

## TERMS OF REFERENCE

- A. Job Title:** One International and One National Consultants on building knowledge on delivery of climate services and early warning for agricultural sector in Moldova
- B. Duty Station:** Home based, 5 days mission to Moldova,
- 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:** 24 working days for the International Expert and up to 15 working days for the National Expert during September – 15 October 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

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. Certain agrometeorological services are provided by the State Hydrometeorological Services (SHS) however these do not fully respond to the farmer's needs. Given the projected increase in the frequency of extreme events in the Republic of Moldova, timely planning, and enhanced agrometeorological services and early warning system for the agriculture sector will increase the resilience of mainstay sector of the Moldovan economy.

As part of the project “*Enhancing Human Security in Moldova through Agri-Food Resilience to Intensifying External and Climate Shocks*”, financed by the Government of Japan, SHS received support for the extension and automation of its agrometeorological monitoring network. This upgrade enables the collection of more detailed and reliable data, which enhances agricultural planning, strengthens early warning systems for extreme weather events, and supports the adoption of climate-smart agricultural practices. Additionally, it informs evidence-based policymaking, facilitates research and innovation, and promotes regional and international cooperation through improved data sharing and alignment with global standards.

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

Agrometeorological services and EWS play a valuable part in farm management decisions, and management of risk and uncertainties pertaining to agriculture. The objective of the assignment is to strengthen the institutional, technical, and operational capacity of the SHS in delivering effective Early Warning Systems and user-oriented climate services. This includes guiding the enhancement of existing monitoring and forecasting systems, supporting the co-development of tailored climate information products, and formulating a strategic roadmap for the sustainable delivery of climate services that address the needs of agriculture sector and rural communities.

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

Both, international and national consultants will work under the supervision of the Project manager and UNDP Programme Analyst.

### **1. Tasks for the International Consultant**

The international expert will be responsible for the following tasks:

#### **1.1 Assessment and Gap Analysis**

- Conduct a comprehensive review of the current status of SHS’s EWS and climate services specifically targeting the agriculture sector.
- Identify technical, institutional, and operational gaps in the delivery and use of climate information.
- Map and assess existing data sources and systems, particularly those managed by SHS and the General Inspectorate for Emergency Situations (GIES), including meteorological, hydrological, and agricultural datasets.

#### **1.2 Strengthening Early Warning Systems and Risk Communication**

- Provide actionable recommendations for enhancing multi-hazard monitoring and forecasting systems, with a focus on agricultural risks (e.g., droughts, floods, frosts).
- Advise on the integration of meteorological, hydrological, and agricultural data into a unified EWS platform.
- Support the development of impact-based forecasting tailored to agricultural decision-making.
- Recommend the design and operational framework for a robust, multi-hazard EWS that includes thresholds, triggers, and response protocols.
- Propose effective risk communication strategies, including the use of local languages, visual tools, and culturally appropriate messaging.
- Guide SHS in leveraging climate change information and knowledge management platform, mobile applications, and SMS-based systems for timely and accessible alert dissemination to rural communities and farmers.

### **1.3 Development of a Roadmap for Climate Services for agricultural sector**

- Facilitate a participatory process with SHS and relevant stakeholders to co-develop a strategic roadmap for climate services tailored to the agriculture sector.
- Define short-, medium-, and long-term goals, including service types (e.g., seasonal forecasts, agro-climate bulletins, drought monitoring).
- Outline implementation timelines, institutional responsibilities, and resource requirements.
- Support SHS in piloting and refining new climate products based on user feedback and scientific best practices.

### **1.4 Capacity Building and Institutional Strengthening**

- Provide training to SHS staff on (i) climate data analysis and interpretation; (ii) seasonal forecasting and modelling techniques, and (iii) stakeholder engagement and co-production of services.
- Assist in the development of Standard Operating Procedures (SOPs) for climate service generation, validation, and dissemination.
- Facilitate partnerships with regional and international climate centers (e.g., WMO, Copernicus, ECMWF) for knowledge exchange and technical support.
- Provide strategic recommendations for integrating climate services into national agricultural policies, disaster risk reduction frameworks, and climate adaptation plans.
- Develop a set of performance indicators to monitor the effectiveness, reach, and impact of EWS and climate services in the agriculture sector.

## **2. Tasks for the National Consultant**

The national expert will be responsible for the following tasks:

### **2.1 Support for Assessment and Stakeholder Engagement**

- Assist in collecting and reviewing national documents, datasets, and reports relevant to EWS and climate services.
- Coordinate and facilitate consultations with key stakeholders, including SHS staff, the General Inspectorate for Emergency Situations (GIES), Ministry of Agriculture and Food Industry, local public authorities, and farmer associations.
- Support the mapping of existing data sources, tools, and institutional arrangements.
- Engage with key end-users, such as farmers, agricultural extension services, disaster risk managers, and policymakers, to assess their needs, capacities, and current use of climate information.

### **2.2 Technical and Logistical Support**

- Provide technical inputs on national systems, policies, and practices related to climate monitoring and agricultural risk management.
- Assist in organizing workshop.
- Translate technical materials and communications as needed (e.g., Romanian ↔ English).
- Support the International Expert in drafting and reviewing technical documents and recommendations.
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### **2.3 Contribution to Roadmap and Product Development**

- Contribute to the co-development of the strategic roadmap for climate services in agriculture.
- Assist in identifying feasible short- and medium-term actions based on national capacities and priorities.

- Support the development and localization of climate information products (e.g., agro-climate bulletins, drought alerts).

## 2.4 Capacity Building and Institutional Strengthening

- Help coordinate and deliver training sessions for SHS staff and partners.
- Support the development of Standard Operating Procedures (SOPs) and training materials.
- Facilitate communication between SHS and other stakeholders.

### International Consultant:

item no.	DELIVERABLES	Estimate Workdays	Tentative timeframe
1.1	Inception Report with methodology and work plan	2 w.d.	September 2025
1.2	Assessment report on SHS's current EWS and climate services	5 w.d.	September 2025
1.3	Strategic roadmap for EWS and climate services development	7 w.d.	October 2025
1.4	Standard Operating Procedures (SOPs) for climate service generation, validation, and dissemination	2 w.d.	October 2025
1.5	A report on a country visit to conduct a workshop to present the findings of the training materials and discuss the strategic roadmap for EWS and climate service development, as well as the SOP for climate service generation, validation, and dissemination.	5 w.d.	October 2025
1.6	Final Roadmap for improved EWS and climate service delivery	3 w.d.	15 October 2025
			<b>Total 24 days</b>

### National Consultant:

item no.	DELIVERABLES	Estimate Workdays	Tentative timeframe
2.1	Report on Technical Contributions to Assessment Report	8 w.d.	September 2025
2.2	Report on Contribution to Strategic roadmap for EWS and climate services development	4 w.d.	October 2025
2.3	Development of training materials and preparation of a detailed workshop report	3 w.d.	15 October 2025
			<b>Total 15 days</b>

### J. Organizational Setting:

Both Consultants will work under the direct supervision of the UNDP Project Manager. The consultants should liaise with the relevant stakeholders,. The consultants will provide deliverables in English 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 related to the country visits will be arranged and covered by the project office. The exact duration and period of the missions shall be coordinated with UNDP. UNDP will not cover travel costs exceeding those of an economy class ticket. Should the Consultant 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.

For the purpose of estimation of services' costs, the expected number of missions to Chisinau/Moldova is 1 (one) visit as per deliverable nr. 1.5, and the total number of mission days is 5 (five) days.

## **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:**

### **International Consultant**

#### Academic Qualifications:

- Advance degree in meteorology, climate science, environmental management, or related field.

#### Years and sphere of experience:

- At least 7 years of experience in climate services and EWS development.
- At least 3 years of experience in agricultural risk management and early warning systems.

#### Competencies:

- Sound understanding of climate related risks
- Knowledge of the climate services and early warning system
- Proven knowledge of institutional capacity building and stakeholder engagement
- Familiarity with WMO standards and global climate data platforms
- Knowledge in Eastern Europe or similar contexts is an asset
- Fluency in English is required for this assignment; knowledge of Romanian 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.

## **National Consultant**

### Academic Qualifications:

- Advance degree in environmental management, agricultural science or any other relevant field.

### Years and sphere of experience:

- At least 5 years of experience in agriculture sector.
- At least 3 years in working with National and Local Public Authorities

### Competencies:

- Knowledge of the national climate and disaster-related legal and policy framework.
- Sound understanding of disaster risk management
- Proven knowledge of institutional capacity building and stakeholder engagement
- Familiarity with WMO standards and global climate data platforms
- Strong communication, facilitation, and report-writing skills
- Fluency in English and Romanian is required for this assignment; knowledge of 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 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

### International Consultant

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

- Advance degree in meteorology, climate science, environmental management, or related field.
- At least 7 years of experience in climate services and EWS development.
- At least 3 years of experience in agricultural risk management and early warning systems.

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 would be considered for the Financial Evaluation.

Criteria	Scoring	Maximum Points Obtainable
<b><u>Technical</u></b>		
Advance degree in meteorology, climate science, environmental management, or related field.	<i>Bachelor – 5 pts; Master's –10 pts;</i>	10
At least 7 years of experience in climate services and EWS development.	<i>7 years – 25 points, each additional year – 2 points up to max. 35 pts;</i>	35

At least 3 years of experience in agricultural risk management and early warning systems.	3 years – 20 points, each additional year – 5 pts. Up to max. <b>35 pts</b> ;	35
<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>		
Sound understanding of climate related risks	Limited – up to 5 pts, fair – up to 15 pts., good – up to 25 pts, very good – up to <b>30 pts</b> ;	220
Knowledge of the climate services and early warning system	Limited – up to 5 pts, fair – up to 15 pts., good – up to 30 pts, very good – up to <b>50 pts</b> ;	
Proven knowledge in institutional capacity building and stakeholder engagement	Limited – up to 5 pts, fair – up to 15 pts., good – up to 30 pts, very good – up to <b>50 pts</b> ;	
Familiarity with WMO standards and global climate data platforms	Limited – up to 5 pts, fair – up to 15 pts., good – up to 25 pts, very good – up to <b>40 pts</b> ;	
Knowledge of Eastern Europe or similar contexts is an asset	Up to <b>25 pts</b> ;	
Fluency in English is required for this assignment; knowledge of Romanian and Russian will be an advantage.	English-10 pts; Romanian – 5 pts; Russian – 5 pts, max. <b>20 pts</b> .	5
Belonging to under-represented groups.	No – 0 pts, to one group – 2.5 pts., to two or more groups – <b>5 pts</b> .)	
<b>Maximum Total Technical Scoring</b>		<b>300</b>

<b>Financial</b>	
Evaluation of submitted financial offers will be done based on the following formula: <b><math>S = F_{min} / F * 200</math></b> <b>S</b> – score received on financial evaluation; <b>F<sub>min</sub></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).

#### **National Consultant**

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

- Advance degree in environmental management, agricultural science or any other relevant field.
- At least 5 years of experience in agriculture sector.
- At least 3 years in working with National and Local Public Authorities
- 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
<b><u>Technical</u></b>		
Advance degree in environmental management, agricultural science or any other relevant field.	<i>Bachelor – 5 pts; Master's –10 pts; PhD – 15 pts;</i>	15
At least 5 years of experience in agriculture sector	<i>5 years – 25 points, each additional year – 2 points up to max. 35 pts;</i>	35
At least 3 years in working with National and Local Public Authorities	<i>3 years – 20 points, each additional year – 2 pts. Up to max. 30 pts;</i>	30
<b><u>Interview</u></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>		
Knowledge of the national climate and disaster-related legal and policy framework.	<i>Limited – up to 5 pts, fair – up to 15 pts., good – up to 25 pts, very good – up to 30 pts;</i>	220
Sound understanding of disaster risk management.	<i>Limited – up to 5 pts, fair – up to 15 pts., good – up to 30 pts, very good – up to 50 pts;</i>	
Proven knowledge in institutional capacity building and stakeholder engagement.	<i>Limited – up to 5 pts, fair – up to 15 pts., good – up to 35 pts, very good – up to 55 pts;</i>	
Familiarity with WMO standards and global climate data platforms	<i>Limited – up to 5 pts, fair – up to 15 pts., good – up to 25 pts, very good – up to 40 pts;</i>	
Strong communication, facilitation, and report-writing skills	<i>Up to 15 pts;</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. 20 pts.</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 – 10 pts.</i>	

Maximum Total Technical Scoring		300
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*\* 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><math>S = F_{min} / F * 200</math></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		200

#### Winning candidate

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