



***CPIU IFAD***

# **Terms of Reference for Consulting Services**

for

**Adaptation Fund Specialist under Talent Retention for Rural  
Transformation Project**

Ref No: ***77/21 TRTP***

**Submission date: 10 Jan 2022**



# Foreword

These terms of reference have been prepared by *CPIU IFAD* and are based on the 1<sup>st</sup> edition of the IFAD-issued standard procurement documents template for terms of reference available at [www.ifad.org/project-procurement](http://www.ifad.org/project-procurement) This document is to be used for the procurement of services in projects financed by IFAD.

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**Terms of Reference (TOR)**  
**The Talent Retention for Rural Transformation Project (TRTP)**  
**Adaptation Fund Specialist**

**1. Client**

The client for this assignment is The Consolidated IFAD Programme Implementation Unit (CPIU IFAD), which is responsible for day-to-day management and implementation of the Talent Retention for Rural Transformation Project which has established a robust and well-recognized track record of competent and diligent programme management of IFAD's previous and ongoing projects.

**2. Country background**

Moldova is a small lower-middle-income economy. Although it is among the poorest countries in Europe, it has made significant progress in reducing poverty and promoting inclusive growth since the early 2000s. Agriculture is a central pillar of the Moldovan national economy and the main source of livelihood in rural areas. Shortcomings in Moldova's investment climate have limited the profitability of businesses, and the prospects of attracting new foreign investment and exports. The lack of employment opportunities in rural areas has led to the emigration of almost one third of the working age population, depriving rural areas of a key productive force.

**3. Background on project**

The Talent Retention for Rural Transformation Project (TRTP), the eighth IFAD programme in Moldova (IFAD VIII), was designed to be implemented during 72 months period, starting from 13th of January 2021 and completing 30th September 2026. The overall goal of the TRTP Project is a reduction in poverty and outmigration from rural areas through the enhancement of smallholder resilience to climate change. TRTP provides an opportunity to refocus IFAD investments on the smallholders in Moldova and build synergies with on-going Government and donor projects. Around USD 2.2 million from the Adaptation Fund grant will be used to build smallholder farmer's resilience to climate change by fostering the adoption of climate smart, water saving technologies and building smallholder awareness and capacity in climate adaptive agricultural practices

**4. Background of the assignment**

The Adaptation Fund Specialist is responsible for the overall guidance, management and implementation of the Adaptation Fund grant related activities as described in the [Financing Agreement<sup>1</sup>](#), [the TRTP Project Design Report<sup>2</sup>](#), [TRTP-Adapt Project<sup>3</sup>](#), the TRTP Project Implementation Manual and in accordance to the IFAD and CPIU IFAD regulations.

The Specialist will pro-actively find solutions to problems, delays and bottlenecks to ensure that project implementation schedule is on track. In doing so the Specialist will be closely involved in

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<sup>1</sup> The Financing Agreement is available at: [https://www.legis.md/UserFiles/Image/RO/2020/MO329-331md/acord\\_194%20eng.PDF](https://www.legis.md/UserFiles/Image/RO/2020/MO329-331md/acord_194%20eng.PDF)

<sup>2</sup> The TRTP Project Design Report is available at: <https://www.ifad.org/en/-/document/republic-of-moldova-2000002242-trtp-project-design-report-october-2019>

<sup>3</sup> The TRTP-Adapt Project is available at: [https://www.adaptation-fund.org/wp-content/uploads/2019/09/AFB.PPRC\\_.25.10-Proposal-for-Moldova.pdf](https://www.adaptation-fund.org/wp-content/uploads/2019/09/AFB.PPRC_.25.10-Proposal-for-Moldova.pdf)

every aspect of the project, will be responsible for supervising, guiding and closely overseeing the Service Provider contracted to implement the on-farm water management activities.

The Specialist will also work in close coordination with the irrigation engineer to ensure that 30 percent of beneficiaries of benefitting from the tertiary irrigation system are smallholders only using micro-irrigation systems designed for maximum water efficiency, or are successful applicants of the irrigation grants. Furthermore, the Specialist will also be responsible for the successful implementation of the Conservation Agriculture (CA) activities vis-à-vis the contracting of experts; carrying out of the national survey; organizing national conventions and working with all parties to ensure that a CA curriculum is developed, that support is provided to CA research and that a professional CA training programme is set up.

Around USD 4.84 million from the Adaptation Fund grant will be used for investments in public infrastructure such as economic/productive irrigation infrastructure under the Climate Resilient Infrastructure (CRI) subcomponent and to build smallholder farmer's resilience to climate change by fostering the adoption of climate smart, water saving technologies and building smallholder awareness and capacity in climate adaptive agricultural practices under the On-farm Climate Adaptive Water Management subcomponent of TRTP.

## **5. Overall objectives**

The overall goal of the TRTP Project is to stimulate broad-based rural economic growth and reduce poverty through complementary investments. The development objective of the project is to enable the rural poor (especially youth, women and smallholders) to increase their productive capacity, resilience to economic, environmental and climate-related risks and their access to markets. The project will catalyse increased economic activity in the rural areas by targeting young entrepreneurs, women and small-holders with potential for income and employment generation, utilizing a diversity of interventions, including the provision of climate-resilient infrastructure and technologies, improved access to finance, mentoring, value chain strengthening and market integration. Special attention will be paid to develop off-farm employment opportunities for the youth in areas with growth potential such as food processing, artisanal products, hospitality development, including agro-tourism and other services.

## **6. Objectives of the assignment**

The objective of this assignment is to contract an individual specialist to implement Adaptation Fund activities within the TRTP Project with a particular focus on activities included in 1.1.2 On-farm Climate Adaptive Water Management section<sup>4</sup>. The Adaptation Fund Specialist will work on a full-time basis under the direct supervision of the CPIU IFAD Senior CCR specialist (according to the CPIU IFAD Organigram) with the purpose to manage implementation and to find solutions to problems, delays and bottlenecks by ensuring that project implementation schedule is on track. The Adaptation Fund Specialist will be closely involved in every aspect of the Adaptation Fund component.

## **7. Scope of work**

The Adaptation Fund Specialist shall undertake the following tasks:

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<sup>4</sup> The activities included under 1.1.2 On-farm Climate Adaptive Water Management are described in the TRTP Project Design Report and TRTP-Adapt Project.

- 7.1 Act as the focal point for all related Adaptation Fund activities;
- 7.2 Ensure compliance with applicable IFAD procedures and internal regulations: Project Implementation Manual/ Procurement Section, including Responsibility Assignment Matrix;
- 7.3 Develop the Annual Work Plan and Budget(AWPB) for the managed component;
- 7.4 Manage the component in accordance with the approved AWPB, project design documents and operational documents. Coordinate Adaptation Fund component activities and ensure complementarities with other ongoing programmes and projects;
- 7.5 Take overall responsibility on the planning, implementation and monitoring of the Adaptation Fund activities of the project with a particular focus on the On-farm Climate Adaptive Water Management sub-component. This entails the preparation and implementation of Annual Work Plans and Budgets (AWPB), and the supervision of all the other recruited specialists or services provides for implementation of the sub-component activities;
- 7.6 Prepare the ToRs for procurement of consulting services and goods, and propose criteria for selection of national and international specialist s/subcontractors, and supervise, maintaining strong quality control on services provided by specialists and service providers;
- 7.7 Coordinate and consult with procurement colleagues at CPIU IFAD in all procurement, contract and grant management activities;
- 7.8 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;
- 7.9 Prepare terms and conditions for calls on grant applications and ensure publication in local media. Lead the awareness activity and assist in the selection process of grant applications;
- 7.10 Supervise and monitor the beneficiaries on use of funds as per destinations; on maintenance of component equipment and infrastructure financed through the Project.
- 7.11 Maintain close coordination/linkages with all technical implementation partners (media, private service providers, NGOs and other stakeholders);
- 7.12 Oversee the design and establishment of channels for regular information dissemination, sharing, and networking among stakeholders' communities (from local to national levels);
- 7.13 Work closely with CPIU IFAD staff and key stakeholders (NGOs, community associations, private sector, etc.) to coordinate the overall implementation of component activities;
- 7.14 Work closely with the Knowledge Management, Monitoring & Evaluation Officers to ensure that knowledge is being captured throughout the project and disseminated through mass media but also in scientific journals and studies;
- 7.15 Participate in cooperation with the CPIU IFAD relevant staff in workshops and sensitize rural communities about the subcomponent, its objectives and eligibility criteria, application and selection procedure;
- 7.16 Report on implementation progress of Adaptation Fund activities and ensure that the project is complying with Adaptation Fund Project Performance and Reporting (PPR) and IFAD reporting requirements;
- 7.17 Be the main driver of results ensuring implementation schedules are adhered to and problems solved.
- 7.18 Participate in all bid opening and evaluation panels to evaluate bids for grants and contracts;

- 7.19 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;
- 7.20 Assume a lead responsibility for the organization of component-related meetings, conferences and workshops;
- 7.21 Monitor and supervise the quality of the awareness raising publications and the guidelines on best practices produced through the component;
- 7.22 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;
- 7.23 Prepare implementation progress reports and operative management reports;
- 7.24 Ensure fulfilment of other tasks and responsibilities as per Job descriptions.

## 8. Capacity building and transfer of knowledge

The Specialist shall strive to build organizational knowledge and exchange lessons with colleagues through formal and informal mechanisms set by management.

## 9. Reports and schedule of deliverables

N/A

## 10. Specialist's qualifications and experience:

The key criteria for shortlisting are the following:

| Criterion  | Weight    |
|--|-----------|
| <b>1. General qualifications:</b>  | <b>15</b> |
| <ul style="list-style-type: none"> <li>A minimum of a bachelor degree in economics, finance, agriculture, environment or a related field</li> </ul>  | 10        |
| <ul style="list-style-type: none"> <li>Participation in specialized international training courses on climate adaptation with respect to agriculture is an advantage</li> </ul>  | 5         |
| <b>2. Specific previous experience in the field for vacant position:</b>   | <b>30</b> |
| <ul style="list-style-type: none"> <li>Previous experience in preparation of terms of reference and/or conditions of calls for grant applications as well as evaluation of grant applications is an advantage</li> </ul>   | 5         |
| <ul style="list-style-type: none"> <li>At least two years of experience working in project implementation for internationally financed projects and/or NGO's (either employed by them directly or working as an expert for them through a private firm for example)</li> </ul>                         | 15        |
| <ul style="list-style-type: none"> <li>At least one project experience in interacting with national and local stakeholders concerned with agriculture and preferably including government and administration, private sector, civil society and international development partner agencies;</li> </ul> | 10        |
| <b>3. Competencies (through Interview for candidates that score at least 35 points on the above criteria 1 to 2):</b>  | <b>55</b> |
| <ul style="list-style-type: none"> <li>Language skills: Fluency in English and Romanian; good in Russian</li> </ul>  | 10        |

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|--|-----|
| • Excellent communication (especially written communications; group facilitation skills), networking and coordination skills with various stakeholders | 10  |
| • Excellent problem solving and analytical skills using creativity and innovation  | 10  |
| • Competency technical test  | 15  |
| • Computer management skills especially office productivity tools  | 10  |
| TOTAL  | 100 |

A consultant will be selected in accordance with the ICS procurement method set out in IFAD' project procurement handbook that can be accessed via the IFAD website at <https://www.ifad.org/documents>. The top ranked consultant will be invited in due course to submit a technical and financial proposal that will be evaluated and negotiated. The passing score for shortlisting is 70%.

**11. Location and period of execution**

The finalist will be offered a fixed-term employment contract based on 40-hour weekly work programme at the Consolidated Unit for the Implementation of the IFAD Programs headquartered located in Chisinau city, Stefan cel Mare Av. no. 162.

The renewal of this contract is subject to the successful performance evaluation indicators of the employee.

**12. Project coordination**

Adaptation Fund Specialist will report to the CPIU IFAD Senior CCR specialist and work in close cooperation with the CPIU involved departments.

**13. Services and facilities to be provided by client**

The CPIU IFAD will provide working space, office equipment and communication facilities (including access to the Internet), as well as any other necessary means and support for specialist in order to carry out this assignment.

**14. Services and facilities to be provided by the specialist**

The consultant will need to provide for own transportation and personal communication tool.

For the consultant will be set a three-month probation period, which will start from the date of contract signing.