

# **NDC Partnership Assistant In-Country Facilitator for Moldova**

## **Terms of Reference**

### **BACKGROUND**

#### **Context**

The NDC Partnership is a global coalition of countries and institutions collaborating to drive transformational climate action through sustainable development. In 2015, the world endorsed the Paris Agreement and the 2030 Agenda for Sustainable Development. Nations signal their commitments to the Paris Agreement through Nationally Determined Contributions (NDCs) - each country's strategy to cut its own greenhouse gas emissions and build resilience against the negative effects of a changing climate. The Partnership advances the goals of the Paris Agreement by bringing together nearly 200 countries and institutions in new ways to accelerate NDC implementation and enhance ambition over time. The Partnership's work through 120 partners supporting almost 80 countries produces many examples of impact, lessons learned and ideas for the future. The Partnership is governed by a Steering Committee, co-chaired by two country representatives. The Partnership's work is facilitated by a Support Unit based at World Resources Institute in Washington DC and the UNFCCC Secretariat in Bonn, Germany. UNOPS supports the NDC Partnership and its Support Unit through the Water, Environment and Climate (WEC).

Moldova has been an active member of the NDC Partnership, which is a global coalition of countries and institutions working together to drive transformational climate action. Moldova's engagement in this partnership underscores its commitment to fulfilling the goals of the Paris Agreement. In March 2020, Moldova submitted its updated First NDC, reflecting its dedication to reducing greenhouse gas emissions and enhancing climate resilience (UNFCCC) (NDC Partnership).

As of 2024, Moldova is preparing for the next phase of its climate commitments and submitted NDC 3.0 on 6th of May 2025. This new NDC will outline more ambitious targets and strategies to further integrate climate action into national development policies (UNFCCC). The focus areas include improving measurement, reporting, and verification (MRV) systems, advancing gender equality, and promoting multi-stakeholder engagement to ensure a holistic approach to climate resilience and mitigation.

The Partnership's Focal Point is based in the Ministry of Environment and will be supported by an in-country facilitator position which is currently in the process of being hired. Beside the in-country facilitator, Moldova requested an assistant in country facilitator, who together with in country facilitator will play a vital role in building institutional capacity and facilitating access to resources for implementing Moldova's climate and sustainable development objectives.

## Facilitation Model

The consultant will work as an embedded NDC Partnership facilitator within the Ministry of Environment in Moldova. The consultant will support the focal points in ensuring the effective and efficient use of international resources toward fulfilling Moldova's NDC commitments, including the recently submitted (May 2025) of NDC 3.0 implementation.

The consultant will engage with sectors, donors, implementing agencies, and other key stakeholders to ensure alignment between Moldova priorities and needs for NDC implementation, as well as international support initiatives and financing.

## ROLES AND RESPONSIBILITIES

The Assistant Facilitator will play a supportive role in Moldova's climate planning and implementation process by assisting with coordination and operational tasks related to the NDC 3.0 implementation and broader climate policy agenda. Working under the guidance of the In-country Facilitator and in close collaboration with the Climate Change Policy Department, the Assistant Facilitator will help organize and follow up on meetings, track development partner support, and contribute to reporting and knowledge-sharing efforts. The Assistant Facilitator will also support stakeholder engagement by maintaining contact databases, assisting with logistics for coordination meetings, and contributing to the development of working documents and communication materials. This role will help ensure effective day-to-day coordination and contribute to timely implementation of Moldova's NDC 3.0 and other key climate commitments, including the NAP, TNA, and LT-LEDS.

As part of Moldova's effort to implement their NDC, National Adaptation Plan (NAP), TNA, and Long Term-Low Emission Development Strategy (LT-LEDS) the government has requested for an NDC Partnership Assistant Facilitator (hereinafter referred to as "Assistant Facilitator") to work closely with the NDC Partnership's In-country Facilitator (hereinafter referred to as "Facilitator") and support the Ministry for:

- (1) Facilitation of updated NDC
- (2) Coordination and communication with key stakeholders
- (3) Supporting operational and logistical coordinating for meetings on NDC

### Functions / Key Results Expected

The Assistant Facilitator will be embedded in the Ministry of Environment. As the leading entity of the national climate agenda, ministry coordinates activities related to the fulfillment of climate commitments, including the Nationally Determined Contributions (NDC).

This involves technical, operational, and research support to the Facilitator for working closely with the Cabinet of Ministries of Moldova in the implementation of the NDC, NAP, TNA, and LT-LEDS and serving as an anchor to assist the NDC Partnership in communicating and coordinating services at the country level. The Assistant Facilitator will also liaise with the NDC Partnership Support Unit for vertical

information-sharing, including contributing to and accessing knowledge products. The following responsibilities are part of the Assistant Facilitator role in the Moldova:

1. Facilitation of updated NDC

- Support the Moldova and the NDC Partnership Support Unit in initiating NDC Partnership in-country engagement.
- Support the Facilitator to coordinate, track, and monitor the support provided by development partners on the NDC Implementation Plan, and populating and regularly updating Moldova's monitoring/reporting tool for climate finance in coordination with the climate finance advisor;
- Collaborate with the Support Unit to document changes in the operating context and provide support to the government and stakeholders in decision-making processes;
- Upload the country's NDC Implementation Plan into the Online Partnership Plan Tool (or similar domestic online systems, if available) and update the database regularly.

2. Coordination and communication with key stakeholders

- Ensure that communications relevant to NDC Partnership engagement are shared with relevant national and international level stakeholders.
- Under the guidance of the Facilitator, develop and maintain a stakeholder map of government agencies and development organizations relevant to NDC implementation, including contact information and role in NDC processes;
- Support the Facilitator in facilitating periodic coordination and information exchange among partners in Moldova, with the aim of leveraging and mobilizing their respective advantages in support of the implementation of NDC, NAP, TNA, and LT-LEDS;
- Collaborate with the Support Unit to document changes in the operating context and provide support to the Ministry of environment and stakeholders in decision-making processes;
- Coordinate with the NDC Partnership and support the organization and logistics preparation of scoping missions to Moldova;
- Provide support in the drafting of country engagement reports and other reporting tasks for the NDC Partnership;
- Assume responsibility and coordinate management of specific activities, tasks and work packages within the engagement plan;
- Facilitate the translation of key documents, training materials, presentations and others.

3. Organize NDC-related meetings as needed

- Support the organization and logistical preparation of Partner Coordination Meetings and other national multi-stakeholder NDC dialogues, including report writing;

Other support needed by the Ministry of Environment to coordinate development partners.

## Deliverables

Specific deliverables include:

DELIVERABLES	TIMEFRAME
<b>Quarterly Engagement Report:</b> Update on activities, including RSLs, thematic calls, and PAF progress, using the NDC Partnership template.	<b>Last working day of each quarter</b>
<b>Monthly Engagement Summary:</b> Summary of activities, ministry coordination, task progress, and immediate challenges.	<b>Last working day of each month</b>
<b>Updated NDC Implementation Plan:</b> Continuous updates through partner and government interactions, reflected in the Online Partnership Plan Tool.	<b>On-going subject to the development of the NDC Implementation Plan</b>
<b>Regularly updated contact lists</b> of national, international, and local stakeholders involved in NDC Partnership activities.	<b>On-going</b>
<b>Support the development of project concept notes and project proposals</b> for international support	<b>As required</b>
<b>Outreach Materials Development:</b> Co-creating blogs, stories, and other awareness materials.	<b>As required</b>

## Timeframe and Duty Station

This is a full-time position based in Chisinau, Moldova for 5 months, with possible extension. The expected start date is July 15, 2025

## Requirements

- Bachelor's degree in a related discipline in combination with an additional 2 years of relevant work experience may be accepted in lieu of an advanced university degree.
- A bachelor's degree in public policy, global governance (climate/environment), environmental science, geography, management, economics, sustainable development, or a similar field;
- Project management experience in public policy, climate/environment, sustainable development
- Experience in planning, stakeholder management, and/or monitoring and reporting;
- Excellent writing, editing, digital, and oral communication skills (English and Romanian)
- Experience with public service organizations in the Moldova is desirable;
- Familiarity with UNFCCC processes, including Conference of Parties (CoP), NDC, and past experience in the government's climate change process is an asset.
- Proficiency in English is required.
- Advanced proficiency in English and Romanian is required.
- Knowledge of another official UN language (Spanish, Russian, Arabic, Chinese Mandarin) is an asset.

## How to Apply

To apply, please submit a complete application package that includes CV, cover letter and daily remuneration expectation to Sertac Turhal at [sertac.turhal@ndcpartnership.org](mailto:sertac.turhal@ndcpartnership.org) copying [ndcpaf@ndcpartnership.org](mailto:ndcpaf@ndcpartnership.org) at the NDC Partnership Support Unit by June 20, with the subject ‘**Moldova NDC Partnership Assistant In-country Facilitator Application**’.

## EVALUATION AND SELECTION

### Evaluation Criteria

The following elements will be the primary considerations in evaluating all proposals submitted in response to this RFP:

- Completion of all required elements;
  - CV
  - Cover Letter
  - Daily remuneration expectation
- The extent to which the consultant’s proposal fulfills WRI’s stated requirements as set out in the RFP;
- Overall cost of the consultant’s proposal;
- Debarment and sanctions – WRI will not consider proposals from consultants that are presently debarred by the U.S. government or named on any restricted parties lists;
- Sustainability – WRI values sustainability and all other factors being equal, will favor a proposal to more sustainably perform the work.

**The applicant offering the best overall value will be selected. For this procurement, the non-price aspect is considered to be of higher importance than the price aspect.**

### Selection Process

No application/proposal development costs shall be charged to WRI / all expenses are to be borne by the bidders. WRI may award to the bidder offering best value without discussion. However, WRI reserves the right to seek bidder clarifications and to negotiate with those bidders deemed to be within a competitive range.

WRI may, at its discretion and without explanation to the prospective consultants, choose to discontinue this RFP without obligation to such prospective consultants. or make multiple awards under this RFP. Contracts will not be awarded to consultants debarred by the US government or named on restricted parties lists.