



## INDIVIDUAL CONSULTANT PROCUREMENT NOTICE

Date: **17 July 2014**

**Country:** Republic of Moldova

**Description of the assignment:** Local Expert to the Ministry of Economy

**Project name:** EU High level Policy Advice Mission

**Period of assignment/services:** August – October 2014

Proposals should be submitted [online by pressing the "Apply Now" button no later than [27 July 2014](#).

Requests for **clarification only** must be sent by standard electronic communication to the following e-mail: [administrator@euhlpam.org](mailto:administrator@euhlpam.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 EU High Level Policy Advisory Mission (EU HLPAM) is a project financed by the European Union and implemented by the UNDP. The objective of the project is to support the Government to implement its EU-integration related reform Agenda and in particular to assist the government in developing the capacities required for the implementation of the Association Agreement, including the Deep and Comprehensive Free Trade Area, as well as the Visa Liberalisation Action Plan. Specifically, the project aims at strengthening the policy-making, strategic planning and policy management capacities of selected line Ministries and State Agencies involved in the implementation of the Association Agreement and Visa Liberalization and at enhancing stakeholders' knowledge and awareness of EU policies, legislation and regulations in sectors strategic to the implementation of the Association Agreement including the Deep and Comprehensive Free Trade Area, and to the implementation of visa liberalization.

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

The local expert on enterprise support mechanisms will deliver/provide/support on mapping existing and planned support instruments aiming at providing support to enterprises of Moldova.

The local expert will report primarily to the High Level Adviser to the Ministry of Economy and the EUHPAM project manager.

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

### 3. REQUIREMENTS FOR EXPERIENCE AND QUALIFICATIONS

#### I. Academic Qualifications:

- A Masters' Degree in Economics, Business, public administration or other relevant area or

equivalent. A Bachelor's Degree in the same areas combined with 7 years of experience in the sector will serve in lieu of a Master's Degree.

II. Years of experience:

- Preferably 7 years of relevant professional experience
- At least 5 years of professional experience linked to the provision of policy advice and development assistance project management in areas relevant to the assignment.
- At least 5 years of proven experience of working with the public administration in Moldova.

III. Competencies:

- Proven knowledge of development assistance in the area
- Excellent communication skills
- Proven report writing skills
- Computer literacy
- Fluency in written and spoken English
- Fluency in Romanian and Russian languages

#### **4. DOCUMENTS TO BE INCLUDED WHEN SUBMITTING THE PROPOSALS**

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

1. Proposal:

- (i) Explaining why they are the most suitable for the work;
- (ii) Provide a brief methodology on how they will approach and conduct 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 will specify the daily fee, travel expenses and per diems quoted in separate line items, and payments are made to the Individual Consultant based on the number of days worked, subject to the submission and approval of the time sheet and activity reports.

#### **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:

- A Masters' Degree in Economics, Business, public administration or other relevant area. A Bachelor's Degree in the same areas combined with 7 years of experience in the sector will serve in lieu of a Master's Degree.
- At least 5 years of professional experience linked to the provision of policy advice and development assistance project management in areas relevant to the assignment.

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 |
|---|---|---------------------------|
| <b><u>Technical</u></b>   |   |                           |
| 1. A Masters' Degree in Economics, Business, public administration or other relevant area or equivalent. A Bachelor's Degree in the same areas combined with 7 years of experience in the sector will serve in lieu of a Master's Degree. | (Master's or equivalent – 30 pts)   | 30                        |
| 2. Preferably 7 years of relevant professional experience;  | (<7 years – 30 pts, 7 years – 35 pts, each additional year – 1 pt, up to max. 5 additional pts) | 40                        |
| 3. At least 5 years of professional experience linked to the provision of policy advice and development assistance project management in areas relevant to the assignment   | (<5 years – 25 pts, 5 years – 35 pts, each additional year – 1 pt, up to max. 5 additional pts) | 40                        |
| 4. At least 5 years of proven experience of working with the public administration in Moldova   | (< 5 years – < 25 pts, 5 years - < 30 pts, each additional year – 1 pt, max. 35 pts)            | 35                        |
| <b><u>Interview:</u></b>  |   |                           |
| Proven knowledge of development assistance in the area  | (limited – <25 pts, satisfactory – <30 pts, extensive – <35 pts.)                               | 35                        |
| Excellent communication skills  | (limited – <25 pts, satisfactory – <30 pts, extensive – <35 pts.)                               | 35                        |
| Proven report writing skills  | (limited – <25 pts, satisfactory – <30 pts, extensive – <35 pts.)                               | 35                        |
| Fluency in written and spoken English   | (limited – <15 pts, satisfactory – <20 pts, extensive – <25pts.)                                | 25                        |
| Fluency in Romanian and Russian languages   | (limited – <15 pts, satisfactory – <20 pts, extensive – <25pts.)                                | 25                        |

|   |     |
|---|-----|
| Maximum Total Technical Scoring   | 300 |
| <b><u>Financial</u></b>   |     |
| Evaluation of submitted financial offers will be done based on the following formula:<br><b><math>S = F_{min} / F * 200</math></b><br><b>S</b> – score received on financial evaluation;<br><b>F<sub>min</sub></b> – the lowest financial offer out of all the submitted offers qualified over the technical evaluation round;<br><b>F</b> – 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**