



INDIVIDUAL CONSULTANT PROCUREMENT NOTICE

Date: **6 May 2014**

Country: Republic of Moldova

Description of the assignment: National Consultant on Financial Decentralization

Project name: Joint Integrated Local Development Programme

Period of assignment/services: Starting from June 2014, estimated workload up to 90 days during 10 months.

Proposals should be submitted **on-line** by pressing “Apply on-line” link, no later than **15 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

The Government of Moldova explicitly acknowledges that decentralization represents an essential item on the reform agenda of the country. The goal is to provide quality services to women and men equitably - including the rights of persons from vulnerable groups - through building autonomous and democratic local governments, able to manage efficiently their responsibilities. Thus, 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 to ensure genuine local autonomy.

Prior to Strategy’s approval, the Government has 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 Sweden and UNDP. 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 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 Local Public Authorities/LPAs to deliver efficient, equitable and accessible local public services, to facilitate sustainable development and foster social inclusion.

The interventions at the local level (20 target communities) will aim at developing models of operational local governments - ‘champions of change’ - by providing support to implement changes in the operation and structure of local governments in line with the changes brought by the Decentralization strategy.

Based on JILDP supported analysis and simulations, a new system of local government finances will be introduced nationally from 2015, while three raions and the Capital City will pilot test the system during 2014. During August-October 2013 more than 1200 local officials were informed and trained about how to determine their revenues and plan their budgets under the provisions of the revised law.

JILDP intends to extend its support to the local governments in the four pilot raions defined by the amended Law on Local Public Finance: Chisinau, Ocnita, Riscani, Basarabeasca. JILDP will assist LPAs in improving their capacity and operations, will support target communities and their local authorities to provide quality public services to achieve sustainable economic and social development, in the main areas affected by the Decentralization strategy.

The objective of the programme is to strengthen LPAs through training and consultancy to implement successfully the provisions of the new local public finance law, while improving their local financial management, their core administration and finally the services for their citizens.

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

The JILDP/UNDP seeks a national consultant on Financial Decentralization (hereinafter national consultant) to provide substantive expert consultancy and policy feed-back to the process of implementation of the new Local Public Finance Law and to support its successful implementation in 71 pilot local governments.

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

3. REQUIREMENTS FOR EXPERIENCE AND QUALIFICATIONS

I. Qualifications:

- Master degree in Finance, Public Policy, Local Public Administration, Economics or other relevant fields;

II. Experience:

- Professional working experience (at least 5 years), with substantial recent work experience in the field of public finances;
- Proven experience in local public administration, in developing and delivering training programs for LPAs;
- Proven experience in developing analytical reports on decentralization, local governance, public finances;
- Previous experience in development assistance or related work for a donor organization, consulting company, or NGO. Previous experience in working with UN agencies or international organizations is an asset.

III. Competencies:

- Demonstrated capacity of team-orientation work, excellent planning and organizational skills;
- Strong, research, communications and writing skills;
- Fluency in Romanian and Russian, English (will be considered an advantage);
- 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 dully 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 day * 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:

- MA and in Finance, Public Policy, Local Public Administration, Economics or other relevant fields
- At least 5 years of working experience, with substantial recent work experience in the field of public finances

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>		
MA and in Finance, Public Policy, Local Public Administration, Economics or other relevant fields	<i>Master degree – 10 pts; PhD-15 pts</i>	15
At least 5 years of working experience, with substantial recent work experience in the field of public finances	<i>5 years -10 pts; each additional year-10 pts up to max.60 pts.)</i>	60
Previous experience of work in public administration	<i>5 years -10 pts; each additional year-10 pts up to max. 60 pts.)</i>	60
Previous experience in developing analytical reports on decentralization, local governance, public finances	<i>5 years -5 pts; each additional year-5 pts up to max. 30 pts.)</i>	30
Previous experience with international organization/companies	<i>No – 0 pts; yes -10 pts.</i>	10
Fluency in English, Romanian and Russian orally and in writing	<i>(Romanian and Russian – 5 pts each; English – 5pts)</i>	15
Interview (demonstrated technical knowledge and experience, strong analytical and organizational skills)	<i>Technical knowledge and experience 80 pts.; strong analytical and organizational skills – 30 pts.</i>	110
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