



INDIVIDUAL CONSULTANT PROCUREMENT NOTICE

Date: **06 September 2013**

Country: Republic of Moldova

Description of the assignment: National Consultant for developing the policy document and for assistance of working group in elaboration of the public policies on decentralization of culture sector.

Project name: Joint Integrated Local Development Programme

Period of assignment/services: September – November 2013, estimated workload up to 25 days.

Proposals should be submitted **on-line** by pressing “Apply on-line” link, no later than **19 September 2013**.

Requests for **clarification only** must be sent by standard electronic communication to the following e-mail: mihail.roscovan@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 Government of Moldova explicitly acknowledges that decentralization represents an essential item on the reform agenda of the country. The goal is to provide quality services to women and men equitably - including the rights of persons from vulnerable groups - through building autonomous and democratic local governments, able to manage efficiently their responsibilities. Thus, on April 5, 2012 the Parliament of the Republic of Moldova adopted the National Decentralization Strategy that represents the main policy document in the field of local public administration and establishes the national mechanisms to ensure genuine local autonomy.

Prior to the approval of the Strategy, the Government has benefited from the support provided by the Joint Integrated Local Development Programme/JILDLP implemented by UNDP and UN Women and funded by the Government of Sweden and UNDP. Given the stringent need to further advance the implementation of the Decentralization Strategy, and building on the successful cooperation with the Joint Integrated Local Development Programme, the State Chancellery together with United Nations have designed a new Programme phase to support the implementation of the Decentralization Strategy at policy and local levels.

The Overall Objective of the Programme is to support better and equitable service provision and sustainable local development, facilitated by the improved legal and institutional framework resulting from the implementation of the National Decentralization Strategy. The Immediate Objectives of the Programme are:

- To support the Government in improving the policy and legal framework as mandated by the National Decentralization Strategy to ensure local autonomy, availability of resources, and more

effective local management for better and equitable service provision.

- To improve the capacity of Local Public Authorities (LPAs) to deliver efficient, equitable and accessible local public services, to facilitate sustainable development and foster social inclusion.

The National Decentralization Strategy is the main policy document on local public administration that offers a general strategic framework, the main principles and the national mechanism for decentralization and ensuring local autonomy in Moldova. At the same time, apart from the specific objectives, the process of decentralization in Moldova applies a human rights based approach, promoting gender equality and human rights for women, men and communities, social inclusion for vulnerable and marginalized groups, as well as ensuring equal chances and dignity for all.

For a successful implementation of the decentralization reform, the action plan of the National Decentralization Strategy envisages the development of the sectorial strategies for decentralization that will guide the decentralization reform in various domains. According to the decision of the Parity Commission from July 2, 2013 all sectorial strategies have to be developed by the end of 2013.

In this context, a working group for decentralizing public services in culture sector was created under the auspices of the Parity Commission. The working group is hosted by the Ministry of Economy which ensures the secretariat and facilitates the activity of the working group, as well as ensured the correlation of the decentralization policy with other relevant documents in this field. The property decentralization assessment was elaborated in 2011-2012 by the team of experts. The draft of the property decentralization Strategy, as well as normative acts related property designed, including draft of the public property Law.

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

JILDLP is seeking national consultant, who will provide assistance to the working group on decentralization in culture sector in developing and awareness of the policy document, including clarification of the competences and formulation of the actions for decentralization.

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

3. REQUIREMENTS FOR EXPERIENCE AND QUALIFICATIONS

I. Academic Qualifications:

- University Degree or MA in Public Administration, Public Policy, Economics, Legal, Social, Arts or other relevant fields

II. Years of experience:

- At least 3 years of proven experience of analysis and research in the field of public administration, multi-disciplinary studies, decentralization, inter-governmental relations, social, culture etc.
- Knowledge of the Moldovan development context, specifically with regard to the decentralization reform, Central Public Administration and Local Public Administration sectors reforms
- Knowledge of the decentralization reforms, particularly related to culture, in the Central Eastern European countries will be an asset
- Knowledge of and understanding of the National Decentralization Strategy of Moldova

III. Competences:

- Robust analytical and writing skills
- Demonstrated capacity of team work
- Ability to produce deliverables in due time and within cost and quality standards
- Proficiency in computer applications (Windows, MS Office, IE, Outlook)
- Strong interpersonal and communication skills
- Sensitivity and respect for human rights and gender equality
- Fluency in Romanian and working knowledge in English.

4. DOCUMENTS TO BE INCLUDED WHEN SUBMITTING THE PROPOSALS

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

1. Proposal explaining why they are the most suitable for the work;
2. Financial proposal;
3. 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, and payment terms around specific and measurable (qualitative and quantitative) deliverables (i.e. whether payments fall in installments or upon completion of the entire contract). Payments are based upon output, i.e. upon delivery of the services specified in the TOR. In order to assist the requesting unit in the comparison of financial proposals, the financial proposal will **include a breakdown (fee per day * days)** of this lump sum amount (including fee, taxes, per diems, and number of anticipated working days).

Travel

All envisaged travel costs must be included in the financial proposal. This includes all travel to join duty station/repatriation travel. 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.

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 or MA in Public Administration, Public Policy, Economics, Legal, Social, Arts or other relevant fields
- At least 3 years of proven experience of analysis and research in the field of public administration, multi-disciplinary studies, decentralization, inter-governmental relations, social, culture etc.

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
Technical		
University Degree or MA in Public Administration, Public Policy, Economics, Legal, Social, Arts or other relevant fields	<i>University Degree- 10 pts MA degree –25 pts PhD – 40 pts</i>	40
At least 3 years of proven experience of analysis and research in the field of public administration, multi-disciplinary studies, decentralization, inter-governmental relations, social, culture etc.	<i>3 years -30 pts; more than 3 years – 5 pts for each additional year, maximum 60 pts.)</i>	60
Experience with the Moldovan development context, specifically with regard to the decentralization reform, Central Public Administration and Local Public Administration sector reforms	<i>(each year of such experience - 10 pts., up to - 40 pts.)</i>	40
Experience with international organization/companies.	<i>(each year of such experience - 5 pts., up to - 20 pts.)</i>	20
Fluency in Romanian and working knowledge in English.	<i>(Romanian and Russian – 5 pts each; English – 10 pts)</i>	20
Interview	<i>(80 – demonstrated technical knowledge and experience; 10 – communication/ interpersonal skills; 10 – initiative; 10 – sensitivity and respect for human rights and gender equality; 10 – capacity of team orientation work)</i>	120
Maximum Total Technical Scoring		300
Financial		
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