



## INDIVIDUAL CONSULTANT PROCUREMENT NOTICE

Date: 30 October 2012

**Country:** Republic of Moldova

**Description of the assignment:** National Consultant for elaboration of the National Disaster Risk Reduction (DRR) Strategy for the Republic of Moldova

**Project name:** Moldova Disaster and Climate Risk Reduction Project

**Period of assignment/services:**

Proposals should be submitted online by pressing the "Apply Now" button or by email to [vacancies-moldova@undp.org](mailto:vacancies-moldova@undp.org), no later than [11 November 2012](#).

Requests for **clarification only** must be sent by standard electronic communication to the following e-mail: [ecaterina.melnicenco@undp.org](mailto:ecaterina.melnicenco@undp.org). UNDP will respond by standard electronic mail and will send written copies of the response, including an explanation of the query without identifying the source of inquiry, to all applicants.

### 1. BACKGROUND

Moldova's economy, population, and environment are highly exposed and vulnerable to natural hazards. Climate change is expected to amplify exposure to hydro-meteorological hazards. Population of the country, especially in rural areas, is prone to different types of hazards, including drought, floods, severe weather, earthquakes, and landslides.

Average annual losses from hydro-meteorological hazards comprise around three percent of GDP (if the 2007 drought is factored into the annual average<sup>1</sup>). They have a severe impact upon the rural population of Moldova, which makes up around 60% of the total and depends largely upon agriculture for their livelihood<sup>2</sup>. Overall annual losses from geophysical hazards account for 0.9% of GDP. These primarily threaten infrastructure, homes, and public buildings, especially in Chisinau. It should be emphasized that these figures are likely underestimated, owing to the fact that post-disaster needs assessments do not at present capture all direct damages and few of the indirect damages.

Climate variability has accelerated in the last few decades. Since the 1980s annual air temperature has increased dramatically (about 0.58 °C per decade). Spring precipitation has risen since the 1980s (by around 6 mm per decade), summer precipitation has declined (by over 13 mm per decade), and variability has been amplified in spring and autumn. Meteorological hazards, particularly drought and floods, have become more frequent and intense.

In this regard, UNDP and Civil Protection and Emergency Situations Service (CPESS) of the Ministry of Interior have started a two year "Moldova Disaster and Climate Risk Reduction Project"

<sup>1</sup> Otherwise, they account for 0.3% of GDP. Figures are based upon a GDP in 2007 of \$4.4 billion.

<sup>2</sup> The rural population increased in the 1990s as people lost urban jobs and moved away from large towns and cities.

(September 2010 –December 2012). The objective of the project is to reduce disaster and climate risks in Moldova, covering the following key outputs:

1. *Disaster risk assessment capacities strengthened and priorities identified at the national level to inform country disaster risk and climate risk management strategies and program development*
2. *Vulnerabilities reduced and capacities strengthened to manage climate risks at local levels*
3. *Strengthened capacity of UN Country Team to manage disaster and climate risks*

The project seeks to strengthen disaster and climate risk assessment capacities and identify priorities at the national level to inform country disaster risk and climate risk management strategies and program development. This will be done through the creation of a National Disaster Observatory and accompanying capacity development actions in risk analysis. In parallel, actions will be taken at the local level to reduce vulnerabilities and strengthen capacities to manage climate risks at local levels. Local level risk management will be mainstreamed into local development planning processes. Project will support the elaboration of DRR Strategy.

## **2. SCOPE OF WORK, RESPONSIBILITIES AND DESCRIPTION OF THE PROPOSED ANALYTICAL WORK**

The objectives of this consultancy service are as follows:

- Assist international consultant in an intensive participatory consultation process with stakeholders in Moldova through interviews, discussions and workshops;
- Assist international expert in organization and conducting two missions in Moldova with involvement with local stakeholders;
- Elaborate the National DRR Strategy and Action Plan together with the international consultant;
- Prepare an inception and final reports together with the International Consultant to UNDP and Civil Protection and Emergency Situations Service of the Ministry of Interior.

For detailed information, please refer to Annex 1 – Terms of Reference.

## **3. REQUIREMENTS FOR EXPERIENCE AND QUALIFICATIONS**

### **I. Academic Qualifications:**

- Advanced university degree in law, sociology, public administration, planning environment or other relevant/ similar field.

### **II. Years of experience:**

- At least 5 years of experience working with the national authorities and/or public administration preferably in the area of strategic planning and development;
- Relevant experience in the area of disaster risk management, community development and social development is desirable;

### **III. Competencies:**

- Profound understanding of the DRR related legal framework in Moldova and experience in development of legal documents is desirable;
- Proven experience in developing reports and drafting strategic documents in an accurate and concise manner;
- Good organizational, time management and facilitation skills;
- Excellent negotiation, leadership and diplomatic skills;
- Excellent analytical and writing skills;
- Fluency in written and spoken English and Romanian, good command of Russian.

#### **4. DOCUMENTS TO BE INCLUDED WHEN SUBMITTING THE PROPOSALS**

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

1. Proposal:
  - (i) Explaining why they are the most suitable for the work;
  - (ii) Provide a brief methodology on how they will approach and conduct the work;
2. Financial proposal;
3. Personal CV including past experience in similar projects and at least 3 references.

#### **5. FINANCIAL PROPOSAL**

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 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 travel, per diems, and number of anticipated working days).

##### **Travel**

All envisaged travel costs 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.

#### **6. EVALUATION**

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

- University degree in law, sociology, public administration, planning environment or other relevant/ similar field;
- At least 5 years of experience working with the national authorities and/or public administration preferably in the area of strategic planning and development;
- Relevant experience in the area of disaster risk management, community development and social development.

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>		
<ul style="list-style-type: none"> <li>University degree in law, sociology, public administration, planning environment or other relevant/ similar field</li> </ul>	(under-Master's – 20 pts., Master's – 30 pts.)	30
<ul style="list-style-type: none"> <li>5 years of experience working with the national authorities and/or public administration preferably in the area of strategic planning and development</li> </ul>	(5 years – 20 pts., >5 years – 30 pts.)	30
<ul style="list-style-type: none"> <li>Specific relevant experience in the area of disaster risk management, community development and social development</li> </ul>	(each year of such work – 10 pts.)	30
<ul style="list-style-type: none"> <li>Profound understanding of the DRR related legal framework in Moldova and experience in development of legal documents</li> </ul>	(no – 0, yes – 30 pts.)	30
<ul style="list-style-type: none"> <li>Proven experience in developing reports and drafting strategic documents</li> </ul>	(no – 0, yes – 30 pts.)	30
<ul style="list-style-type: none"> <li>Fluency in English, Romanian and Russian orally and in writing</li> </ul>	(English – 15 pts.; Romanian – 10 pts.; Russian – 5 pts.)	30
<ul style="list-style-type: none"> <li>Good organizational, facilitation and public presentation skills</li> </ul>	(no – 0, yes – 20 pts.)	20
<ul style="list-style-type: none"> <li>Interview (demonstrated technical knowledge and experience; communication/ interpersonal skills; initiative; creativity/ resourcefulness)</li> </ul>	(60 – demonstrated technical knowledge and experience; 15 – communication/ interpersonal skills; 15 – initiative; 10 – creativity/ resourcefulness)	100
<b>Maximum Total Technical Scoring</b>		<b>300</b>
<b><u>Financial</u></b>		
Evaluation of submitted financial offers will be done based on the following formula: <b><math>S = F_{min} / F * 200</math></b> 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.		<b>200</b>

#### Winning candidate

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

#### **ANNEXES:**

**ANNEX 1 – TERMS OF REFERENCES (TOR)**

**ANNEX 2 – INDIVIDUAL CONSULTANT GENERAL TERMS AND CONDITIONS**