



INDIVIDUAL CONSULTANT PROCUREMENT NOTICE

Date: **13 February 2015**

Country: Republic of Moldova

Description of the assignment: Short Term Local Expert on developing the procedures for recalling/withdrawing food from the market in accordance with the provision of article 16 of Law no 113/2012

Project name: European Union High Level Policy Advice Mission to the Republic of Moldova

Period of assignment/services: 5 March – 30 May 2015 (up to 30 working days)

Proposals should be submitted online by pressing the "Apply Now" button no later than [22 February 2015](#).

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 (EUHLPAM) 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. The National Food Safety Agency (NFSA) benefits from EUHLPAM assistance through a high level policy adviser (EUHLPA).

Recent food safety incidents have demonstrated the need to establish appropriate measures in emergency situations ensuring that all foods, whatever their type and origin, and all feed should be subject to common measures in the event of a serious risk to human health, animal health or the environment. Such a comprehensive approach to emergency food safety measures should allow effective action to be taken and avoid artificial disparities in the treatment of a serious risk in relation to food or feed.

Recent food crises have also shown the benefits of having properly adapted, more rapid procedures for

crisis management. These organisational procedures should make it possible to improve coordination of effort and to determine the most effective measures on the basis of the best scientific information. Therefore, revised procedures should take into account by the Authority's which are responsible for food safety.

According to the Strategy for Food Safety (2011-2015) approved by Government Decision no 747/2011, NFSA is the authority in charge of implementing the legislation in the area of food safety.

Article 16 of Law No 113/2012, which transposes into the national legislation the EC Regulation 178/2002, provides that in cases when it is considered or there are reasons to believe that a food that has been imported, produced, processed, manufactured or distributed is not in compliance with the food safety requirements, procedures to recall/withdraw the food in question from the market shall be immediately initiated.

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

The project is seeking to engage the services of a short term local expert on developing the procedures for recalling/withdrawing food from the market in accordance with the provision of article 16 of Law no 113/2012 in case of products considered unsafe for the consumers.

Key responsibilities are:

- to undertake a comprehensive critical analysis of the existing legal framework, facts and figures in the area of recall/withdrawal of food from the market;
- to develop the procedures for recalling/withdrawing food from the market in accordance with the provision of article 16 of Law no 113/2012;
- to prepare and deliver a training for staff involved in the implementation of the procedures prepared. Follow-up on training conclusions and report to NFSA management on next steps.

For detailed information on assignment, deliverables, activities, and milestones please refer to Annex 1 – Terms of Reference.

3. REQUIREMENTS FOR EXPERIENCE AND QUALIFICATIONS

I. Academic Qualifications:

- Masters' Degree in agriculture, agronomy, food safety, or similar. A Bachelor's Degree in the same areas combined with 7 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 or public administration;
- Proven experience of working with implementation of working with food safety procedures in the public and/or private sector.

III. Competencies:

- Excellent communication skills;
- 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 (if applicable);
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:

- Masters' Degree in agriculture, agronomy, food safety, or similar. A Bachelor's Degree in the same areas combined with 7 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
----------	---------	---------------------------

Technical		
<ul style="list-style-type: none"> Masters' Degree in agriculture, agronomy, food safety, or similar. A Bachelor's Degree in the same areas combined with 7 years of experience in the sector will serve in lieu of a Master's Degree 	(Master's or equivalent– 40 pts)	40
<ul style="list-style-type: none"> Preferably 7 years of professional experience 	(<7 years – < 30 pts, 7 years - <40 pts, one point for each additional year – max. 50)	50
<ul style="list-style-type: none"> 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 – < 50 pts, one point for each additional year – max. 60)	60
<ul style="list-style-type: none"> Proven experience of working with implementation of working with food safety procedures in the public and/or private sector 	(limited –<30 pts, satisfactory – <40 pts, extensive – <50 pts.)	50
<ul style="list-style-type: none"> Excellent communication skills 	(limited –<10 pts, satisfactory – <15 pts, extensive – <20 pts.)	20
<ul style="list-style-type: none"> Computer literacy 	(limited –<10 pts, satisfactory – <15 pts, extensive – <20 pts.)	20
<ul style="list-style-type: none"> Proven report writing skills 	(limited –<10 pts, satisfactory – <15 pts, extensive – <20 pts.)	20
<ul style="list-style-type: none"> Fluency in written and spoken English 	(limited –<10 pts, satisfactory – <15 pts, extensive – <20 pts.)	20
<ul style="list-style-type: none"> Fluency in Romanian language 	(limited –<10 pts, satisfactory – <15 pts, extensive – <20 pts.)	20
Maximum Total Technical Scoring		300
Financial		
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