



INDIVIDUAL CONSULTANT PROCUREMENT NOTICE

Date: **6 September, 2013**

Country: Republic of Moldova

Description of the assignment: International Consultant to deliver TRAINING on PRE-COOLING FOR STONE FRUITS

Project name: Improving Trade and Productive Capacities of Moldovan Fresh Fruit Producers

Period of assignment/services: Up to 3 working days for preparatory activities, 1 working day to deliver the training, and up to 2 working days for follow-up activities

Application instructions: Proposals should be submitted **on-line** by pressing the “Apply on-line” link, no later than 23 September, 2013.

Requests for **clarification only** must be sent by standard electronic communication to the following e-mail: dumitru.vasilescu@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

The “Improving Trade and Productive Capacities of Moldovan Fresh Fruit Producers” project is funded by the Aid for Trade regional initiative and implemented by the United Nations Development Programme in Moldova, in collaboration with Moldovan Investment and Export Promotion Organization (MIEPO). The project helps fresh fruit producers and exporters to improve their international competitiveness and market access externally, both in the CIS and in the EU markets. The Project focuses on the promotion and pilot implementation of new technologies and practices that have the greatest potential to address the needs of the fresh fruits sector in terms of (1) improving product quality, (2) insuring product safety, (3) reducing unit costs and (4) increasing product shelf life. At same time, it provides tailored trainings on various topics that will contribute to better implementation of modern technologies, increased export capacities and knowledge of foreign markets, improved communication and negotiation skills, among others. It also supports the producers and exporters to participate to international and regional trade fairs and exhibitions, so that to promote local produce and get into direct contacts with producers and exporters of similar commodities and technologies from other countries and regions.

In order to meet its overall goal, the Project announces a competition for individual international expert able to deliver tailored trainings on the topic “Pre-cooling for stone fruits”, to be based on the European or international best practices, by using and adapting modern teaching curriculum and

combining theoretical session with fully or partially demonstrative sessions.

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

The objective of this consultancy service is to select and hire independent international consultant to develop new or adapt existing teaching module on pre-cooling for stone fruits and train Moldovan producers and exporters in fresh fruits about pre-cooling for stone fruits. Training shall be tailored to the needs of the local producers and include theoretical and demonstrative sessions. The trainer shall take into consideration the best available regional or international teaching/training practices in the field and rely on well-structured teaching modules and materials.

The theoretical module of the training shall include, but not limited to such topics:

- Benefits of pre-cooling for stone fruits.
- Pre-cooling technologies for plums, cherries and peaches.
- Return on investment and business planning.

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

3. REQUIREMENTS FOR EXPERIENCE AND QUALIFICATIONS

I. Academic Qualifications:

- University degree in Agronomy, Horticulture and/or other relevant fields. Post graduate education will be considered as a strong asset;
- National or international certification(s) in training or ToT(s) is a strong asset.

II. Experience:

- Proven extensive experience (at least 5 years) in the implementation/administration of training activities for producers and exporters in fresh fruits;
- Minimum 3 years of proven experience in trainings on the training's topic;
- Proven extensive knowledge of the advanced technologies and equipments in fresh fruits production and export promotion.

III. Competencies and Skills:

- Skills in delivering high-standard trainings tailored to the specific needs of the target audience; flexibility and creativity in delivering trainings and seminars;
- Developed skills in communication with various stakeholders in private sectors;
- Excellent skills in organizing and coordinating training activities;
- Proficiency in written and spoken English. Knowledge of the Romanian and/or Russian will be a strong asset.

4. DOCUMENTS TO BE INCLUDED WHEN SUBMITTING THE PROPOSALS

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

1. Cover letter, explaining why he/she is the most suitable for the work;
2. A brief methodology on how he/she will approach and conduct the work;
3. Financial proposal;

4. Personal CV including past experience in similar projects and at least 3 references, or duly filled Personal History Form (P11).

5. FINANCIAL PROPOSAL

The financial proposal shall specify a total lump sum amount. Payments are based upon output, i.e. upon delivery of the training. In order to assist the requesting unit in the comparison of financial proposals, the financial proposal will include a breakdown of this lump sum amount (including daily fee, travel, per diems, and number of anticipated working days).

All envisaged travel costs to/from Moldova must be included in the financial proposal. 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.

The Project will ensure local transportation from Chisinau to the region where the trainings will take place (Edinet city) and back. The project will also cover printing of training materials and oral translation for the training hours, if needed. In case the consultant will choose to accommodate outside Chisinau during the travel mission, he/she should cover such costs.

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:

- University degree in Agronomy, Horticulture and/or other relevant fields;
- At least 5 years of extensive experience in the implementation/administration of training activities for producers and exporters in fresh fruits.

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
<u>Technical</u>		
University degree in Agronomy, Horticulture and/or other relevant fields. Post graduate education will be considered as a strong asset	(Bachelor's – max 30; Master's – max 35 pts, PhD's – max 40 pts)	40

National or international certification(s) in training or ToT(s)	(yes – max 20 pts, no – 0 pts)	20
At least 5 years of proven extensive experience in the implementation/administration of training activities for producers and exporters in fresh fruits	(5 years – max 20 pts, >5 years – max 30 pts)	30
Minimum 3 years of proven experience in trainings on the training's topic	(3 years – max 40 pts, >3 years – max 45 pts)	45
Excellent skills in organizing and coordinating training activities	(up to 30 pts.)	30
Proven extensive knowledge of the advanced technologies and equipments in fresh fruits production and export promotion	(up to 40 pts.)	40
Skills in delivering high-standard trainings tailored to the specific needs of the target audience	(up to 30 pts.)	30
Flexibility and creativity in delivering trainings and seminars	(up to 20 pts.)	20
Developed skills in communication with various stakeholders in private sectors	(up to 20 pts.)	20
Proficiency in written and spoken English. Knowledge of the Romanian and/or Russian will be a strong asset	(English– max 20 pts., Romanian and Russian – additional max 5 pts)	25
Maximum Total Technical Scoring		300
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