



INDIVIDUAL CONSULTANT PROCUREMENT NOTICE

Date: 05 March 2015

Country: Republic of Moldova

Description of the assignment: National Consultant on IMC financial incentives

Project name: Joint Integrated Local Development Programme

Period of assignment/services: Starting from 10 April 2015, estimated workload up to 70 days during 3,5 months.

Proposals should be submitted **on-line** by pressing "Apply on-line" link, no later than **23 March 2015**.

Requests for **clarification only** must be sent by standard electronic communication to the following e-mail: olesea.cazacu@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

In the context of local public administration reform and decentralization, the Government of the Republic of Moldova, with the support of JILDP/UNDP committed to actively promote, stimulate and support the application of 'inter-municipal cooperation' (IMC) tools. They aim to increase LPA capacities to create economies of scale among municipalities to better plan for, invest in and deliver qualitative services, as well as to promote economic development.

The actual administrative-territorial organization of the Republic of Moldova is characterized by a very fragmented system: almost 900 first level administrative-territorial units (towns and villages) and 32 second level districts/rayons. Furthermore, ¼ of the 1st LPA level have a population less than 1500 residents, and 86% - less than 5000 residents.

In addition to insufficient financial resources, the limited size of localities is negatively affecting the administrative capacity of LPAs to fulfil their functions and deliver qualitative services to citizens. This entails reduced managerial capacity (greater difficulties in recruiting knowledgeable and skilled staff) and higher per capita costs (diseconomies of scale) in service delivery. These drawbacks have resulted in poorer quality of services, have clouded the citizens' image of local government and are now hampering the local development processes. Consequently, a very significant part of rural LPA (which represent 94% of the total number) do not have sufficient capacities to deliver efficient local public services. These LPAs have neither staff nor necessary financial resources for performing of complex development functions.

In this context, one of the priority measures of the National Decentralization Strategy consists in setting up of a functional mechanism of IMC financial incentives, to encourage the cooperation between small municipalities (the priority action #2.2.7). Consequently, the Ministry of Finance of the Republic of

Moldova and the State Chancellery of the Government, in cooperation with the Congress of Local Public Authorities, have been mandated for implementation of this assignment. In this regard, Joint Integrated Development Programme, at the request of the Ministry of Finances, committed the recourses to support the fulfillment of the task.

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

The overall objective of the **National Consultant on IMC financial incentives** (hereinafter Consultant) assignment is to provide substantive expert support in designing the mechanism of IMC financial incentives to encourage the inter-municipal cooperation in the Republic of Moldova. More specifically, the Consultant will review the relevant international experience; assess the related national framework; and formulate a concrete IMC financial incentives mechanism for Moldova, as well as propose legal and regulatory developments/upgrades.

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

3. REQUIREMENTS FOR EXPERIENCE AND QUALIFICATIONS

I. Qualifications:

- University degree in Finance, Public Administration, Public Policy, Public Law, Economics or other relevant fields

II. Experience:

- Professional working experience (at least 5 years) with substantial recent focus in public finances.
- Professional experience (at least 5 years) related to national policy formulation;
- Experience in IMC related fields.
- Previous experience in working with UN agencies or other international organizations.

III. Competencies:

- Demonstrated capacity of team-orientation work, excellent planning and organizational skills;
- Strong, research, communications and writing skills;
- Fluency in Romanian and English;
- Sensitivity and respect for human rights and gender equality;
- Ability to achieve results and deadlines in a timely manner, maintaining a high standard throughout.

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:

- University degree in Finance, Public Administration, Public Policy, Public Law, Economics or other relevant fields
- Professional working experience (at least 5 years) with substantial recent focus in public finances.
- Professional experience (at least 5 years) related to national policy formulation;

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> | | |
| University degree in Finance, Public Administration, Public Policy, Public Law, Economics or other relevant fields | <i>(university degree – 10 pts, master degree – 15 pts, PhD degree – 20 points)</i> | 20 |
| Professional working experience (at least 5 years) with substantial recent focus in public finances. | <i>(5 years -up to 40 pts; each additional year – 2 pts, up to max. 50 pts.)</i> | 50 |
| Professional experience (at least 5 years) related to national policy formulation. | <i>(5 years -up to 25 pts; each additional year – 2 pts, up to maximum 35 pts.)</i> | 35 |
| Experience in IMC related fields. | <i>(up to 2 related projects - 30 pts., each additional related project – 2 pts, up to maximum 40 points).</i> | 40 |
| Previous experience in working with UN agencies or international organizations is an asset. | <i>(to some extent - 10 pts., strong asset - 20 pts.)</i> | 20 |
| Interview | <i>(30 – demonstrated technical knowledge and experience; 30 – strong analytical</i> | 100 |

| Criteria | Scoring | Maximum Points Obtainable |
|---|---|---------------------------|
| | <i>skills; 15 – communication/ interpersonal skills; 15 – initiative; 10 – creativity/ resourcefulness)</i> | |
| 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