



INDIVIDUAL CONSULTANT PROCUREMENT NOTICE

Date: **24 April 2014**

Country: Republic of Moldova

Description of the assignment: Photo and video services provider

Project name: Joint Integrated Local Development Programme

Period of assignment/services: Starting from May 2014, estimated workload up to 60 days during 7 months.

Proposals should be submitted **on-line** by pressing "Apply on-line" link, no later than **5 May 2014**.

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

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 in the field of decentralization to ensure genuine local autonomy.

Prior to the adoption of the Strategy, the Government benefited from the support provided by the Joint Integrated Local Development Programme (JILDP) implemented by UNDP and UN Women and funded by the Government of Denmark. Given the stringent need to further advance with 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 of the Joint Integrated Local Development Programme 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 LPAs to deliver efficient, equitable and accessible local public services, to facilitate sustainable development and foster social inclusion.

The Programme is implemented and advocates for using Human Rights Based Approach (HRBA) and Gender equality (GE) which calls for greater participation, accountability, transparency and non-discrimination in all national and local development processes. Communication on decentralization reform was acknowledged as one of the most important elements that need improvement, as efficient communication and public awareness are crucial for the success of the reform. The JILDP will assist the Government in implementing the Decentralization communication and public awareness strategy, as well as disseminate information about the progress reached in its 30 target communities across Moldova. This will ensure awareness raising and transparency of the decentralization process for all potential stakeholders, beneficiaries and concerned authorities/partners, especially the most vulnerable and affected communities and groups of population.

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

The JILDP/UNDP seeks a photo and video services provider (hereinafter national consultant) to ensure an increased transparency of the JILDP intervention at the local level, and all types of projects implemented in its 30 target communities, including projects using the inter-municipal cooperation (IMC) tool to provide services to clusters of communities, by creating a representative pool of photos and raw video materials to showcase the respective activities..

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

3. REQUIREMENTS FOR EXPERIENCE AND QUALIFICATIONS

Academic Qualifications:

- High School diploma and formal training in photography and video production. University degree in photography and video production preferred.

Experience:

- At least five years of experience in producing photo and video materials. Experience in outside shots, in filming/shooting for development projects and programs and awareness campaigns.
- Experience in similar positions in a UNDP and/or other international projects will constitute an advantage.

Competences:

- Demonstrated capacity of team-orientation work, excellent planning and organizational skills;
- Fluency in oral and written Romanian and Russian
- Sensitivity and respect for human rights and gender equality

- Ability to achieve results and deadlines in a timely manner, maintaining a high standard throughout.

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 consultancy day in office * days; fee per consultancy day in field * 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:

- High School diploma and formal training in photography and video production. University degree in photography and video production preferred.
- At least five years of experience in producing photo and video materials. Experience in outside shots, in filming/shooting for development projects and programs and awareness campaigns.

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% (210 pts);

* Financial Criteria weight – 40% (140 pts).

Only candidates obtaining a minimum of 147 points would be considered for the Financial Evaluation.

| Criteria | Scoring | Maximum Points Obtainable |
|---|---|---------------------------|
| <u>Technical</u> | | |
| High School diploma and formal training in photography and video production. University degree in photography and video production preferred. | <i>University Degree – 30 pts MA – 50 pts</i> | 50 |
| At least five years of experience in producing photo and video materials. Experience in outside shots, in filming/shooting for development projects and programs and awareness campaigns. | <i>5 years -40 pts; more than 3 years – 10 pts for each additional year, maximum 80 pts</i> | 80 |
| Experience in similar positions in a UNDP and/or other international projects will constitute an advantage. | <i>each year of such experience - 10 pts., up to - 60 pts.</i> | 60 |
| Fluency in English, Romanian and Russian verbally and in writing | <i>Romanian and Russian – 5 pts each; English – 10 pts</i> | 20 |
| Maximum Total Technical Scoring | | 210 |
| <u>Financial</u> | | |
| Evaluation of submitted financial offers will be done based on the following formula: $S = F_{min} / F * 140$ 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. | | 140 |

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