



INDIVIDUAL CONSULTANT PROCUREMENT NOTICE

Date: **30 June 2014**

Country: Republic of Moldova

Description of the assignment: Pilot Project Coordinator

Project name: Implementation of the pilot SEA of the Orhei Town Master Plan

Period of assignment/services: July - December 2014 (up to 36 working days)

Proposals should be submitted online by pressing the "Apply now" button no later than **06 July 2014**.

Requests for **clarification only** must be sent by standard electronic communication to the following e-mail: nadja.netters@undp.org. UNDP will respond by standard electronic mail and will send copies of the response, including an explanation of the query without identifying the source of inquiry, to all consultants.

1. BACKGROUND

Strategic Environmental Assessment (SEA) effectively promotes sustainable development by mainstreaming environment into economic development at a national and local level. SEA is a well-established, practical and efficient planning and environmental governance tool/system set out in the UNECE Protocol on SEA to the Convention on Environmental Impact Assessment (EIA) in a Transboundary Context. It ensures that development plans in key sectors such as energy, water and waste management with likely significant adverse environmental impacts are efficiently developed taking into account environmental (and health) considerations. SEA, in particular, will allow identification of the most sustainable and cost-effective strategic development alternatives in Moldova for attracting new investments and for improving its environment. SEA also helps strengthen the country's environmental governance through fostering transparency and consultation with relevant stakeholders and the public prior to the approval of plans and programmes. SEA in a transboundary context can also greatly facilitate regional cooperation on environmental matters.

At the six Meeting of the Parties to the Espoo Convention, in June 2014 in Geneva, the Government of the Republic of Moldova (RM) requested the secretariat to assist the country in development of national SEA systems and practices and to raise awareness and understanding of the benefits of SEA among various stakeholders. Based on this request the work-plan of the two treaties for 2014–2017 includes several relevant activities such as: (a) finalising drafting of national legislation on SEA; (b) a pilot application of the SEA procedure to a draft Government plan or programme. The funding for the activities is secured through the EU funded programme Greening Economies in the Eastern Neighbourhood (EaP GREEN).

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

The overall responsibility of the Pilot Project Coordinator is to offer assistance to the SEA Team in carrying out an SEA procedure for the Orhei Town Master Plan, including organizing start-up workshop, training workshops and public participation and consultation events as well as the national round table consultation event.

The Pilot Project Coordinator will work under the direct supervision and guidance of the SEA Team Leader.

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

3. REQUIREMENTS FOR EXPERIENCE AND QUALIFICATIONS

I. Academic Qualifications:

- University degree in economics, finance, accounting, international relations, public administration or other related field

II. Years of experience:

- At least 3 years of experience in administrative work and logistics
- Working experience in providing administrative assistance in organizing project events, arranging accommodation, travel, meeting venue, etc.
- Familiarity with rules and procedures and prior working experience with UNDP and/or other international organizations would be a strong asset

III. Competencies:

- Strong interpersonal skills, communication and diplomatic skills, ability to work in a team
- Good organizational, time management and facilitation skills
- Knowledge and skills of MS Office, including Word, Excel, PowerPoint
- Fluent in written and oral communication in English, Romanian and Russian

4. DOCUMENTS TO BE INCLUDED WHEN SUBMITTING THE PROPOSALS

Interested individual consultants must submit the following documents/information to demonstrate their qualifications:

1. Cover letter confirming interest and availability;
2. Financial proposal;
3. Personal CV including past experience in similar projects, the duly filled Personal History Form (P11) 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 will include a breakdown of this lump sum amount (including 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.

6. EVALUATION

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

- University degree in economics, finance, accounting, international relations, public administration or other related field
- At least 3 years of experience in administrative work and logistics

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> | | |
| University degree in economics, finance, accounting, international relations, public administration or other related field | University degree - 40 pts., MA degree – 60 pts. | 60 |
| At least 3 years of experience in administrative work and logistics | 3 years – 20 pts., each additional year – 10 pts., up to max. 40 additional pts. | 70 |
| Working experience in providing administrative assistance in organizing project events, arranging accommodation, travel, meeting venue, etc. | no – 0, to some extent – 30 pts.; large- 60 pts. | 60 |
| Familiarity with rules and procedures and prior working experience with UNDP and/or other international organizations | no – 0, to some extent – 20 pts.; large- 40 pts. | 40 |
| Knowledge and skills of MS Office, including Word, Excel, PowerPoint | no – 0, to some extent – 20 pts.; large- 40 pts. | 40 |

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|---|--|------------|
| Fluent in written and oral communication in English, Romanian and Russian | Romanian – 10 pts.; Russian – 10 pts.; English – 10 pts. | 30 |
| 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