



INDIVIDUAL CONSULTANT PROCUREMENT NOTICE

Date: **05 September 2014**

Country: Republic of Moldova

Description of the assignment: International Expert to support Confidence Building Initiatives in the areas of Economy/Trade and Local Development (study visits to Cyprus¹)

Project name: "Support to Confidence Building Measures" Programme

Period of assignment/services: Up to 30 working days during September - December 2014

Proposals should be submitted online by pressing the "Apply Now" button no later than **19 September 2014**.

Requests for **clarification only** must be sent by standard electronic communication to the following e-mail: victor.dragutan@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 Support to Confidence Building Measures (SCBM) Programme is funded by the European Union and co-funded and implemented by the UNDP Moldova. The overall objective of the Programme is to build confidence between the population of the two banks of the Nistru river by involving local authorities, civil society organizations, business community and other stakeholders in joint work and spur economic and social development on both sides.

The SCBM Programme seeks, inter alia, to enhance the economic development and contribute to economic rapprochement between the two banks by promoting cross-river exchanges and expanding the range of business support services; empowering local communities and actors from both sides to participate in collaborative projects addressing pressing development needs and ensuring the delivery of essential public services; addressing common environmental development concerns; fostering civil society development by enhancing the capacity of NGOs to generate activities which promote cross-river collaboration and address key development needs. The current phase of the SCBM Programme (April 2012 – March 2015) focuses on 5 key areas, which include a range of sub-projects with a strong focus on partnerships from both banks: business development, civil society, social infrastructure, environment and health.

The Civil Society component of the SCBM Programme seeks, among others, to promote dialogue between top-level decision makers, professionals and experts from economic and social sectors, the research community and the official Confidence Building Working Groups. Activities include joint events and communication platforms convening actors from both banks of the Nistru River, to promote cooperation and encourage the development of solutions to issues of common interest. A Civil Society Dialogues initiative (2013 – 2014) already succeeded in bringing together practitioners and experts from

¹ Location might be subject to change

both banks in the fields of Economy/Trade and Social/Humanitarian issues who established relations of cooperation and generated together a series of proposals for development projects of common interest. Additional activities are further planned to support a process of productive dialogue that would include the provision of opportunities to discuss as well as learn learning about best practices in terms of cooperation in a conflict-affected context.

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

The International Expert will support the organization of a dialogue process involving stakeholders from both banks that would enable them to discuss and advance new confidence building initiatives in the fields of business and local development, based on best practices learned during two study visits to Cyprus. The process will be divided into two thematic groups: local/community development, and business development, each involving 14-16 people representing communities/organizations/businesses from both banks of the Nistru River. The support includes, but is not limited to the following:

- Organization of two preparatory meetings in Chisinau, one for each of the two thematic groups involved, that includes: preparing the meeting agenda, presenting the upcoming study visits, a short review of the situation in Cyprus and the successes registered there in bi-communal cooperation, facilitating the discussion and preparing the group for the upcoming study visits;
- Organization of two 5 days study visits to Cyprus*, one for each of the thematic groups involved, that includes: preparing the visits agenda, arranging for meetings both in the South and North with relevant representatives of the stakeholders in bi-communal cooperation (NGOs, businesses, business associations, local authorities, international organizations, etc.), organizing visits to successful project sites, accompanying the groups and facilitating meetings/discussions, overseeing the logistical arrangements (to be provided by a contracted company), and supporting their learning process and dialogue to identify ideas of potential cross-river cooperation back in Moldova and its Transnistrian region;
- Organization of two de-briefing meetings in Chisinau, one for each of the two thematic groups involved, that includes: preparing the meeting agenda, presenting the results of the study visits, a short review of the main lessons learned and the ideas generated by the group to be implemented in Moldova and its Transnistrian region, discussion of follow up actions and recommendations for the future;
- Preparation of a final mission Report, that includes: an executive summary (1 to 2 pages), a brief overview of the process & study visits including a list of meetings held and persons contacted, an overview of the main results of the process & study visits, lessons learned and recommendations for the future.

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

3. REQUIREMENTS FOR EXPERIENCE AND QUALIFICATIONS

I. Academic Qualifications:

- Bachelor's degree in international relations, conflict resolution, political science, economics or a related discipline;

II. Skills & Experience:

- At least 5 years of proven practical experience and/or senior advisory role in confidence building projects, conflict resolution or conflict analysis;
- Proven experience and familiarity with the Cyprus peace process;
- Proven familiarity with the Moldovan-Transnistrian setting; knowledge and in-depth understanding of the working environment, its sensitivities, economic and political challenges, ability to build solid ground for joint work between the two sides are strongly desirable;
- Proven international expertise in negotiation processes, peace building, mediation, etc.;
- In-depth understanding of the issues related to confidence building in the field of economy, business local development;
- Knowledge of Russian language is a clear advantage.

III. Competencies:

- Ability to work in multi-disciplinary and multi-cultural teams;
- Ability to think out-of-the-box;
- Excellent public speaking and presentation skills;
- Proven analytical and reporting skills, including skills in report-writing and communications;
- Flexibility, ability to work under pressure against tight deadlines;
- Ability to focus on goals and adapt processes to achieving goals.

4. DOCUMENTS TO BE INCLUDED WHEN SUBMITTING THE PROPOSALS

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

1. Proposal:

- (i) Letter of Interest explaining why he/she is the most suitable for the work
- (ii) Provide a brief methodology on how he/she will approach and conduct the work

2. Financial proposal in USD;

3. Personal CV including past experience in similar projects and the contact details of at least 3 reference persons.

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 fee per day, travel costs, per diem, visa costs (if required), etc.). **Please see attached (Annex 3) the recommended structure of the financial offer.**

Travel

All envisaged travel costs must be included in the financial proposal. Expected travel during the assignment period includes at least 2 trips to the Duty Station (two preparatory meetings in Chisinau, two de-briefing meetings in Chisinau) and one trip to Cyprus per each of the thematic groups involved (2 trips in total). 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 SCBM Programme Manager 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:

- University degree in international relations, conflict resolution, political science, economics or a related discipline;
- At least 5 years of proven practical experience and/or senior advisory role in confidence building projects, conflict resolution or conflict analysis.

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>		
Bachelor's degree in international relations, conflict resolution, political science, economics or a related discipline	BA – 10 pts., Master's – 20 pts., PhD – 30 pts	30
At least 5 years of proven practical experience and/or senior advisory role in confidence building projects, conflict resolution or conflict analysis	5 years – 20 pts, each additional year – 5 pts; up to max. 35 pts	35
Proven experience and familiarity with the Cyprus peace process	up to 50 pts.	50
Proven international expertise in negotiation processes, peace building, mediation, etc.	up to 25 pts.	25
<u>Interview</u>		
Proven familiarity with the Moldovan-Transnistrian setting; knowledge and in-depth understanding of the working environment, its sensitivities, economic and political challenges, ability to build solid ground for joint work between the two sides are strongly desirable	up to 30 pts.	30
In-depth understanding of the issues related to confidence building in the field of economy, business local development	up to 20 pts.	20
Knowledge of Russian language is a clear advantage	up to 30 pts.	30
Ability to work in multi-disciplinary and multi-cultural teams, think out-of-the-box	up to 20 pts.	20
Excellent public speaking and presentation skills	up to 20 pts.	20
Proven analytical and reporting skills, including skills in report-writing and communications	up to 20 pts.	20
Flexibility, ability to work under pressure against tight deadlines; ability to focus on goals and adapt processes to achieving goals	up to 20 pts.	20
Maximum Total Technical Scoring		300
<u>Financial</u>		

<p>Evaluation of submitted financial offers will be done based on the following formula:</p> <p>$S = F_{min} / F * 200$</p> <p>S – score received on financial evaluation;</p> <p>Fmin – the lowest financial offer out of all the submitted offers qualified over the technical evaluation round;</p> <p>F – financial offer under consideration.</p>	200
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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

ANNEX 3 - Recommended Structure of the Financial Offer

Description of Expenditures	Quantity	Unit Price (in USD)	Total (in USD)
Consultancy fee per day	30		
Travel costs:			
Roundtrip to Chisinau	2		
Roundtrip to Cyprus	2		
Daily allowance for Chisinau/Cyprus			
Visa costs (if required)			
Other (please specify if relevant)			

Important notice

The applicant who has the statute of Government Official/Public Servant, prior to appointment will be asked to submit the following documentation:

- a no-objection letter in respect of the applicant received from the government, and;
- the applicant is certified in writing by the government to be on official leave without pay for the duration of the Individual Contract.

A retired government official is not considered in this case a government official, and as such, may be contracted.