



INDIVIDUAL CONSULTANT PROCUREMENT NOTICE

Date: 21 October 2014

Country: Republic of Moldova

Description of the assignment: Short Term Local Expert on developing the procedures for accreditation according with ISO 17025 standards for laboratory method for detection and identification of Salmonella.

Duty Station: Chisinau, Republic of Moldova

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 one of the priorities of NFSA is to open the export of poultry meat and eggs to the European Union. In order to implement the National Control Programs for Salmonellosis approved in August 2014 and submitted for approval to the European Commission it is necessary to perform laboratory tests in accordance with ISO standard 17025. In the present those laboratory tests are performed in other country (Romania), even if the Central Laboratory has the analytical capacity to perform those tests.

This project is important for strengthening the institutional capacities of the NFSA, in accordance with provisions of the Law 50/2013, which transpose into national legislation the EC Regulation 882/2004, allowing to NFSA to use his own laboratories for the implementation of National Control Programs for Salmonellosis.

The project is seeking to engage the services of a short term local expert on developing the procedures for accreditation according with ISO 17025 standards for laboratory method for detection and identification of Salmonella.

The activities foreseen to be performed in this project are not included in any other project financed by development partners.

3. REQUIREMENTS FOR EXPERIENCE AND QUALIFICATIONS

I. Academic Qualifications:

- A Masters' Degree in agronomy, food safety, laboratory management, public administration, economics 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 laboratory administration and/or testing.
- Proven experience of working with implementation of ISO 17025 Standard in the public and/or private sector

III. Competencies:

- Previous training experience in the areas related to the assignment
- 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 in agriculture, agronomy, food safety, laboratory management, public administration, economics 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 laboratory administration and/or testing.

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 |
|---|--|---------------------------|
| A Masters' Degree in agriculture, agronomy, food safety, laboratory management, public administration, economics 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 | (Master's or equivalent – 40 pts) | 40 |
| Preferably 7 years of professional experience | (<7 years – < 25 pts, 7 years - <30 pts, one point for each additional year – max. 40) | 40 |
| At least 5 years of professional experience linked to the policy advice and/or capacity building in the food safety and/or laboratory administration and/or testing | (<5 years – < 25 pts, 5 years - <30 pts, one point for each additional year – max. 40) | 40 |
| Proven experience of working with implementation of ISO 17025 Standard in the public and/or private sector | (limited – <25 pts, satisfactory – <30 pts, extensive – <40 pts.) | 40 |
| Previous training experience in the areas related to the assignment | (limited – <30 pts, satisfactory – <40 pts, extensive – <50 pts.) | 35 |
| 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