



INDIVIDUAL CONSULTANT PROCUREMENT NOTICE

Date: **26 February, 2014**

Country: Republic of Moldova

Description of the assignment: International Consultant on official control of quality and safety of water

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

Period of assignment/services: March-April, 2014

Proposals should be submitted online by pressing the "Apply Now" button no later than 7 March, 2014.

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.

The Partnership and Cooperation Agreement will soon be replaced by an Association Agreement which includes a Deep and Comprehensive Free Trade Area (DCFTA). The documents provide for political association and economic integration and have been initialed in Vilnius in November 2013.

For the Republic of Moldova the AA represents a reform agenda which is based on a comprehensive program of legal harmonization with EU norms.

Exceeding the classical arrangements of free trade, DCFTA provides not only a mutual opening of markets for most goods and services but requires a gradual rapprochement of norms and standards such as quality standards and rules, sanitary rules, intellectual property rights, trade facilitation, public procurement and competition, energy trade and other.

Except for European Economic Area and EU candidate states, never before has the EU opened its internal market to such an extent to a third country. This reality is possible due to the commitment of the Republic of Moldova to take over the *acquis communautaire*.

In exchange to effective implementation of EU legislation Moldova will gradually become part of the EU internal market.

A deeper economic integration through DCFTA will boost the country's economic growth, will create business opportunities and promote real economic modernization and integration into the EU. The direct result of establishing free trade area with EU is that citizens will benefit from higher quality and safer goods and services while manufacturers will be supported to access international markets.

UNDP and its international partners are committed to assist Moldova, through technical and financial assistance, in promoting costly legal and institutional reforms that DCFTA entails.

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 through aligning relevant policies, administrative and institutional arrangements, legislation, procedures and best practices to EU standards and requirements.

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

The Project will contract an International Consultant to consult and raise capacity of both the Ministry of Agriculture and Food Industry (MAFI) and the National Agency for Food Safety (ANSA) in upgrading and EU approximating national legislation, institutional arrangements, procedures and best practices in the area of official control of quality and safety of water used in food industry and water intended for human consumption.

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 and ANSA 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 quality and safety of water used in food industry and water intended for human consumption.

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

3. REQUIREMENTS FOR EXPERIENCE AND QUALIFICATIONS

Academic Qualification

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

Experience

- Minimum 5 years of work experience in the area of EU compliant systems of official control of quality and safety of water.
- Experience in transposing EU requirements in the area of official control of quality and safety of water.
- Specific experience in implementing official control systems and/or producing guidelines in the quality and safety of water sector in a EU member state would be an advantage;
- Knowledge of and 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;
- Displays cultural, gender, religion, race, nationality and age sensitivity and adaptability;
- Highest standards of integrity, discretion and loyalty.

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 5 years of work experience in the area of EU compliant systems of official control of quality and safety of water;

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
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Technical		
Relevant University degree	University degree - 10 pts, Master's – 20 pts, PhD's – 30 pts	30
Minimum 5 years of work experience in the area of EU compliant systems of official control of quality and safety of water	5 years – up to 50 pts, >5 years – up to 100 pts	100
Experience in transposing EU requirements in the area of official control of quality and safety of water	5 years – up to 30 pts, >5 years – up to 60 pts	60
Experience in implementing official control systems and/or producing guidelines in the quality and safety of water sector in a EU member state	max 40 pts	40
Strong interpersonal skills, communication and diplomatic skills, ability to work in a team	max 40 pts	40
Fluency in written and spoken English, knowledge of Romanian or Russian would be an asset	English – 20 pts; Romanian 5 pts; Russian – 5 pts;	30
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.