



INDIVIDUAL CONSULTANT PROCUREMENT NOTICE

Date: **2 October 2013**

Country: Republic of Moldova

Description of the assignment: International Consultant on official control of certain contaminants in food of non-animal origin

Project name: Building Institutional Capacity of the Ministry of Foreign Affairs and European Integration

Period of assignment/services: October - December 2013

Proposals should be submitted online by pressing the "Apply Now" button no later than **13 October 2013**.

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

Relations between the Republic of Moldova (RM) and the European Union (EU) formally started with the signing of the Partnership and Cooperation Agreement (PCA) in 1994 that entered into force in 1998. The PCA established the basic principles of cooperation between RM and EU and was designed for a 10 year period. With the formal expiration of the term in 2008, the validity of the Agreement is being extended automatically provided none of the parties' requests formal cancellation. PCA constitutes the framework of relations between RM and EU.

In 2005, in the context of the new European Neighborhood Policy, RM and EU signed an EU-Moldova Action Plan (EUMAP) for a period of 3 years, which included a series of actions aiming at deepening the cooperation between the two parties. In February 2008, upon the conclusion of the Action Plan implementation period, the European Council adopted a decision expressing the readiness to initiate new negotiations with the RM with the goal of signing a new agreement.

In parallel with the Action Plan, Moldova has signed with the EU a Visa Facilitation Agreement, and received a preferential trade regime (Autonomous Trade Preferences) with the EU for a majority of the goods produced in Moldova.

Since 2010, RM has been successfully carrying out negotiations with EU for an Association Agreement (AA) and has undertaken concrete steps towards a deeper relationship with the EU.

On 5 December 2011, EU decided to launch negotiations on a Deep and Comprehensive Free Trade Area (DCFTA) with Moldova, with the purpose of boosting economic growth and investment within its Eastern European partner. These negotiations tackled a broad range of trade and economic issues in order to ensure a closer economic integration with the EU for Moldova. DCFTA will be part of the AA, which

strives, also in line with the EU's Eastern Partnership objectives, to closely associate Moldova to the European Union in both economic and political dimensions.

The EU and the RM successfully held the final round of negotiations on a DCFTA in June 2013. The DCFTA consists of 14 chapters; it will provide for a significantly improved mutual access for European and Moldovan goods and services. It will ensure an open, stable and predictable legal environment for the benefit of Moldovan businesses and consumers. The DCFTA will improve the trade opportunities between EU and Moldova and enhance prosperity of both economies.

The Project "Building Institutional Capacity of the Ministry of Foreign Affairs and European Integration (MFAEI)" aims at strengthening the institutional capacity of the MFAEI as lead institution in the AA negotiation process. In the same context, the Project seeks to contribute to developing EU integration capacities of key line ministries, including the Ministry of Agriculture and Food Industry (MAFI). The immediate focus is currently the post-negotiation and implementation phases of the AA.

Alignment of policy, institutional arrangements, legislation procedures and best practices to EU standards and requirements is a priority for MAFI to raise the level of consumer protection and competitiveness domestically and to gain access to EU markets.

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

An international expert will be contracted to consult and raise capacity of the Moldovan Ministry of Agriculture and Food Industry (MAFI) and the subordinated National Agency for Food Safety (ANSA) in approximating with EU standards relevant national policies, legislation, institutional arrangements, procedures and best practices in the area of official control of certain contaminants in food of non-animal origin, including drinks. Appropriate legislation, procedures and systems for EU compliant control of contaminants in food will facilitate access of Moldovan food products to high value markets.

The expert will critically assess and report on current factual situation; develop a mission action plan, agreed with the beneficiaries, for remedying the identified gaps; support MAFI in drafting amendments to different pieces of legislation (including ones regulating institutional arrangements) and supporting documentation (e.g. legislative impact analysis); support ANSA in drafting a package of operational documentation for implementing official control of compliance with quality requirements relevant for this assignment; plan and organize a workshop with beneficiaries for presenting the final mission report.

At the conclusion of the assignment, MAFI and ANSA should be capable to define and implement a EU compliant system of official control of certain contaminants in food of non-animal origin, including drinks.

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

3. REQUIREMENTS FOR EXPERIENCE AND QUALIFICATIONS

Academic Qualification

- Relevant University degree. Relevant Master's Degree or PhD would be an asset.

Experience

- Minimum 7 years of work experience in the area of EU compliant systems of contaminants in food of non-animal origin including drinks;
- Experience in implementing EU requirements in the area of official control of certain contaminants in food of non-animal origin including drinks
- Experience in transposing EU requirements in the area of official control of certain contaminants in food of non-animal origin including drinks

- Experience in assisting government institutions within projects funded by international organizations in the region of Central and Eastern Europe (experience in countries with economies in transition would be an asset)

Competencies

- Strong interpersonal skills, communication and diplomatic skills, ability to work in a team

Language requirements:

- Fluency in written and spoken English, knowledge of Romanian or Russian would be an asset.

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.

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 shall include a breakdown of this lump sum amount (including fee, taxes, travel, 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.

Up to two travel missions are envisaged under this assignment, with a minimum 20 working days in Moldova.

6. EVALUATION

Initially, individual consultants will be short-listed based on the following minimum qualification criteria:

- Relevant University Degree
- Minimum 7 years of work experience in the area of EU compliant systems of certain contaminants in food of non-animal origin including drinks

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		
Relevant University degree	University degree - 10 pts, Master's – 20 pts, PhD's – 30 pts	30
Minimum 7 years of working experience in the area of EU compliant systems of official control of compliance with quality requirements for agricultural produce of non-animal origin	7 years – up to 40 pts, >7 years – up to 80 pts	80
Experience in implementing EU requirements in the area of official control of certain contaminants in food of non-animal origin including drinks	No – 0 pts, to some extent –20 pts, large up to 50 pts-	50
Experience in transposing EU requirements in the area of official control of certain contaminants in food of non-animal origin including drinks	3 years – up to 30 pts, >3 years – up to 60 pts	60
Experience in assisting government institutions within projects funded by international organizations in the region of Central and Eastern Europe (experience in countries of transitional economy would be an asset)	max 30 pts	30
Strong interpersonal skills, communication and diplomatic skills, ability to work in a team	max 30 pts	30
Fluency in written and spoken English, knowledge of Romanian or Russian would be an asset	English – 10 pts; Romanian 20 pts; Russian – 10 pts;	20
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

Important notice

The applicant who has the statute of Government Official / Public Servant, prior to appointment will be asked to submit the following documentation:

- a no-objection letter in respect of the applicant received from the government, and;
- the applicant is certified in writing by the government to be on official leave without pay for the duration of the Individual Contract.

A retired government official is not considered in this case a government official, and as such, may be contracted.