



## INDIVIDUAL CONSULTANT PROCUREMENT NOTICE

Date: **29 October 2014**

**Country:** Republic of Moldova

**Description of the assignment:** National Consultant for developing the policy document for territorial administrative structure

**Project name:** Joint Integrated Local Development Programme

**Period of assignment/services:** Starting from November 2014, estimated workload up to 30 days during 4 months.

Proposals should be submitted **on-line** by pressing “**Apply on-line**” link, no later than **4<sup>th</sup> November 2014**.

Requests for **clarification only** must be sent by standard electronic communication to the following e-mail: [constantin.elisei@undp.org](mailto:constantin.elisei@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 Government of Moldova explicitly acknowledges that decentralization represents an essential item on the reform agenda of the country. The goal is to provide quality services to women and men equitably - including the rights of persons from vulnerable groups - through building autonomous and democratic local governments, able to manage efficiently their responsibilities.

The National Decentralization Strategy approved by the Parliament in 2012, is the main policy document that gives the framework for local government reform and provides direction to the Government of Moldova, with clear goals, objectives and an action plan, where most important measures are to be taken and implemented in the period of 2012-2015 in the following areas: 1) allocation of responsibilities; 2) fiscal decentralization; 3) decentralization of property; 4) local economic development, urban and regional planning; 5) administrative capacity (territorial-administrative organization); 6) institutional capacity; 7) democracy, participation and ethics. Clarification of competences, fiscal decentralization and territorial-administrative consolidation are the determining factors in the reform process. While activities on the clarification of competences and fiscal decentralization have started, the territorial-administrative reorganization issue remains open.

Prior to Strategy's approval, the Government has benefited from the support provided by the Joint Integrated Local Development Programme/JILDP implemented by UNDP and UN Women and funded by the Government of Sweden and UNDP. Given the stringent need to further advance with the implementation of the Decentralization Strategy, and building on the successful cooperation with the

Joint Integrated Local Development Programme, the State Chancellery together with United Nations have designed a new Programme phase to support the implementation of the Decentralization Strategy at policy and local levels.

The current administrative-territorial organization of the Republic of Moldova is characterized by a very fragmented system: 898 first level administrative-territorial units (towns and villages) and 32 second level districts. The average number of population in first level local governments is 2850. Although the Law on Administrative-Territorial Organization sets a minimum required number of residents for an administrative territorial unit (1500 people), almost a third of local units have less than 1500 inhabitants, while 86% of them have less than 5000 residents. In addition to insufficient financial resources, the limited size of localities is negatively affecting the administrative capacity of LPAs to fulfill their functions. Thus, the majority of local governments has merely a representation function, rather than provide services.

Territorial-administrative structure remains a key aspect of the reform, with high fragmentation leading to inefficient use of human and financial resources, hindering development and access to local public services. Although absolutely indispensable, territorial administrative reorganization is a difficult political subject. The government needs to find a rational solution, which will also be politically acceptable. If it is to be done, it can only be done before the 2015 local elections, since the law prohibits interrupting the mandates of local elected officials. The next chance for a territorial administrative restructuring would be in 2019 – 6 years from now.

With UNDP's support an analytical Study on optimal territorial-administrative structure has been elaborated in 2010, in preparation for the Decentralization Strategy. The study proposes 3 options for reorganizing the country's territory: (1) single-tier model, which requires abolishing the district' level and entrusting municipalities with providing a significant amount of public services and a much higher level of fiscal autonomy, (2) two-tier model: abolishing the current system of districts and transforming the Development Regions<sup>1</sup> into a regional level of government, and (3) inter-municipal cooperation model - a (short-term) alternative to reorganization.

This major reform needs preparation, an analysis of options and their impact, including on most vulnerable groups, as well as evidence based public debate to increase understanding and political pressure on the need of the reform. The State Chancellery (the body responsible for leading and coordinating the Decentralization Reform, formally led by the Prime Minister) has requested UNDP's support, highlighting the criticality of the timing for it to succeed.

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

JILDLP seeks National Consultant (hereinafter Consultant) in order to provide assistance to the international expert in designing and developing a public policy document on the territorial administrative reform in the Republic of Moldova.

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

## **3. REQUIREMENTS FOR EXPERIENCE AND QUALIFICATIONS**

### **I. Qualifications:**

- MA and/or PhD in Public Administration, Public Policy, Economics, Finance Studies, Public and Administrative Law, or other relevant fields.

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<sup>1</sup> According to the Regional Development Strategies, Republic of Moldova consists of six development regions – North, Center, South, Chisinau, Territorial Administrative Unit of Gagauzia and Transnistria. However, these do not have administrative functions; the Regional Development Agencies (functioning in North, Center and South only) are mostly used as implementers in the Regional Development Fund.

II. Experience:

- At least 5 years of proven experience of analysis and research in the field of public administration, multi-disciplinary studies, decentralization, inter-governmental relations, territorial administrative reorganization etc)
- Sound knowledge of the relevant public service, proven by policy analysis and studies, experience in implementation of reforms, or of management of the relevant service.
- Experience in the Moldovan development context, specifically with regard to the decentralization reform, Central Public Administration and Local Public Administration sector reforms
- Knowledge of gender equality and human rights concerns, gender-sensitive, human-centered / human rights based approach and best practices particularly related to public administration, local public administration and local development
- Proven successful experience in working with the international organizations.

III. Competencies:

- Robust analytical and writing skills
- Demonstrated capacity of team work
- Ability to produce deliverables in due time and within cost and quality standards
- Proficiency in computer applications (Windows, MS Office, IE, Outlook)
- Strong interpersonal and communication skills
- Sensitivity and respect for human rights and gender equality
- Fluency in English (written & oral) and Romanian are required.

#### **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 and at least 3 references, or dully filled Personal History Form P11

#### **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 (fee per day \* days) of this lump sum amount (including fee, taxes, per diems, and number of anticipated working days).

#### **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:

- MA in Public Administration, Public Policy, Economics, Finance Studies, Public and Administrative Law, or other relevant fields.
- At least 5 years of proven experience of analysis and research in the field of public administration, multi-disciplinary studies, decentralization, inter-governmental relations, territorial administrative reorganization etc.

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
<b><u>Technical</u></b>		
MA and/or PhD in Public Administration, Public Policy, Economics, Finance Studies, Public and Administrative Law, or other relevant fields.	<i>Master degree – 10 pts; PhD-25 pts</i>	<b>25</b>
At least 5 years of proven experience of analysis and research in the field of public administration, multi-disciplinary studies, decentralization, inter-governmental relations, territorial administrative reorganization etc.	<i>5 years -40 pts; each additional year-10 pts up to max.70 pts.</i>	<b>70</b>
Sound knowledge of the relevant public service, proven by policy analysis and studies, experience in implementation of reforms, or of management of the relevant service.	<i>Extended -50 pts; satisfactory-30 pts limited 10 pts.</i>	<b>50</b>
Knowledge of the relevant public service, proven by policy analysis and studies, experience in implementation of reforms, or of management of the relevant service.	<i>Extended -50 pts; satisfactory-30 pts limited 10 pts.</i>	<b>50</b>
Experience in the Moldovan development context, specifically with regard to the decentralization reform, Central Public	<i>each year of such experience -5 pts up to max. 30 pts.</i>	<b>30</b>

Administration and Local Public Administration sector reforms		
Knowledge of gender equality and human rights concerns, gender-sensitive, human-centered / human rights based approach and best practices particularly related to public administration, local public administration and local development	<i>Extended -20 pts; satisfactory-10 pts limited 5 pts.</i>	<b>20</b>
Previous experience with international organization/companies	<i>each year of such experience -5 pts up to max. 20 pts.</i>	<b>20</b>
Robust analytical and writing skills	<i>up to 20 pts.</i>	<b>20</b>
Fluency in English, Romanian and Russian orally and in writing	<i>(Romanian and Russian – 5 pts each; English – 5pts)</i>	<b>15</b>
<b>Maximum Total Technical Scoring</b>		<b>300</b>
<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> 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.		<b>200</b>

#### 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**