



INDIVIDUAL CONSULTANT PROCUREMENT NOTICE

Date: 20 October 2014

Country: Republic of Moldova

Description of the assignment: Short Term Local Expert on developing the procedures for implementation of the internal audit system at the National Food Safety Agency

Project name: EU High Level Policy Advice Mission

Period of assignment/services: 5 November 2014 - 30 January 2015 (40 working days)

Proposals should be submitted online by pressing the "Apply Now" button no later than 31 October [2014](#).

Requests for **clarification only** must be sent by standard electronic communication to the following e-mail: administrator@euhipam.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. EUHLPAM beneficiaries include: the Prime Minister's Office, the Ministry of Foreign Affairs and European Integration; Ministry of Justice, Ministry of Internal Affairs, Bureau for Migration and Asylum, Prosecutor General Office, National Anti-Corruption Centre, Ministry of Agriculture and Food Industry, Ministry of Transport and Road Infrastructure, Ministry of Economy, Ministry of Education, Ministry of Environment, Customs Service, Main State Tax Inspectorate, National Food Safety Agency.

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

According with the Strategy for Food Safety for period 2011-2015 approved by Government Decision no

747/2011, to implement the legislation in the area of food safety the Government created the National Food Safety Agency (NFSA). NFSA is one of EUHLPAM beneficiaries benefiting from an EU High Level Policy Advisor/EUHLPA. Article 4 of Law no 50/2013, which transposes into national legislation the EC Regulation 882/2004, establishes the necessity of internal audit in NFSA, in order to verify the efficiency and effectiveness of official controls performed.

Due to the fact that the opening of the export to European Union of poultry meat and eggs is one of NFSA priorities, in 2013 NFSA benefited from TAIEX assistance in the area of poultry and table eggs. One of recommendations of the mission performed by TAIEX experts (ref no. AGR IND/EXP 5495-1) is the implementation of internal audit in order to verify the efficiency and effectiveness of official controls performed. In July 2014 NFSA was reorganised and the department for internal audit was created in accordance with the Law 50/2013.

This project is important for strengthening the institutional capacities of the NFSA, in accordance with Law 50/2013 which transpose into national legislation the EC Regulation 882/2004, allowing to NFSA to use its own system for verification of efficiency and effectiveness of official controls implemented.

The project is seeking to engage the services of a short term local expert on developing the procedures for implementation of the internal audit system at the NFSA, in accordance with the requirements of art. 4 of Law no 50/2013 for the verification of efficiency and effectiveness of official controls performed by NFSA.

The activities foreseen to be performed in this project are not included in any other external assistance projects.

3. REQUIREMENTS FOR EXPERIENCE AND QUALIFICATIONS

I. Academic Qualifications:

- A Masters' Degree degree in agriculture, agronomy, food safety, or similar. A Bachelor's Degree in the same areas combined with 6 years of experience in the sector will serve in lieu of a Master's Degree.

II. Years of experience:

- Preferably 7 years of professional experience
- At least 5 years of professional experience linked to the policy advice and/or capacity building in the food safety and/or relevant public administration.
- Proven experience of working with implementation of audit procedures in the public and/or private sector

III. Competencies:

- Proven report writing skills
- Computer literacy
- Fluency in written and spoken English
- Fluency in Romanian language

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;

- (iii) Copies of at least two of the following: a policy note, briefing, monitoring sheets, press releases, scripts for press conferences, briefings and briefing templates

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.

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 short-listed based on the following minimum qualification criteria:

- A Masters' Degree degree in agriculture, agronomy, food safety, or similar. A Bachelor's Degree in the same areas combined with 6 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 policy advice and/or capacity building in the food safety and/or public administration.

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>		
A Masters' Degree degree in agriculture, agronomy, food safety, or similar. A Bachelor's Degree in the same areas	(Master's or equivalent– 40 pts)	40

combined with 6 years of experience in the sector will serve in lieu of a Master's Degree.		
Preferably 7 years of professional experience	(<7 years – < 30 pts, 7 years - <40 pts, one point for each additional year – max. 50)	50
At least 5 years of professional experience linked to the policy advice and/or capacity building in the food safety and/or public administration.	(<5 years – < 30 pts, 5 years - <40 pts, one point for each additional year – max. 55)	55
Proven experience of working with implementation of audit procedures in the public and/or private sector	(limited –<30 pts, satisfactory – <40 pts, extensive – <50 pts.)	50
Proven report writing skills	(limited –<25 pts, satisfactory – <30 pts, extensive – <35 pts.)	35
Fluency in written and spoken English	(limited –<25 pts, satisfactory – <30 pts, extensive – <35 pts.)	35
Fluency in Romanian and Russian languages	(limited –<25 pts, satisfactory – <30 pts, extensive – <35 pts.)	35
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