



INDIVIDUAL CONSULTANT PROCUREMENT NOTICE

Date: **18 March, 2014**

Country: Republic of Moldova

Description of the assignment: National Consultant providing assistance to Ministry of Foreign Affairs and European Integration in Human Resources Capacity Development

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

Period of assignment/services: April-June, 2014

Proposals should be submitted online by pressing the "Apply Now" button no later than 30 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

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 and implementation processes. The Project's overall objective is to strengthening the institutional capacity of the MFAEI so that it can exercise its functions in a more efficient manner, operate transparently and fulfill its European Integration commitments.

Effective public institutions make it possible for governments to coordinate human action for the public interest. When public institutions perform well, it is primarily owing to the motivation, skills and integrity of the human capital and the quality of leadership. Thus, the strengthening of national capacity for public administration is one of the best measures that governments in transition countries can undertake in their efforts to reach the overall governmental objectives.

Through Central Public Administration Reform (2006 – 2013), the modern Human Resources Management systems and tools became operational across the Government. However, MFAEI has a special particularity which is embedded in the Law on Diplomatic Service and the existing cross-Government human resources management system shall be adjusted to the specific needs of the MFAEI.

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

The Project will contract a National Consultant to offer targeted assistance to MFAEI, based on the findings and recommendations of resulting from the work to support strengthening of MFAEI's Human Resource management system carried out in 2011.

The particular task to be addressed through the current assignment will be to focus on strengthening the Human Resource Management tools of the MFAEI as well as standardizing the implementation of staff

rotation, reserve, motivation and promotion systems, based on the provisions of the Law on Diplomatic Service and EU member states best practices.

The expert will analyze the current status of MFAEI human resource management tools (strategies, policies, regulations and procedures applicable to staff reserve, rotation, motivation and promotion systems); perform a functional analysis of the HRLLU (e.g internal regulations, job descriptions etc.); make a comparative analysis of the staff rotation, reserve, motivation and promotion systems with at least three EU Member States; develop recommendations with regard to the improvement as well as uniform and efficient implementation of the staff rotation, staff reserve, motivation and promotion systems; develop, together with beneficiaries, an action plan to address identified gaps in the human resource management system and to implement proposed and agreed changes in human resources policies and procedures; support relevant MFAEI subdivisions in drafting amendments to existing policies and regulations, and related supporting documentation; organize at least one seminar for sharing the findings and recommendations with the beneficiaries; prepare and submit a final mission report.

The key deliverables will impact on the operationalization of the systems of diplomatic staff rotation, reserve, motivation and career development in so that these are implemented in a more coherent and sustainable manner, ensure client satisfaction and maintain high staff morale.

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

3. REQUIREMENTS FOR EXPERIENCE AND QUALIFICATIONS

Academic Qualification

- University degree in HR, Business Administration, Public Administration, Law or other related field. Master's Degree or equivalent would be an asset.

Experience

- Minimum 5 years of relevant experience at the national or international level in providing HR advisory services and/or managing staff and operational systems. Experience in the diplomatic service will be an advantage;
- Proven experience in elaborating policies/strategies;
- Previous experience in development assistance or related work for a donor organization, governmental institutions, NGO or private sector / consulting firm and/or experience in diplomatic service would be a very strong advantage.
- Experience in the usage of computers and office software packages (MS Word, Excel, etc) and experience in handling of web based management systems.

Competencies

- Strong interpersonal skills, communication and diplomatic skills, ability to work in a team
- Strong coaching/mentoring skills, regularly providing helpful feedback and advice
- Openness to change and ability to manage complexities

Language requirements

Fluency in written and spoken Romanian is mandatory. Knowledge of English and/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;** in (USD, specifying a total lump sum amount and the number of anticipated working days);
1. **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.

No travel costs are envisaged under this assignment.

6. EVALUATION

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

- Relevant University Degree
- Minimum 5 years of work relevant experience at the national or international level in providing HR advisory services and/or managing staff and operational systems. Experience in the diplomatic service will be an advantage;

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>		
Relevant University degree	University degree - 10 pts, Master's – 20 pts, PhD's – 30 pts	30

Minimum 5 years of relevant experience at the national or international level in providing HR advisory services and/or managing staff and operational systems. Experience in the diplomatic service will be an advantage;	5 years of experience – 35 pts., more than 5 years of experience – 5 pts. for each additional year of experience up to a maximum of 35 additional points	70
Proven experience in elaborating policies/strategies;	5 years – 30 pts, more than 5 years of experience – 6 pts, for each additional year of experience up to a maximum of 30 additional points	60
Previous experience in development assistance or related work for a donor organization, governmental institutions, NGO or private sector / consulting firm and/or experience in diplomatic service would be a very strong advantage;	No – pts, to some extent – 20 pts, max 40 pts	40
Knowledge of English and/or Russian;	English- 10 pts; Russian – 5 pts;	15
Interview	(45 – demonstrated technical knowledge and experience; 10 – communication, interpersonal, diplomatic skills; 10 – strong coaching/mentoring skills; 10 – openness to change and ability to manage complexities; 10 -experience in the usage of computers and office software packages (MS Word, Excel, etc) and experience in handling of web based management systems)	85
Maximum Total Technical Scoring		300
<u>Financial</u>		
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