that have accumulated the highest technical score shall be invited to the interview.</p>		
Competencies:		
Demonstrated knowledge of adaption to climate change	limited <20 pts, satisfactory <35 pts, extensive <50 pts	50
Demonstrated knowledge in conducting capacity assessment, evaluations, etc. preferably in climate change area.	limited <15 pts, satisfactory <30 pts, extensive <40 pts	40
Knowledge of principles of monitoring and evaluations, preferably in the area of environment and climate change.	limited <20 pts, satisfactory <35 pts, extensive <50 pts	50
Good coordination, facilitation, and engagement of stakeholders' skills	limited <5 pts, satisfactory <10 pts, extensive <20 pts	20
Fluency in Romanian is required, knowledge of English and Russian will be an asset.	Romanian – max 10 pts English – max 5 pts Russian – max 5 pts	20
Belonging to the group(s) under-represented in the UN Moldova and/or the area of assignment*	No – 0 pts, to one group – 10 pts, to two or more groups – 20 pts	20
Subtotal Interview Scoring – 200 pts.		

Maximum Total Technical Scoring	300
<u>Financial</u>	
Evaluation of submitted financial offers will be done based on the following formula: $S = F_{min} / F * 200$ S – score received on financial evaluation; F_{min} – 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).