

TERMS OF REFERENCE

Job Title:	Climate Specialist
Duty Station:	Home based – office based
Project reference:	Resilient Communities through women empowerment project, phase 2
Contract type:	Individual Contract (IC)
Contract Duration:	up to 70 working days during June 2025 – November 2026

A. Background:

During August 2024 – July 2028, UNDP will implement the Project “Resilient Communities through Women Empowerment, Phase 2”, funded by Sweden and Norway.

The Project aims to enhance gender-responsive climate resilience in Moldova by integrating gender considerations into climate policies, empowering women leaders, and promoting climate-smart solutions. It aligns with national priorities and the Moldova 2030 National Strategy, addressing climate change adaptation and environmental protection. The project also supports the Government Programme on Gender Equality (2023-2027) and contributes to energy-related objectives, enhancing domestic energy production and affordability.

As a continuation of the Resilient Communities Project, phase I, UNDP Moldova intends: i) to enhance the understanding on climate change and gender empowerment matters, via synergetic engagement of public authorities from both national and local level; ii) to expand the pool of experts on gender&climate nexus through fellowship programmes, knowledge management portal etc and with participation of the NGOs and, iii) to foster cooperation among the main local stakeholders – LPAs, community members and women-led businesses which all contribute to addressing the same priority issues identified in the Sustainable Energy and Climate Actions Plans (SECAPS);

Expected Project Results:

The project envisions a transformed landscape where climate action and gender equality converge, resulting in stronger communities and enhanced climate resilience. This transformation is driven by a set of expected results:

Outcome 1: Capacities of national and local authorities to advance gender transformative climate change actions are enhanced. This result is achieved through mainstreaming climate and gender into policy frameworks and enabling multi-stakeholder engagement. It ensures that climate and gender considerations are integrated from national to local levels, fostering a comprehensive response to the challenge.

Outcome 2: National and local women's leadership in climate actions is expanded and advanced. The project achieves this by enabling education, capacity-building, and a gender-specific leadership fellowship program. Empowering women as leaders and change-makers in climate adaptation and mitigation efforts is key to fostering inclusive and sustainable development.

Outcome 3: Women led climate-smart solutions are identified, supported and replicated among women groups and target communities. The project supports the implementation of climate-smart activities in households and women-led agri-businesses, fostering sustainable practices and generating economic opportunities. These solutions are grounded in gender-sensitive approaches, enhancing women's resilience and community well-being.

Outcome 4: Women-led climate-smart solutions are disseminated, and societal awareness is raised. The project conducts information campaigns, contributes to development of the gender-sensitive climate change knowledge management portal, and ensures project visibility. By showcasing success stories and

engaging multiple stakeholders, the project promotes a culture of climate awareness and gender-sensitive actions.

These expected results collectively address the challenge by integrating gender considerations into policies, empowering women leaders, promoting sustainable practices, and raising climate awareness. Through these outcomes, the project catalyzes positive change, contributing to Moldova's journey towards climate resilience, gender equality, and sustainable development.

B. Objective of the Assignment:

The primary objective of this assignment is to provide comprehensive climate expertise to design and operationalize gender-sensitive climate capacity building activities under Outcome 2 of the Resilient Communities through Women Empowerment Project, Phase 2. The Climate Specialist will serve as the thematic lead for translating climate adaptation principles into practical, scalable, and inclusive learning process targeting various groups such as local public authorities, civil servants, agri-producers, activists. Specifically, the consultant will:

- **Lead the development of a Training Curriculum** tailored for policy specialists, civil servants, and entrepreneurs, combining theoretical and applied content on gender and climate. The curriculum must incorporate Moldova-specific climate scenarios, best practices, and participatory learning methodologies. It will include both in-person and online formats to ensure accessibility and adaptability across platforms.
- **Co-develop and roll out a Capacity Building Programme** for local stakeholders including LPAs, business incubators, and women-led community organizations. This involves creating training content, tools, and hands-on guidance focused on managing local natural capital and implementing gender-responsive climate solutions. Coaching frameworks and monitoring tools for local trainers will also be provided.
- **Support the implementation of the Gender and Climate call for papers and practices** by evaluating proposals and contributing to knowledge generation.

The Call for Papers refers to a structured invitation to individual researchers, practitioners, activists, and academics to submit original research papers, case studies, or policy briefs that explore the climate–gender nexus in Moldova.

Practices refer to innovative, tested, or replicable community-based actions that demonstrate how gender and climate issues are being addressed in practice. These may include:

- Local initiatives led by women or youth to adapt to climate risks
- Climate-smart agriculture with a gender-equity focus and others.

The consultant will assess research and pilot proposals based on scientific and policy relevance, and develop a synthesis brief summarizing thematic trends, research gaps, and innovative practices. This work will directly contribute to strengthening Moldova's evidence base on climate–gender intersections.

- **Contribute to national and community-level policy dialogues** through technical content development, event participation, and post-dialogue synthesis reporting. These dialogues are critical for influencing policy shifts toward inclusive climate resilience.
- **Facilitate knowledge exchange and institutional learning** through the Community of Practice platform and a final policy brief. This will include the development of engagement strategies, learning indicators, and a consolidated summary of deliverables to ensure sustainability and replication.

This consultancy is pivotal for ensuring that climate strategies across all project activities are scientifically sound, gender-responsive, and contextually relevant to Moldova's national development and climate adaptation goals.

C. Scope of work and expected outputs:

The Consultant will work under the supervision of the Project manager and coordination of the Project Officer should deliver the following tasks:

1. Training Curriculum Design in Climate Change area

- Develop a training curriculum (including online content) for civil servants, policy specialists, and entrepreneurs in an accessible and user-friendly way.
- Include real-life case studies, localized climate data, interactive activities, and self-assessment tools.

2. Support to National Dialogues

- Develop technical inputs and facilitate sessions for the National Women's Forum on Climate Change Resilience.
- Contribute sector-specific climate insights (e.g., energy, agriculture).
- Prepare an analytical summary capturing sector-specific climate challenges and opportunities for dialogue.
- Facilitate technical sessions, compile feedback from stakeholders, and synthesize results into an actionable policy reflection brief.

3. Capacity Building Program Development and workshops for Community of Practice

- Provide thematic inputs to shape and launch the Community of Practice.
- Co-design and conduct workshop modules for business incubators, and potentially, LPAs, community leaders. (at least 2 one-day trainings for 4 target groups)
- Mentor Project partners/local authorities and/or people involved in the programme on applying climate-resilience concepts.

4. Institutional Strengthening for business incubators

- Assess and enhance the climate advisory services of business incubators.
- Deliver a Capacity building program in climate area for the representatives of the Business Incubators
- Support in integration of climate principles considerations in the activity of the Business Incubators

5. Call for papers and practices Knowledge Contributions

- Review and evaluate research and pilot call for proposals in the climate-gender domain.
- Advise on research themes and innovation priorities.

6. Knowledge Synthesis

- Develop a policy brief summarizing lessons and findings from the consultant's engagement.
- Provide feedback and adjustments on needs based for the training curriculum, national dialogues and capacity building programme on topics related to climate, during contract timeframe.

D. Deliverables

item no.	DELIVERABLES	Estimated Workdays	Tentative timeframe
1	<p>Deliverable I: Gender-climate curriculum package for a learning platform, for dual modality delivery (in-person and online) with specialization for policy specialists, civil servants, entrepreneurs on Climate change-gender nexus, including all instructional materials and multimedia content.</p> <ul style="list-style-type: none"> - Develop comprehensive curricula: Create detailed content, including instructional materials and multimedia resources. - Refine content: Adjust and enhance the content based on feedback from the ResCom 2 gender expert. - Validate curricula: Ensure the content is reviewed and approved by relevant stakeholders. - Test curriculum package: Implement and evaluate the Gender-climate curriculum package to ensure effectiveness. - Introduce and operationalize curriculum package: Present the curriculum package to the institution responsible for the e-learning platform and provide close guidance to ensure its implementation, focusing on both content and multimedia elements. 	30 w.d.	October 2025
2	<p>Deliverable II: Technical brief for National Women's Forum and post-event summary report, including participant feedback, session notes, and recommendations.</p> <ul style="list-style-type: none"> - Development of a detailed technical brief outlining key climate themes, gender integration strategies, and actionable policy recommendations discussed during the National Women's Forum. - Facilitation of technical sessions, capturing sector-specific insights (e.g., energy, agriculture) and generating sectoral briefs. - Provision of specific recommendations for future national dialogues and policy influence based on the outcomes of the forum. 	5 w.d.	November 2025
3	<p>Deliverable III: Report on the conducted capacity building and agenda of the events.</p> <ul style="list-style-type: none"> - Deliver a Capacity building program climate area (at least 2 one-day trainings for 4 target groups) for the National and local stakeholders, including Local Business Incubators and women agri-producers and summary report. <p>This will be done in collaboration with the gender specialist that will include the gender lens.</p>	10 w.d.	August 2025
4	<p>Deliverable IV: Institutional guidance note and toolkits based on needs assessment of 12 business incubators in the framework of the Institutional Development component implemented under ResCom2 project, including recommendations for climate resilience mainstreaming.</p> <ul style="list-style-type: none"> - Expand Incubator activities: Provide recommendations to integrate climate mitigation and 	10 w.d.	December 2025

	<p>adaptation measures into the business sector.</p> <ul style="list-style-type: none"> - Create a resources database: Develop a database with resources to enhance business activities from a climate resilience perspective. 		
5	<p>Deliverable V: Evaluation summary report of call for papers and practices proposals and thematic analysis brief on Moldova's gender-climate research landscape.</p> <ul style="list-style-type: none"> - Comprehensive evaluation of each proposal, focusing on climate-gender relevance, feasibility, and potential impact. With ranking of the best proposals, with 4 of them being selected for financial support. - Detailed assessment matrix categorizing proposals by thematic areas, research gaps, and innovative approaches. 	5 w.d.	March 2026
6	<p>Deliverable VI: Final policy brief and consultancy summary report consolidating all deliverables and strategic recommendations.</p> <ul style="list-style-type: none"> • Including feedback and adjustments on needs based for the training curriculum, national dialogues and capacity building programme on topics related to climate, during contract timeframe. 	10 w.d.	September 2026
Total 70 days			

E. Organizational Setting:

The Consultant will work under the direct supervision of the UNDP Project Manager. The Consultant will work together with Gender Expert and should liaise with the relevant stakeholders, both on the national and local levels. The consultant will provide deliverables in English in electronic copies and according to the timeframe from the deliverables table. The Project Manager should approve the deliverables. Financial arrangements:

Financial proposal: Lump sum contract

The financial proposal shall specify a total lump sum amount (including professional fee only), and payment terms around specific and measurable (qualitative and quantitative) deliverables.

Payments are based upon output, i.e., upon delivery of the services specified in the TOR.

Travel

International travel is not envisaged as part of this assignment. There will be travel and visits at country level. The consultant is expected to take based on needs 2 field visits and deliver 2 presentations at 2 events. The exact schedule shall be coordinated in advance, with the project covering travel and related expenses.

F. 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.

G. Qualifications and skills required

Gender and Climate Change Consultant to support development of a Capacity building program on gender mainstreaming into climate change

Academic Qualifications:

- Master degree in environment, climate change, or other relevant field.

Years and sphere of experience:

- At least 3 years of experience in climate change and disaster risk management and/or public policies elaboration in climate change, preferably with gender nexus area.
- At least 2 years of experience in working with Local and National Stakeholders in climate change area in the Republic of Moldova
- Proven experience of designing and delivering capacity building programs in climate, at least 2 assignments implemented. If the experience is also related to gender nexus area, it would constitute an advantage.
- Experience in curriculum development would constitute an advantage.

Competencies:

- Knowledge of the international climate-related legal and policy framework.
- Sound understanding of climate related risks through gender lens
- Proved knowledge on development of local policies or plans
- Strong communication and interpersonal skills
- Fluency in English is required for this assignment;

Personal qualities:

- Adherence to UN's values and ethical standards.
- Cultural and gender sensitivity.

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.

H. 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).
- Duly updated CV with 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.

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I. Evaluation:

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

- Bachelor's and/or Master's degree in Environment, Climate Change, Energy, Development Sciences or another relevant field.
- At least 3 years of experience in climate change and disaster risk management and/or public policies elaboration in climate change, preferably with gender nexus area.
- At least 2 years of experience in working with Local and National Stakeholders in climate change area in 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 for the Technical Evaluation shall be considered for the Financial Evaluation.

Criteria	Scoring	Points Obtainable
Technical evaluation (desk review)		
University degree (or higher) in Environment, Climate Change, Energy, Development Sciences or another relevant field	<i>Bachelor's degree – 20 pts. Master's degree – 30 pts.</i>	30
At least 3 years of experience in climate risk management and/or public policies elaboration in climate change, preferably with gender nexus area.	<i>3 years – 40 pts. each additional year of experience – 5 pts, up to a maximum of 60 pts.</i>	60
At least 2 years of experience in working with Local and National Stakeholders in climate change area in the Republic of Moldova	<i>up to 2 years – 30 pts. each additional year of experience – 5 pts, up to a maximum of 50 pts.</i>	50
Proven experience of designing and delivering capacity building programs in climate, at least 2 assignments implemented. If the experience is also related to gender nexus area, it would constitute an advantage.	<i>no – 0 pts. experience in 2 local projects – 20 pts. experience in 3 local projects – 30 pts. each additional experience – 5 pts, up to a maximum of 40 pts. If one or more activities were also related to</i>	50

	gender – additional 10 pts.	
Previous experience within an UNDP Project and/or other international organization(s) will be considered a strong advantage	no – 0 pts. up to 3 years – 5 pts. more than 3 years – 10 pts.	10
Subtotal Scoring	desk	review 200
I		
<u>Interview</u> (The first three candidates who passed technical evaluation criteria with the best score shall be invited for an online interview and pass the cumulative analysis.)	<ul style="list-style-type: none"> • Experience designing and facilitating participatory training/workshops in climate area (<i>none – 0 pts, 3 years – 10 pts, 4-5 years – 20 pts, 5 years and more – 30 pts</i>) • Technical fluency in climate integration across multiple sectors (<i>none – 0 pts, limited – 5 pts, good – 15 pts, strong – 30 pts</i>) • Strong sense of initiative and ability to work independently (<i>none – 0 pts, limited – 10 pts, good – 15 pts, strong – 20 pts</i>) • Strong knowledge of Romanian and Russian, English languages – 5 pts each. (15 pts total) 	95
Belonging to the group(s) under-represented in the UN Moldova and/or the area of assignment ²	No – 0 pts., to one group – 2,5 pts., to two or more groups – 5 pts.	5
Subtotal Interview Scoring		100
Maximum Total Technical Scoring		300

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; 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).