



INDIVIDUAL CONSULTANT PROCUREMENT NOTICE

Date: **13 September 2013**

Country: Republic of Moldova

Description of the assignment: National expert to evaluate and monitor the progress in the implementation of the GRANT SCHEME PROGRAMME (GSP-2013)

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

Period of assignment/services: Maximum 15 working days during October - November 2013

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. 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.

In order to meet this goal the „Improving Trade and Productive Capacities of Moldovan Fresh Fruit Producers" announced an Expression of Interest for Grants and collected several proposals from producers and exporters in fresh fruits. Such project proposals will be evaluated and the selected projects will be implemented between March - November 2013.

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

The objective of this consultancy service is to independently monitor the progress in the implementation of the Aid for Trade GRANT SCHEME PROGRAMME (GSP-2013) and submit a detailed evaluation report by the end of the 2013. The monitoring process shall initiate once the

first installments in such scheme are disbursed to the selected candidates and it should involve field visits to the grant recipients to evaluate progress. Positive monitoring reports will be the basis for the payments of the last installments under the grant contracts.

In order to achieve such objective the consultant shall:

- Review all selected grant applications and prepare detailed check lists for each individual grant recipient
- Undertake at least 11 field visits to the 11 selected companies in the Aid for Trade GSP to monitor progress in the implementation of the grants, after the disbursement of first installments; prepare short narrative report on progress, to be accompanied by video materials, upon request from the Project;
- Submit the monitoring reports to the Project and, upon request, provide detailed clarifications; the monitoring reports shall contain the needed recommendation on the finalization of the grant contract and related disbursement or not of the final installment;

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. Graduates in other areas, with consistent knowledge of the agrifood and food processing industries, may also apply.

II. Experience:

- Extensive experience (at least 5 years) in the implementation/administration of similar projects, ideally in fresh fruits segment;
- Extensive knowledge of the advanced technologies and equipments in fresh fruits production and export promotion.

III. Competencies and Skills:

- Skills in analyzing, generalizing, and systematizing information;
- Developed skills in communication with various stakeholders in public and private sectors;
- Excellent skills in organizing and coordinating diverse activities;
- Proficiency in written and spoken English, Romanian and Russian.

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. 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 of this lump sum amount (including daily fee and number of anticipated working days).

Travel costs for undertaking field visits shall not be included in the financial proposal as they will be covered by the Project separately.

In 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 or university degree in other areas, with consistent knowledge of the agrifood and food processing industries;
- 5 years of experience in the implementation/administration of similar to the assignment projects, ideally in fresh fruits segment.

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. Graduates in other areas, with consistent knowledge of the agrifood and food processing industries will also be considered	(University degree – max 35 pts, Master's – max 40 pts, PhD's – max 45 pts; degree in other areas, with consistent knowledge in agrifood and food processing industries – max 30 pts)	45
5 years of experience in the implementation/administration of similar to the assignment projects, ideally in fresh fruits segment	(5 years – max 55 pts, >5 years – max 60 pts)	60
Extensive knowledge of the advanced technologies and equipments in fresh fruits production and export promotion	(max 65 pts)	65
Skills in analyzing, generalizing, and systematizing information	(max 40 pts.)	40

Developed skills in communication with various stakeholders in public and private sectors	(max 30 pts.)	30
Excellent skills in organizing and coordinating diverse activities	(max 30 pts.)	30
Proficiency in written and spoken English, Romanian and Russian	(max 10 pts for each language)	30
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