TERMS OF REFERENCE

A. Job Title:	National Consultant on Community Mobilization and Capacity Building
B. Contract type:	Individual Contract (IC)
C. Duty Station:	Chisinau, Moldova
D. Project reference:	Hydro-infrastructure rehabilitation to mitigate vulnerability to climate-driven extreme events in the Republic of Moldova
E. Payment arrangements:	Lump sum contract (payments linked to satisfactory performance and delivery of outputs)
F. Contract Duration:	65 working days during September 2025 – March 2027

G. BACKGROUND:

Climate change is projected to increase the occurrence of intense rainfall events in Moldova with potential consequences for damaging flooding, given the country's rolling topography and current land use patterns. The majority of Moldova's rural population lives in small towns located in these watersheds, which are often found in low lying areas and other areas at risk of flooding as a result of heavy rains.

On average, under climate change, rainfall will become (with 66% probability) more frequent, either in absolute terms or as a proportion of total precipitation, that is, less precipitation with a higher proportion of heavy rain events. Potentially damaging and life-threatening river floods are expected to intensify.

Given that over 4,000 small and medium reservoirs and ponds have been constructed, the structural integrity of dams and weirs is therefore critically important in any long-term national climate change adaptation strategy. Most dams were designed in the former Soviet republic using empirical formulas based on the hydrological and climatological conditions of more than 30-40 years ago. As such, no climate change allowances were made during the design of these dams. As well, an unknown number of dams have been built ad hoc by individuals or communities without any proper design and/or permit[1].

At the same time, the State Hydro-meteorological Service (SHS) monitoring capacities are insufficient to assess local-level hazards and vulnerabilities with sufficient precision, and the current early warning system for flooding is weak. SHS monitoring stations are unevenly distributed, with the vast majority found on the two largest border rivers (Prut and Dniester), leaving the interior under-served. The network of stations cannot adequately detect fluvial and flash flood risk, and hazard maps are out of date. The state institutions - the State Hydro- meteorological Service (SHS) and the Agency "Apele Moldovei" (AAM) - charged with hazard analysis and risk assessments currently lack the technical capacities to carry them out effectively, and they have no hydrological or hydraulic modelling capacities which is limiting the efficient flood forecasting.

Compounding vulnerability from the threat of flooding, local governance institutions have insufficient capacities for effective flood risk and water resources planning and management at the sub-basin level. Local governance institutions and community stakeholders lack the organizational and technical capacities to carry out participatory integrated water resource management and flood risk assessment and management. Under the provisions of Water Law No. 272 of 2011, some elements of integrated water resources management at local level have been delegated to sub-basin committees. While sub-

[1] The number of dams in Moldova is disputed. Based on some sources there are more than 7,000 dams (ongoing inventory of dams by national experts), while others estimate the number of dams at around 4,000 (General Inspectorate of Emergency Situations

basin committees have been established, they meet irregularly, have no long-term strategy for engaging local land users in analysis and planning, and their links with local water users' groups and other land use regulatory institutions are weak or non-existent. Water users' groups lack the support they need to ensure adequate capacities for appropriate maintenance of private and public hydro-infrastructure.

Against this background, the project is proposing a set of measures aimed at strengthening the country's adaptation to climate-driven flood risk through a two-pronged approach. The first will build the essential national hydro-meteorological monitoring and early warning systems, including the institutional capacities to manage and operate them countrywide. The second one, will apply an integrated water resources management (IWRM) approach to 5 key watersheds that will produce knowledge and institutional capacities for rehabilitation of high-risk hydrotechnical infrastructure, as well as increased participation by local stakeholders in water governance.

With these measures the project will put in place knowledge, capacity, infrastructure, policy and regulatory frameworks to enable a long-term impact of country's enhanced capabilities to manage the run-off from extreme climate-driven rainfall events to prevent flooding that causes loss of life and property damage. The following are the project outcomes and outputs of the project:

Outcome 1: Increased capacities of the relevant national and local authorities to respond effectively to extreme water-related events

Output 1.1: Strengthened hydro-meteorological monitoring network for effective river basin management

Output 1.2: Flash-flood/flood forecasting and early warning system established and operational

Outcome 2: Enhanced security of the vulnerable rural population in key watersheds from potential failure of flood control infrastructure

Output 2.1. Methodology, protocol and standards for safe operation of hydro-technical infrastructure developed

Output 2.2: High risk dams identified in 5 pilot sites, conditions analyzed, and remedial measures identified with priority high risk dams rehabilitated

Outcome 3: Enhanced capacity of the local authorities and empowered community stakeholders to participate actively in governance of integrated water resources management for flood control

Output 3.1: Flood risk and water resources planning, and management instruments are available and put at use at the local level

The project will have several categories of target groups such as, firstly, the local population from the pilot areas who are directly exposed to the flood-related hazards, namely, those living in floodplain areas or having agricultural land and/or economic activities in these areas.

Another target group is the Local Public Authorities from the selected pilot regions. As the custodians of the hydro-technical infrastructure, they bear the responsibility to ensure their proper operation and maintenance in order to mitigate the flood risks.

The project will carry out flood risk reduction activities in the five pilot areas/sub-basins (Copaceanca, Solonet, Bahu, Ialpug and Lapusna watersheds) with a total number of 65,880 beneficiaries including 520 single-parent families, 2,750 individuals with disabilities, and 8,000 senior citizens who will be targeted especially during the development of the local level flood risk management plans and planning of activities pertaining to early warning and response during emergency situations. These are socially vulnerable people. The project will develop the resilience of a pilot cohort of communities who are highly vulnerable to the consequences of climate-driven rainfall variability and extreme weather events and will cover 36 localities and 27 mayors.

The project will cooperate with the Nistru and Prut River Basin Committees (under the aegis of the National Administration "Waters of Moldova"), as well as with numerous sub-basins.

In association with the sub-basin committees, sub-basin Initiative Groups for the purpose of the project will be formed and composed of local authorities, civil society, academia, women and vulnerable groups, local representatives of public institutions (General Inspectorate for Emergency Situations, National Inspectorate for Technical Supervision, Inspectorate for Environmental Protection) private sector and other experts. The inclusion of women, youth, persons with disabilities, and marginalized social groups will help to ensure the diverse perspectives, experiences, and needs in decision-making processes. Ensuring gender and social inclusion within Initiative Groups is essential for fostering equitable and representative development.

The Initiative Groups will act as an independent, consultative body with a key role in supporting the

implementation of the project by providing strategic input, recommendations, and active collaboration. The group will be directly involved in the implementation of Output 3.1 “Flood risk and water resources planning, and management instruments are available and put at use at the local level”.

Each Initiative Group will:

- Participates in awareness-raising sessions on climate change and its projected impacts on their sub-basin.
- Contributes to assessments of water resources, land use dynamics, and the condition of local hydro-infrastructure.
- Analyzes flood and flashflood risks based on infrastructure integrity and land/water resource use.
- Identifies, prioritizes cost risk reduction measures, ensuring gender and social inclusion are integrated into planning.
- Supports the development of short- and long-term flood risk management plans.
- Validates and disseminates the plans across pilot communities and sub-basins during stakeholder workshops.
- Advises on dam rehabilitation priorities, supporting the identification of high-risk infrastructure for rehabilitation.
- Reviews and endorses local grant applications and participate in the selection and monitoring of small grant recipients to ensure transparent implementation.
- Promotes local training efforts, including those delivered by GIES, aimed at increasing community preparedness and understanding of flood alerts and response measures.

The finalized flood risk management plans will be submitted to local and national authorities for budgetary consideration.

Additionally, to support the implementation of these plans, the project will provide small grant financing to selected local authorities and/or civil society organizations. This will enable the practical application of priority risk reduction activities (e.g., reforestation, wetland restoration, soil conservation, agroforestry).

H. Objective:

The objective of this assignment is to support the establishment, operationalization, and capacity building of Sub-Basin Initiative Groups in five pilot areas/sub-basins (Copaceanca, Solonet, Bahu, Ialpug and Lapusna watersheds), with the aim of enhancing inclusive community engagement in flood and flashflood risk reduction planning. The Consultant will facilitate the formation of multi-stakeholder groups comprising local authorities, civil society, academia, women, vulnerable groups, local representatives of public institutions, the private sector, and other relevant experts. They will guide these groups through participatory processes to assess local vulnerabilities, contribute to the development of integrated flood risk management plans, and support the mobilization of local action through awareness raising, training, and small grant mechanisms. The assignment focuses on helping project implementation by identifying local specifics and needs related to flashflood and flood risk management frameworks at the local level, assisting local communities in preparing specifications and workload to implement priority issues, and facilitating awareness-raising sessions, workshops, and seminars.

Thus, the objectives of the assignment are the following:

- Establish Sub-Basin Initiative Groups in five pilot areas/sub-basins (Copaceanca, Solonet, Bahu, Ialpug and Lapusna watersheds) and build their capacity through stakeholder engagement.
- Facilitate targeted training on flood risk and climate change to Initiative Groups and local stakeholders.
- Support the participatory development of flood risk management plans.
- Assist local communities in preparing priorities and implementation specifications for flood risk management plans, including activities supported by small grants.

Scope of work and expected outputs:

The Consultant will work under the supervision of the Project Analyst and Project Manager, being

responsible for the following tasks:

Task 1: Establish and formalize of Initiative Groups at the five pilot areas/sub-basins (Copaceanca, Solonet, Bahu, Ialpug and Lapusna watersheds) Develop a detailed Work Plan and schedule of activities aligned with project timelines.

1.1 Draft a Concept Note outlining the mandate, structure, membership criteria, and operational procedures of Initiative Groups, ensuring a focus on gender and social inclusion.

1.2 Conduct stakeholder consultations in each of the five pilot areas/sub-basins (Copaceanca, Solonet, Bahu, Ialpug and Lapusna watersheds) to validate the composition and functioning of the Initiative Groups.

1.3 Prepare and finalize all documentation necessary for the formal establishment of the Initiative Groups (e.g., protocols, agreements, member lists).

1.4 Coordinate and support official events to launch and formalize the Initiative Groups in each pilot areas/sub-basin.

Task 2: Facilitate training on flood risk and climate change:

2.1 Design, coordinate, and assist the project team (including the international consultant) in delivering of three training sessions in each of the five pilot areas/sub-basins (Copaceanca, Solonet, Bahu, Ialpug and Lapusna watersheds) for Initiative Group members and local stakeholders, ensuring the sessions are tailored to specific local contexts and needs, with an emphasis on climate change adaptation, flood risk assessment, and community preparedness.

2.2 Ensure the accessibility and adequacy of training locations and training materials.

2.3 Compete all training materials and deliverables, including agendas, participant lists, feedback summaries, and session reports.

Task 3: Develop of the package of priority actions and technical specifications for flood risk reduction in each of the five pilot sub-basins (Copaceanca, Solonet, Bahu, Ialpug, and Lapusna):

3.1 Prepare of the list of identified priority activities for risk reduction, in accordance with the Measure Programs of the Flood Risk Management Plans for each pilot area.

3.2 Complete of technical sheets and task descriptions for the identified activities, eligible for small grants to community to community partnership funding (e.g., ecosystem-based solutions, community preparedness actions, infrastructure rehabilitation).

3.3 Develop of at least five project proposals for the allocation of small grants for priority issues, developed in partnership with the Initiative Groups and Local Public Authorities (LPAs).

The Consultant will ensure that all activities are conducted in an inclusive, participatory, and gender-sensitive manner, aligned with the project's objectives.

Expected Deliverables of the National Consultant:

item no.	DELIVERABLES	Estimate Workdays	Tentative timeframe
1.	Detailed Work Plan and a Concept note concept note describing the purpose, composition, roles, and formalization methodology for the Initiative Groups, including inclusion and gender considerations, according to Tasks 1.1 – 1.2	5 w.d.	September 2025
2.	Report on validated composition and formally established Initiative Groups in each of the five pilot sub-basins (Copaceanca, Soloneț, Bahu, Lapușna, and Ialpug, including signed protocols, membership lists and documentation of official launch events, in accordance with Tasks 1.3–1.5.(4 w.d. per each report)	20 w.d.	September 2025
3.	Report on the delivery of three training sessions in	15 w.d.	September 2025 -

	each of the five pilot areas/sub-basins (Copaceanca, Solonet, Bahu, Ialpug and Lapusna watersheds) of the project on flood risk and climate change, according to Task 2. (1 w.d. per report)		March 2026
4.	Report on the development of the package of priority actions and technical specifications for flood risk reduction in each of the five pilot sub-basins (Copaceni, Solonet, Bahu, Ialpug and Lapusna), according to Tasks 3.(5 w.d. per each report)	25 w.d.	June - February 2027
	Total 65 days		

I. Organizational Setting:

The Consultant will work under the direct supervision of the Project Analyst and the Project Manager. The Consultant will provide deliverables in English in electronic copies and according to the schedule in the deliverables table.

This assignment will require field missions to the five pilot sub-basins. For these site visits, the Project will provide transportation support, including a vehicle and driver, as needed.

J. 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.

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.

K. Qualifications and skills required:

Academic Qualifications:

- University degree in environmental sciences, public administration, economics, management, or other relevant fields.

Years and sphere of experience:

- At least 5 years of relevant professional experience in community mobilization, local development, climate change adaptation, water resources management, or related areas.
- At least 2 years of professional experience in facilitating stakeholder engagement processes, particularly with local authorities, civil society, and vulnerable groups.
- Prior involvement in capacity-building initiatives, training, or awareness campaigns.
- Previous experience with international organizations or development cooperation projects is considered an asset.

Competencies:

- Demonstrated knowledge in developing local technical and institutional capacities.
- Demonstrated experience in conducting training sessions with various stakeholders.
- Experience of leading on the multi-stakeholder consultations.
- Strong communication, analytical and report-writing skills demonstrated by previous assignments.
- Work Proficiency in Romanian and English is required for this assignment; 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.

L. 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.
- CV, motivation letter, including information about experience in similar assignments 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.

M. Evaluation

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

- University degree in environmental sciences, public administration, economics, management, or other relevant fields.
- At least 5 years of relevant professional experience in community mobilization, local development, climate change adaptation, water resources management, or related areas
- Citizenship of Republic of Moldova

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 will be considered for the Financial Evaluation.

Criteria	**Scoring**	**Maximum Points Obtainable**
Technical		
University degree in environmental sciences, public administration, economics, management, or other relevant fields.	*Bachelor - **5 pts**; Master's - **10 pts**; PhD - **20 pts**.*	20
At least 5 years of relevant professional experience in community mobilization, local development, climate change adaptation, water resources management, or related areas	*No – **0 pts**., 5 years - **20 pts**, each additional years - **2 pts.** up to max. **30 pts.***	30

At least 2 years of professional experience in facilitating stakeholder engagement processes, particularly with local authorities, civil society, and vulnerable groups.	*No **– 0 pts**., 2 years - **15 pts**, each additional year - **5 pts.** up to max. **30 pts.***	30
Prior involvement in capacity-building initiatives, training, or awareness campaigns.	*No - **0 pts**, yes - **10 pts.***	10
Previous experience with international organizations or development cooperation projects.	*No - **0 pts**, yes - **10 pts.***	10
Maximum Total Technical Scoring		**100**
<u>Interview</u> (demonstrated technical knowledge and experience; communication/ interpersonal skills; initiative; creativity/ resourcefulness). **Only the first 3 applicants that have accumulated the highest technical score shall be invited to the interview.**		
Demonstrated knowledge in developing local technical and institutional capacities	*Limited -up to **5 pts.**, fair - up to **15 pts.**, good - up to **25 pts.**, very good - up to **40 pts**.*	200
Demonstrated experience in conducting training sessions with various stakeholders	*No – **0 pts**., 2 years- - **20 pts.**, each additional year **5 pts**.- up to **50 pts.***	
Experience of leading on the multi-stakeholder consultations	*No – **0 pts**., 2 years - **20 pts.**, each additional year - **5 pts.** up to max - **50 pts.***	
Strong communication, analytical and report-writing skills demonstrated by previous assignments.	*Limited -up to **5 pts.**, fair - up to **10 pts.**, good - up to **20 pts.**, very good - up to **30 pts**.*	
Work Proficiency in Romanian and English is required for this assignment; Russian will be an asset.	*Romanian - **10 pts.*** *English - 5 **pts.*** *Russian - **5 pts**, up to max. **20 pts.***	
Belonging to the group(s) under-represented in the UN Moldova and/or the area of assignment	*No - **0 pts**., to one group - **5 pts**., to two or more groups - **10 pts.***	
Maximum Total Technical Scoring		**300**

** 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.*

<u>Financial</u>	
Evaluation of submitted financial offers will be done based on the following formula: **<u>S = Fmin / 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**

<u>Winning candidate</u>
The winning candidate will be the candidate who has accumulated the highest aggregated score (technical scoring + financial scoring).