



## Terms of references

<b>Job Title:</b>	International Consultant for development of the climate change adaptation sector specific policies
<b>Project Reference:</b>	Supporting Moldova's National Climate Change Adaptation Planning Process
<b>Duration of Employment:</b>	up to 32 days during September 2014 - July 2015
<b>Contract type:</b>	Individual Contract
<b>Duty Station:</b>	home-based, including 2 missions to Chisinau, Moldova

### I. Background

The Republic of Moldova's economy, population, and environment are highly vulnerable to climate variability and change. According to a range of studies, including the Republic of Moldova's Second National Communication and Third National Communication under the United Nations Framework Convention on Climate Change (UNFCCC) and the 2009/2010 National Human Development Report, the impacts of climate change are expected to intensify as changes in temperature and precipitation affect economic activity.

Responding to the risks posed by climate change requires a coordinated and concerted effort on the part of the Government of Moldova. The three year project "Supporting Moldova's National Climate Change Adaptation Planning Process" (NAP Project) supported by the Austrian Development Cooperation (ADC) with funding from the Austrian Federal Ministry of Agriculture, Forestry, Environment and Water Management and implemented by UNDP Moldova in partnership with the Ministry of Environment and its Climate Change Office, is responding to this need.

The overall goal of the project is to ensure that Moldova has a system and capacities in place for medium- to long term adaptation planning and budgeting with the overall aim to reduce vulnerability of the population and key sectors to the impacts of climate change. The main project objective is to support Moldova to put in place its National Adaptation Planning process contributing to and building upon existing development planning strategies and processes and to implement priority adaptation actions.

This assignment will contribute to attainment of the Output 1 of the Project, which aims at developing country-driven, gender-sensitive and participatory National Adaptation Plan as well as an institutionalized, iterative adaptation planning process, taking into consideration vulnerable sectors, groups, communities and ecosystems and should engage all relevant stakeholders.

The Project will contract an International Consultant on policy development in the health sector with knowledge in climate change adaptation (CCA) to support the national team in the health sector of Moldova (national consultants and the health sector working group, relevant stakeholders) to develop the draft Climate Change Adaptation Strategy (CCAS) and Action Plan for the of Health Sector of Moldova for 2016-2023 as part of country's efforts to address the growing challenge of climate change.

The Strategy and its Action Plan will contribute to developing sector's capacity to adapt to climate change and reduce the costs of adaptation, where possible. During the initial activities of NAP Project, Health sector was top rated by national consultants and stakeholders to receive further project support in developing sector specific CCA policies. Ministry of Health shows high commitment to address CCA, however, measures and actions are undertaken on ad-hoc basis, normally triggered by changes that require immediate response.

The development of CCAS for the Health Sector of Moldova should be done in line with the provisions set out in national legislation (see below). While developing sectorial policy according to the national regulations is an important part of the assignment, considerations should be paid to EU regulations in relation to CCA policies of Health sector. As adaptation planning within Climate Change Adaptation Framework developed by NAP Project is foreseen as an iterative process, it is envisaged that sectorial plans, including that of health sector will be reviewed and updated every 4years.

Development of sectorial CCA policy documents will be done in an open, transparent, and inclusive manner, through intensive consultations with Health sector stakeholders. The process will allow for inputs from all relevant stakeholders, particularly those, who will be expected to play a key role in implementing the actions under the developed adaptation Action Plan. Policy decisions taken at the health sector level potentially, may also affect other sectors indirectly, therefore, interested organizations from other relevant sectors will be consulted, as planned adaptation measures may require cross-sector stakeholders engagement thus, ensuring that interdependencies are understood and effectively considered in policy and planning processes of health sector.

The process of the development of sectorial CCA strategy will involve a number of relevant ministries, policy makers, economists, finance specialists, scientists, NGOs, civil society, entrepreneurs thus, contributing to sectors' and country's capacity development, which is a priority need for Moldova. Having a developed CCA sectorial Strategy will position health sector as a champion providing sectorial perspectives on CCA in the Republic of Moldova.

Development of Health Sector CCA Strategy will consider the findings and results of sector NC assessment undertaken under NAP Project, in particular climate change impact on health sector, vulnerabilities, risks/opportunities, barriers to implement CCA and measures to overcome them, along with other relevant climate change studies and reports undertaken in the sector and at the national level.

## **II. Scope of work and responsibilities**

The focus of this assignment is to provide support to the Ministry of Health in preparing the draft Climate Change Adaptation Strategy and Action Plan of the Health Sector of Moldova for 2016-2023 in line with the provisions set out in the Governmental Decision #33 dated 11/01/2007 on "Rules and standard requirements regarding the development of policy documents".

The scope of work of the International Consultant is to provide assistance to upgrade and strengthen the capacities of the Ministry of Health in relation to the development of a Climate Change Adaptation Strategy and its Action Plan, in terms of:

- Methodological support and guidance for developing Climate Change Adaptation Strategy and Action Plan for the Health Sector of Moldova.
- Financial framework (estimations of costs and possible sources of financing) of implemented adaptation actions;
- Increased technical skills of sectorial planners based on targeted trainings to decision-makers, legislators on sectorial CCA planning based on development of policy standalone documents, using the approaches of medium- to long-term adaptation planning, budgeting and implementation;
- Increased stakeholder engagement in the CCA process with active participation in consultation activities.

### **Tasks and Responsibilities**

In order to achieve the above stated objective, the International Consultant will have the following responsibilities:

#### **1. Conduct desk review of relevant documentation and consultations with stakeholders**

- In depth review of health sector policy documents and legislation, other relevant documents issued for the last 5 years, but not necessarily limited to this time span (including stocktaking reports, NAP Project Health sector reports and other relevant sources);
- Review of the obligations of the Republic of Moldova under international health related treaties to which the country is a part;

- Based on the findings of the desk review perform consultancy (interviews, meetings, round tables) with the Ministry of Health's (MoH) decision makers and planners, other specialists of the MoH departments and subordinated institutions;
- Conduct consultations with stakeholders from other Ministries related to Health sector: agriculture, water, construction, energy, other identified sectors and the representatives of civil society, most active in the sector NGOs.

## **2. Draft the Climate Change Adaptation Strategy and Action Plan of Health sector and consult it with relevant stakeholders**

- Based on consultation process conduct a situation/problem analysis of Health sector in Moldova, including SWOT or other relevant type of sector situation analysis. Formulate the concept of the Climate Change Adaptation Strategy, including the scope of the strategic areas or lines that the Strategy should follow, vision, mission, values and objectives (following the national policy documents requirements);
- Together with NCs and MoH representatives identify assumptions with each strategic area, assess the risks and propose risks management actions and include them in the draft Strategy.
- Develop measurable indicators of progress and the process of monitoring of implementation and evaluation of the Strategy;
- Develop adaptation actions required to support the Strategy based on proactive, comprehensive adaptation measures, with a medium and long-term perspectives and formulate them as Action Plan according to national regulations;
- Facilitate the round table with stakeholders with the aim of consulting strategic areas, vision, mission, values and objectives of the Strategy, assumptions and risks management, indicators of progress and the process of monitoring of implementation and evaluation of the Strategy.
- Together with consultants on budgeting develop the indicative financial framework of Strategy implementation (costs and possible source of financing);
- Develop the 1<sup>st</sup> draft of the Strategy (strictly following national requirements for policy documents development). Facilitate stakeholders' consultation workshop on the 1<sup>st</sup> draft of the Strategy.
- Incorporate comments from key stakeholders and develop the 2<sup>nd</sup> draft of the Strategy. Hold a stakeholders workshop to present the 2<sup>nd</sup> draft of the Strategy;
- Incorporate comments from the second round stakeholders' consultation and prepare a Final Draft of CCA Health sector Strategy.

## **3. Provide expert advice and capacity building support to the Ministry of Health in advancing medium- to long-term adaptation planning**

- Support the Ministry of Health in promoting the Strategy package for submission for Governmental endorsement as it required by legal procedure;
- Together with IC on CCA mainstreaming prepare and provide training to policy-makers, decision-makers, and sectoral planners on the use of the tools and approaches to advance medium- to long-term adaptation planning and budgeting, and implementation through development of sector specific CCA documents;
- Work with NC on communication to promote CCA Health sector Strategy visions, objectives and activities among national, sector and local level decision makers, NGOs, civil society;
- Prepare reports of the component activities according to Deliverable table;
- Perform any other related activities which may emerge during the course of time.

### **III. Deliverables**

<b>Nr</b>	<b>Deliverables</b>	<b>Time</b>
1.	<u>Inception Report</u> including the results of: <ul style="list-style-type: none"> <li>• review of national and sector <u>guidelines, regulations, policies</u>, other relevant literature and documents necessary for development of CCA Health Sector Strategy and Action Plan,</li> <li>• In depth review of Health <u>sector relevant documents</u> issued in the last 5 years, including stocktaking reports, NAP Project Health sector report, obligations of the Republic of Moldova under international health related treaties and other relevant sources conducted.</li> <li>• <u>Stakeholders' consultation</u> process undertaken in a relevant format:</li> </ul>	October- November, 2014

	interviews, meetings or round tables (Activity will be based on NCs inputs, MoH and PMU support.)	
2.	<u>The concept of the Strategy</u> , including the scope of the strategic areas, vision, mission, values and objectives of the Strategy, list of assumptions, risks management, measurable indicators of progress and the process of monitoring of implementation and evaluation of the Strategy developed (the document shall follow national requirements for these types of policy documents).	November, 2014
3.	<u>Materials to facilitate</u> the Round table with stakeholders ' with the aim on consulting strategic areas, vision, mission, values and objectives of the Strategy, assumptions and risks management, indicators of progress and the process of monitoring of implementation and evaluation of the Strategy. Report on Concept of Strategy, Action Plan and stakeholders' consultation.	January, 2014
4.	Together with consultants on budgeting provide <u>Financial Framework</u> of Strategy implementation (estimations of costs and possible sources of financing).	December, 2014- January, 2015
5.	Develop the <u>1<sup>st</sup> draft</u> of the Strategy	January-February, 2015
6.	Develop the <u>2<sup>nd</sup> draft</u> of the Strategy with Input comments from key stakeholders.	February-March, 2015
7.	Stakeholders' <u>consultation meeting</u> conducted. Report on Financial Framework, Strategy drafts and stakeholders consultation	February-March, 2015
8.	<u>Training to policy-makers</u> , decision-makers, legislators and sectoral planners on the use of the tools and approaches to advance medium- to long-term adaptation planning and budgeting and implementation through development of sector specific CCA documents, 3 trainings of 1 day provided in conjunction with CCA mainstreaming training for <i>agriculture, water resources, health, energy, transport, forestry and regional development</i> sectors representatives provided.	February-March, 2015
9.	<u>Final Draft</u> of CCA Health sector Strategy and Action Plan developed.	April, 2015
10.	<u>Final Report</u> on performed assignment submitted.	June-July, 2015

#### IV. Management arrangements

The consultant will work together with the International Expert on CCA mainstreaming in relation to provision of trainings to sectorial planners and decision-makers, as well as to the legislators on sectorial CCA planning and based on development of policy standalone documents. The approach of medium- to long-term adaptation planning, budgeting and implementation will be applied during development of the Strategy. The Consultant will also work with the national gender specialist to incorporate gender dimension in the draft documents.

The consultant will be assisted by sectorial national consultants (NCs), as part of the working group of the Ministry of Health of Republic of Moldova and will work under guidance of the Project Manager and the UNDP country office. He/she will also work closely with respective national partners, including state institutions, civil society and international organizations. Meetings with the relevant stakeholders will be organized by the Project Management Unit and NCs, while IC will participate with relevant materials.

In addition, the assignment is envisaging at least 2 missions to Moldova (3 days first mission, 5 days-second mission) comprising activities under the NAP Project, meetings with the project team, national consultants, UNDP representatives, and other relevant national stakeholders.

The selected consultant will present all the deliverables in the English language, while their translation into the Romanian language, including of the final draft Strategy will be provided by the Project. The Final draft Climate Change Adaptation Strategy of Health sector of Moldova will be translated also into the Russian language which is in line with the Government requirements for development of the policy documents.

## **V. Requirements for experience and qualification**

### Academic Qualification:

- Master's degree in the health- and environment-relevant fields, as well as in the areas related to planning and policy development and/or other relevant;

### Experience:

- At least 7 years of progressively responsible professional experience internationally in the health and/or environment sector planning and policy and 5 years of experience related to climate change adaptation.
- Proven ability to elaborate policy documents (strategies, action plans, programmes) in the fields relevant for this assignment;

### Competencies:

- Knowledge of institutional mandates, policies and guidelines related to NAP process;
- Professional experience in Eastern Europe is an asset;
- Excellent proven analytical skills in analysis, leadership and overall diplomatic skills;
- Proven experience on preparation of written reports in an accurate and concise manner, and public presentation skills;
- Good organizational, time management and facilitation skills;

### Language requirements:

- English language proficiency;
- Knowledge of Russian and/or Romanian language will be an advantage.

## **VI. Documents to be included when submitting the proposals:**

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

1. Personal CV including past experience in similar projects.
2. Cover Letter, outlining the main methodological approaches planned for the assignment
3. Financial offer in USD expressed as total lump sum.

## **VII. Payments schedule**

The payment for the services will be carried out in four instalments:

- 20% upon the finalization of the Inception Report and acceptance of the Concept of the Strategy;
- 30% upon approval of the relevant materials for the round tables and of the Financial Framework of the Strategy;
- 30% upon finalization of the draft CCA Health Sector Strategy; and,
- 20% upon approval of the Final Report.