



INDIVIDUAL CONSULTANT PROCUREMENT NOTICE

Date: 03 October 2014

Country: Republic of Moldova

Description of the assignment: Communication Consultant (National Consultant)

Project name: Moldova Disaster and Climate Risk Reduction Project

Period of assignment/services: October 20, 2014 – October 20, 2015

Proposals should be submitted online by pressing the "Apply Now" link no later than **17 October 2014**.

Requests for **clarification only** must be sent by standard electronic communication to the following e-mail: ecaterina.chistruga@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 climate variability and change and different kinds of natural hazards, including drought, floods, severe weather, earthquakes, and landslides. Average annual losses from hydrometeorological hazards comprise around three percent of GDP (if the 2007 drought is factored into the annual average). 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. Overall annual losses from geophysical hazards account for 0.9% of GDP. These primarily threaten infrastructure, homes, and public buildings.

The Moldova Disaster and Climate Risk Reduction Project, Phase II, is a 3 year project (October 2013 – September 2016), funded and implemented by UNDP. During the first phase of the project a gradual shift of focus from traditional disaster response towards a more comprehensive approach to Disaster and Climate Risk Management oriented at prevention and preparedness could be observed. Building on this, the second phase will put emphasis on developing disaster risk management capacities, raising awareness of the general population and policy- and decision makers and increasing the level of knowledge of practitioners.

The main objective of the 2nd phase of the project is to reduce disaster and climate risks in Moldova through the development of national and local risk management capacities. Outputs in support of this objective are as follows:

1. *Coordination, planning, and monitoring capacities enhanced to execute the National Disaster Risk Management Strategy*
2. *Key stakeholders and society have improved DRR awareness and knowledge, as well as strengthened ability to develop own capacity*
3. *Regional and Local level risk management replicated and upscaled in Moldova*

The main implementing partners are the Civil Protection and Emergency Situations Service of the Ministry of Interior and its affiliated training centers, Ministry of Environment, Ministry of Health, Crisis Medicine Training Center, Ministry of Education, LPAs, NGOs and CBOs. To strengthen capacities of local stakeholders and increase the awareness the Disaster Risk Reduction Project seeks for qualified candidate to elaborate the communication strategies and support in the implementation of the project related events.

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

UNDP Moldova is looking for a **National Consultant** to assist the Civil Protection and Emergency Situations Service and the Project team in the elaboration of the Communication Strategy and Awareness raising plan to support the implementation of the priority directions of the Civil Protection and Emergency Situations Services as well as the implementation of the main project communication events.

It is expected that the Consultant will:

1. Support the Civil Protection and Emergency Situations Services in elaboration of the Communication Strategy and an Action Plan (including the priority directions: formulating the National Disaster Risk Management Strategy and the Process of the Reform).
2. Design the nation-wide disaster risk reduction awareness raising campaign to increase the knowledge and preparedness of the general population with the specific focus on the most vulnerable population.
3. Support the Project in organization and preparation of the communication events.
4. Prepare planning and reports according to schedule.

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

3. REQUIREMENTS FOR EXPERIENCE AND QUALIFICATIONS

I. Academic Qualifications:

- A Masters' Degree in Communications/Journalism/Public Relations or other relevant field or equivalent, a Bachelor's Degree in the same areas combined with 8 years of relevant experience is considered as equivalent.

II. Years of experience:

- At least 6 years of professional experience in Communications/Journalism/Public Relations;

III. Competencies:

- Experience in working with national authorities, international organizations and civil society;
- Excellent proven skills in analysis, negotiations and leadership and overall diplomatic skills;
- Proven experience on preparation of written reports in an accurate and concise manner, and public presentation skills;
- Fluency in written and spoken Romanian and Russian is required for this assignment;
- Good organizational, time management and facilitation skills;
- Computer literacy and ability to effectively use office technology equipment, IT tools;
- Sound knowledge of disaster risk management system in Moldova would be an asset.

4. DOCUMENTS TO BE INCLUDED WHEN SUBMITTING THE PROPOSALS

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

1. Proposal: explaining why they are the most suitable for the work and the methodological approach;
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 daily fee, 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.

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:

- A Masters' Degree in Communications/Journalism/Public Relations or other relevant field or equivalent, a Bachelor's Degree in the same areas combined with 8 years of relevant experience is considered as equivalent;
- At least 6 years of professional experience in Communications/Journalism/Public Relations.

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		
<ul style="list-style-type: none"> A Masters' Degree in Communications/Journalism/Public Relations or other relevant field or equivalent., a Bachelor's Degree in the same areas combined with 8 years of relevant experience is considered as equivalent; 	(under - Master's – 40 pts., Master's – 50 pts., PhD's - 60 pts.)	60
<ul style="list-style-type: none"> At least 6 years of professional experience in Communications/Journalism/Public Relations 	(4 - 6 years – 40 pts., 6 - 9 years - 50 pts., >9 years – 60 pts.)	60
<ul style="list-style-type: none"> Experience in working with national authorities, international organizations and civil society 	(no – 0, yes – up to 50 pts.)	50
<ul style="list-style-type: none"> Fluency in written and spoken Romanian and Russian is required for this assignment. 	(Romanian – 10 pts.; Russian – 10 pts.)	20
<ul style="list-style-type: none"> Interview 	(50 – sound knowledge of disaster risk management system in Moldova; 15 – excellent proven skills in analysis, negotiations and leadership and overall diplomatic skills; 15 – proven experience on preparation of written reports in an accurate and concise manner, and public presentation skills; 20- computer literacy and ability to effectively use office technology equipment, IT tools;); 10 – good organizational, time management and facilitation skills	110
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; Fmin – 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).

ANNEXES:

ANNEX 1 – TERMS OF REFERENCES (TOR)

ANNEX 2 – INDIVIDUAL CONSULTANT GENERAL TERMS AND CONDITIONS