



## INDIVIDUAL CONSULTANT PROCUREMENT NOTICE

Date: **17 July 2014**

**Country:** Republic of Moldova

**Description of the assignment:** Local Expert to the Customs Service of the Republic of Moldova

**Project name:** European Union High Level Policy Advice Mission to the Republic of Moldova (EUHLPAM)

**Period of assignment/services:** August 2014-30 June 2015

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 copies of the response, including an explanation of the query without identifying the source of inquiry, to all consultants.

### 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 Liberalization 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 to the Customs service will provide support to the design and delivery of an interactive management development programme and the design and delivery of 'Proactive Intelligence Verification' (surveillance) training.

The local expert will report primarily to the High Level Adviser to the Customs Service of the Republic of Moldova and the EUHLPAM 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 Law, Economy, Management of Public Services or other areas relevant to the assignment or equivalent. A bachelor degree in the same areas combined with 7 years of relevant professional experience is considered equivalent.

## **II. Years of experience:**

- Preferably 7 years of professional experience
- At least 5 years of professional experience linked to the provision of policy advice in the areas of the required expertise
- At least 5 years of proven experience of working with the public administration in Moldova
- At least 5 years of managerial experience in the public or private sector

## **III. Competencies:**

- Management Development training skills
- Proven ability in the delivery of technical training in Law Enforcement areas
- Proven knowledge of EU external assistance programmes and policies targeted at EaP counties.
- 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: explaining why they are the most suitable for the work;
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 daily lump-sum fee and travel expenses quoted in separate line items. Payments are made monthly, based on the actual number of days worked, to the Individual Consultant subject to the submission and approval of the monthly time sheets 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 shortlisted based on the following minimum qualification criteria:

- A Masters' Degree in Law, Economy, Management of Public Services or other areas relevant to the assignment or equivalent. A bachelor degree in the same areas combined with 7 years of relevant professional experience is considered equivalent.
- At least 5 years of professional experience linked to the provision of policy advice in the areas of the required expertise.

The short - listed individual consultants will be further evaluated by a Selection Committee 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 Law, Economy, Management of Public Services or other areas relevant to the assignment or equivalent. A bachelor degree in the same areas combined with 7 years of relevant professional experience is considered equivalent.	(Master's or equivalent)	35
2. Preferably 7 years of professional experience	(< 7 years- 15 pts; 7 years – 25 pts, each additional year – 1 pt, up to max. 10 additional pts)	35
3. At least 5 years of professional experience linked to the provision of policy advice in the areas of the required expertise	(<5 years – <20 pts, 5 years– <30 pts, one point for each additional year max. 35 )	35
4. At least 5 years of proven experience of working with the public administration in Moldova	(<5 years – <20 pts, 5 years– <30 pts, one point for each additional year max. 35 )	35
5. At least 5 years of managerial experience in the public or private sector	((<5 years – <10 pts; 5 years – 20pts, each additional year – 1 pt, up to max. 15 additional pts)	35
<b>Interview (demonstrated technical knowledge and experience, strong analytical and organizational skills):</b>		
Proven ability in the delivery of technical training in Law Enforcement areas	(limited – <15 pts, satisfactory – <20 pts, extensive – <25pts.)	25
Management Development training skills	(limited – <10 pts, satisfactory – <15 pts, extensive – <25pts.)	25
Excellent communication skills	(limited – <7 pts, satisfactory – <10 pts, extensive – <15 pts.)	15

Proven report writing skills	(limited – <7 pts, satisfactory – <10 pts, extensive – <15 pts.)	15
Fluency in written and spoken English	(limited – <7 pts, satisfactory – <10 pts, extensive – <15 pts.)	15
Fluency in Romanian and Russian languages	(limited – <7 pts, satisfactory – <10 pts, extensive – <15 pts.)	15
Proven knowledge of EU external assistance programmes and policies targeted at EaP countries.	(limited – <7 pts, satisfactory – <10 pts, extensive – <15 pts.)	15
Maximum Total Technical Scoring		300
<b>Financial</b>		
Evaluation of submitted financial offers will be done based on the following formula: <b><math>S = F_{min} / F * 200</math></b> <b>S</b> – score received on financial evaluation; <b>F<sub>min</sub></b> – the lowest financial offer out of all the submitted offers qualified over the technical evaluation round; <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**