

TERMS OF REFERENCE

Consultant on Climate Change Resilience

Location: CPIU IFAD, CHISINAU

Terms for employment: August 2023 - 31th March 2024

Project: RRP

Background

Republic of Moldova and International Fund for Agriculture Development (IFAD) signed Financing Agreements for implementation of Rural Resilience Project. Projects are implemented by the public institution Consolidated Programme Implementation Unit (CPIU IFAD), set by the Government of Moldova Decision.

The projects will provide investments and technical assistance to agriculture producers for adaptation Conservation Agriculture principles in the production systems and ecosystem restoration practices to increase the resilience of the Moldovan agro-landscapes and rural communities.

The CPIU IFAD will recruit a full time Climate Change Resilience national consultant, with a strong background in farm management and/or agriculture development with focus on environmental protection, sustainable management of natural resources and climate change to undertake the duties of project activities implementation.

In the responsibility of the Consultant are assigned activities related to assisting in the sustainable and profitable development of businesses for the beneficiaries of IFAD programmes, aimed at increasing incomes and resilience to climate change. The consultant will be responsible for the implementation of the activities provided in Sub-component 1.2. Farmer's adaptation through climate resilient investments of the Rural Resilience Project (RRP-IFAD VII).

Main Duties and Responsibilities

- Contribute to the development of annual work plan and budget, ensure proper implementation of activities in accordance with the annual work plan and budget, the Operational Implementation Manual and the IFAD VII project document.
- Provide support in coordinating, evaluating and monitoring the started activities and provided for by partnership agreements signed with the Pilot Nurseries (PN) established within the IRECR - IFAD VI Programme.
- Prepare terms and conditions for grant applications and ensure publication in local media. Lead the awareness activity and assist in the selection process of grant applications through desk and field review;
- Provide advisory and informational support to potential beneficiaries (registered agricultural enterprises or registered individuals who practices agriculture) in order to access the grants.
- Undertake field visits to the beneficiaries of the sub-component to verify the data in the funding applications; verification of compliance with the purpose of the grant awarded; providing support and advisory assistance to the beneficiaries in the implementation of the activities provided by the program.

- Prepare the necessary documents (set of beneficiary documents, evaluation lists, minutes, etc.) for the commissions / committees for selection and approval of grants; provides support in organizing the meetings of the commissions / committees for the selection and approval of grant beneficiaries.
- Drafts contracts for grant allocation to grant beneficiaries and liaise with grant beneficiaries throughout the entire process until the grant disbursement;
- Drafting/Developing ToRs and propose selection criteria for selection of national and international consultants/subcontractors, and supervise, maintaining strong quality control on services provided by consultants and service providers;
- Prepare ToRs for procurement of goods and services;
- Provide support in the supervision of consultants / suppliers / service providers;
- Verify volume and quality of services provided by experts, service providers, review and approve reports, protocols of services completions, sign Minute-notes for payments of experts and services providers contracted for implementation of activities within managed components;
- Supervise maintenance of component equipment and infrastructure financed through the Project;
- Collection of data and information in the field, its processing for inclusion in reports, guides, publications, etc.
- Provides support for the preparation of annual activity reports, semi-annual progress in the implementation of the component;
- Maintain close coordination/linkages with all technical implementation partners (ministries and governmental agencies, media, private service providers, NGOs and other stakeholders);
- Contribute to the identification, design and establishment of channels for regular information dissemination, sharing, and networking among stakeholders' communities (from local to national levels);
- Provides support in disseminating publications and materials produced within managed components.
- Provides support in the process of donating grants to beneficiaries who have complied with the conditions set out in the grant agreements.
- Work closely with CPIU IFAD and key stakeholders (NGOs, community associations, private sector, etc.) to coordinate the overall implementation of component activities;
- Oversee the needs assessment and provision of required training and capacity building of involved government officials and key stakeholders; coordinate and facilitate all the steps of the mainstreaming process and monitor progress in legislation and governance improvement;
- Assume a lead responsibility for the organization of component-related meetings, conferences and workshops;
- Monitor and supervise the quality of the awareness raising publications and the guidelines on best practices produced through the component;

- Provide support and guidance for the gathering of data and information needed to undertake an effective monitoring and evaluation of all the activities included in the component.
- Ensure fulfilment of other tasks and responsibilities as per Job descriptions for this position.

Competencies

- Works collaboratively with colleagues to achieve organizational goals;
- Ability to build strong client relations;
- Identifies priority activities and assignments; adjusts priorities as required;
- Allocates appropriate amount of time and resources for completing work;
- Monitors and adjusts plans and actions as necessary;
- Very good document drafting and writing abilities, including in the presentation of analysis or research;
- Good communication skills, including in workshop and facilitation settings.
- Strong knowledge of computer management skills,

Required Skills and Experience

Educational Background:

- A graduate degree in a discipline in the field of agriculture, environment, natural resource management or in fields related to agriculture sciences.

Job Requirements & Experience:

- The candidate should have work experience in at least of the fields: agriculture, environment, natural resource management, climate change or in other related fields;
- Good knowledge of the legislation and policies for the development of agriculture and environment in Moldova;
- Familiarity and solid experience regarding the implementation of grant programmes and development projects;
- Experience with working with different national and local stakeholders concerned with agriculture, resources management, rural development, and climate change, including government and administration, private sector, civil society and international development partner agencies, and strong ability and readiness to communicate, and work with them;
- Ability to develop ToRs and supervise service providers;
- Ability to work in an interdisciplinary context and to communicate effectively with specialists from other disciplines;
- Strong communication skills, especially written communications;
- Fluent written and spoken Romanian and Russian; English will be an advantage.
- Creative and pragmatic approach to problem solving;
- Well-organized and well oriented to details.
- Proven capacity to analyze and synthesize.

Selection Criteria

Interested persons should provide information demonstrating that they have the required qualifications and relevant experience to perform the Services. The passing score for shortlisting is 70%; the top ranked consultant will be invited to submit a proposal in the next stage.

Consultant will be selected in accordance with the on Individual Consultant Selection (ICS) method. Assessment of the candidates will be conducted against the following criteria and based on information provided in the application documents.

Criterion	Weight
1. General qualifications:	
<ul style="list-style-type: none"> Education degree: Graduate degree in in a discipline in the field of agriculture, environment, natural resource management or in fields related to agriculture sciences 	20
2. Specific previous experience in the field for vacant position:	
<ul style="list-style-type: none"> work experience in at least one of the fields: agriculture, environment, natural resource management, climate change or in other related fields 	15
<ul style="list-style-type: none"> Good knowledge of the legislation and policies for the development of agriculture and environment in Moldova 	5
<ul style="list-style-type: none"> Familiarity and solid experience regarding the implementation of grant programmes and development projects 	5
<ul style="list-style-type: none"> Experience with working with different national and local stakeholders concerned with agriculture, resources management, rural development, and climate change, including government and administration, private sector, civil society and international development partner agencies, and strong ability and readiness to communicate, and work with them 	5
3. Language skills: Fluency in Romanian and Russian; English is an advantage	5
4. Computer management skills: Experience in the use of computers and office software packages	5
5. Competencies (through Interview for candidates that score at least 42 points on the above criteria 1 to 4):	
<ul style="list-style-type: none"> Ability to work in an interdisciplinary context and to communicate effectively with specialists from other disciplines 	10
<ul style="list-style-type: none"> Highest standards of professionalism and integrity 	10
<ul style="list-style-type: none"> Creative and pragmatic approach to problem solving; Proven capacity to analyze and synthesize 	10
<ul style="list-style-type: none"> Well-organized and well oriented to details 	10
TOTAL	100

Consultant will be offered with fixed-term contract for consulting services based on 40-hour weekly work programme and concluded in line with national labour legislation with annual extensions based on positive performance evaluations.

Consolidated Programme Implementation Unit (CPIU IFAD)

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