



## INDIVIDUAL CONSULTANT PROCUREMENT NOTICE

Date: 17 July 2014

**Country:** Republic of Moldova

**Description of the assignment:** Local Expert to the Ministry of Environment 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 - September 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@euhipam.org](mailto:administrator@euhipam.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

Specifically, the local expert will work with the EU High Level Policy Adviser/EUHLPA deployed at the Ministry of Environment of the Republic of Moldova to support the development of the Draft Institutional Reform Concept. The aim of the Draft Concept is to develop options for reform and modernization of the environmental institutions in Moldova in order to effectively implement new Environmental laws and policy according to Moldova's commitments in the Association Agreement. The Concept will provide options for the separation of functions in the environment sector, including the establishment of an Environment Protection Agency (EPA) along the lines in EU Member States. The Concept will deploy tools such as financial, cost benefit and SWOT analysis in the assessment. This analysis is pivotal for the institutional reform and modernisation required to implement the environmental commitments under the Association Agreement agenda.

The Local Expert will assist the EUHLPA to the Ministry of Environment with the following,

- Background analysis of macro fiscal framework, state budget, and other sources of finance for Environment;
- Analysis of Ministry financial and investment planning, budgeting, resource allocation, and capacity for cost benefit analysis;
- Develop methodology for cost estimation for institutional reform proposals and cost benefit analysis;
- Prepare costs for each of the options for the institutional reform of the environmental institutions;
- Prepare costs and outline budget, for the establishment, on a phased basis, of a National Environmental Protection Agency;
- Perform other tasks assigned by EUHLPA and/or the project manager.

The local expert will report primarily to the EUHLPA to the Ministry of Environment 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:**

- Master's Degree in finance, economics, public administration, management, and /or areas relevant for the assignment or equivalent. A University degree in same areas combined with 7 years of relevant professional experience is considered equivalent.

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

- Preferably 7 years of relevant professional experience
- At least 6 years of relevant experience in collaboration with the government sector in areas relevant to the assignment

#### **III. Competencies:**

- Previous participation in carrying out functional, budget, cost analysis, for governmental institutions and respective paper formulation.
- Good understanding of state budgetary and strategic framework of Government institutions and the public administration reform process of the Republic of Moldova;
- Excellent analytic, drafting and research skills and eye for detail;
- Positive attitude and ability to work in a team;
- Excellent command of written and verbal English,
- Fluency in written and verbal 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 short-listed based on the following minimum qualification criteria:

- Master's Degree in finance, economics, public administration, management, and /or areas relevant for the assignment or equivalent. A University degree in same areas combined with 7 years of relevant professional experience is considered equivalent.
- At least 6 years of relevant experience in collaboration with the government sector in areas relevant to the assignment.

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. Master's Degree in finance, economics, public administration, management, and /or areas relevant for the assignment or equivalent. A University degree in same areas combined with 7 years of relevant professional experience is considered equivalent.	(Bachelor's + 7 years of experience or Master's – 25 pts.)	25

2. Preferably 7 years of relevant professional experience	(< 7 years – 15 pts; 7 years – 20 pts, each additional year – 1 pt, up to max. 10 additional pts)	30
3. At least 6 years of relevant experience in collaboration with the government sector in areas relevant to the assignment	(< 6 years – 15 pts; 6 years – 25 pts, each additional year – 1 pt, up to max. 20 additional pts)	45
<b>Interview:</b>		
Previous participation in carrying out functional, budget, cost analysis, for governmental institutions and respective paper formulation.	(limited – <25 pts, satisfactory – <35 pts, extensive – <40pts.)	40
Good understanding of state budgetary and strategic framework of Government institutions and the public administration reform process of the Republic of Moldova	(limited – <25 pts, satisfactory – <35 pts, extensive – <40pts.)	40
Excellent analytic, drafting and research skills and eye for detail;	(limited – <20 pts, satisfactory – <30 pts, extensive – <35pts.)	35
Excellent command of written and verbal English,	(limited – <20 pts, satisfactory – <25 pts, extensive – <30pts.)	30
Fluency in written and verbal Romanian and Russian languages	(limited – <20 pts, satisfactory – <25 pts, extensive – <30pts.)	30
Positive attitude and ability to work in a team;	(limited – <15 pts, satisfactory – <20 pts, extensive – <25pts.)	25
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**