



## INDIVIDUAL CONSULTANT PROCUREMENT NOTICE

Date: 08 June 2015

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**Country:** Republic of Moldova

**Description of the assignment:** National Consultant on Business Cooperation

**Project name:** Support to Confidence Building Measures Programme

**Period of assignment/services:** 30 working days within a 6 months assignment (July - December 2015)

Proposals should be submitted online by pressing the "Apply Now" button no later than [21 June 2015](#).

Requests for **clarification only** must be sent by standard electronic communication to the following e-mail: [natalia.djandjgava@undp.org](mailto:natalia.djandjgava@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.

### Important notice

The applicant who has the statute of Government Official / Public Servant, prior to appointment will be asked to submit the following documentation:

- a no-objection letter in respect of the applicant received from the government, and;
- the applicant is certified in writing by the government to be on official leave without pay for the duration of the Individual Contract.

A retired government official is not considered in this case a government official, and as such, may be contracted.

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## 1. BACKGROUND

### SCBM Programme

The Support to Confidence Building Measures Programme (SCBM Programme) is funded by the European Union and implemented by the UNDP Moldova. The overall objective of the Programme is to contribute to an environment of trust and cooperation across the Nistru/Dniestr River generating new perspectives on shared interests and a shared future by people from both banks of the river while responding to their pressing development needs.

The current phase of the Programme (2015-2018) represents a framework for engaging in development interventions across the security zone on both sides of the Nistru/Dniestr River, comprising a series of activities that will strengthen, regularize and intensify interaction between otherwise divided societies, aiming to establish this interaction as a norm. It looks to deal strategically with barriers to cooperation by

building the trust towards such actions and broadening opportunities for engagement for a wide range of actors. Additionally, it provides support for improving critical community infrastructure.

Through its Business Development and Employment Opportunities component, the SCBM Programme aims to support the common interests of business actors from both banks, by facilitating their cross-river cooperation and their to the possibilities offered by Moldova's deepening relationship with the EU. This component addresses comprehensively some of the key constraints faced by business and focuses heavily on creating sustainable cross-river partnerships. Business to business interaction will be sustained through the facilitation of cooperation between business associations, supporting business cooperation networks, and building local capacities for export. Continuing the successful experience of previous phases of the programme, the business development services market will be further consolidated, by bolstering the capacities of local private actors, business associations and consultants to provide certified services enabling the local business to capitalize on the existing opportunities, including those offered by the DCFTA. Additionally, a culture of entrepreneurship will be promoted energetically in the region, focused mainly on enabling youth on both banks to become successful entrepreneurs.

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

The overall objective of the National Consultant on Business Cooperation in the Transnistrian Region of Moldova (hereinafter Consultant) assignment is to provide substantive expertise and logistical support in developing and implementing a series of initiatives that would support economic development and cooperation between businesses and business associations on both banks of the Nistru river. The Consultant will work under the direct supervision of the SCBM Consultant on Cross-river Business Cooperation and Economic Development (hereinafter Lead Consultant), and provide all the necessary support to ensure a better understanding of the needs of the businesses and business associations in the Transnistria region.

More specifically, the Consultant will work under close cooperation with the Lead Consultant and provide her/him all the necessary support through the following

- Inputs to the analysis of the state of cross-river B2B activity and business cooperation, including at the level of associations and chambers of commerce, and assessing of the needs of the business community in the Transnistria region;
- Recommendations on targeted institutional development support to business associations in Transnistria region to strengthen cross-river cooperation, as well as on promoting a permanent cross-river economic dialogue via support to business cooperation networks and platforms;
- Support the implementation of initiatives targeting economic development and cross-river business cooperation. The Consultant will be asked to contribute with substantial recommendations to the formulation of terms of reference, and the implementation of concrete activities in the field;
- Provide logistical support and advice to the SCBM Consultant on Cross-river Business Cooperation and Economic Development with organizing meetings and activities with stakeholders in the Transnistria region;
- Provide other relevant support as required by the SCBM team.

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

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

### **I. Academic Qualifications:**

- Advanced University degree in Business Administration, Economy, Public Administration, or other relevant fields;

## II. Years of experience:

- At least 3 years of professional working experience in the field of business development, local economic development, development of analytical reports in the socio-economic field, including programmes and projects, preferably in the Transnistria region;
- Previous experience in development assistance or related work for a donor organization, consulting company, or NGO is an advantage;
- Proven familiarity with the Moldova-Transnistria setting; demonstrated knowledge and in-depth understanding of the working environment, its sensitivities, economic and political challenges, ability to build solid ground for cross-river joint work are strongly desirable;
- Proven understanding or experience in working with DCFTA-related issues and business associations would constitute an advantage;
- Previous experience in working with UN agencies is an asset.

## III. Competencies:

- Ability to analyze, plan, communicate effectively with stakeholders and present ideas clearly and effectively.
- Demonstrated interpersonal, communication, teamwork and diplomatic skills.
- Ability to enter new environments, adapt quickly and produce immediate results.
- Computer literacy - competent user of Microsoft Office programs.
- Fluency in Russian. Knowledge of Romanian and/or English will constitute a strong advantage.

## **4. DOCUMENTS TO BE INCLUDED WHEN SUBMITTING THE PROPOSALS**

Interested individual consultants must submit the following documents/information in English to demonstrate their qualifications:

1. Proposal:
  - (i) Letter of Interest explaining why he/she is the most suitable for the work
  - (ii) Provide a brief methodology on how he/she will approach and conduct the work
2. Financial proposal in USD;
3. P11 or Personal CV including past experience in similar projects and the contact details of at least 3 reference persons.

## **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 instalments 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 of this lump sum amount (including travel, per diems, and number of anticipated working days).

### **Travel**

Travel to Chisinau, other administrative costs, and logistical aspects should be arranged for by the Consultant and budgeted correspondingly in the financial offer.

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:

- Advanced University degree in Business Administration, Economy, Public Administration, or other relevant fields;
- At least 3 years of professional working experience in the field of business development, local economic development, development of analytical reports in the socio-economic field, including programmes and projects, preferably in the Transnistria region.

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 (150 pts)</u></b>		
1. Advanced University degree in Business Administration, Economy, Public Administration, or other relevant fields	Master's – 30 pts, PhD – 40 pts	40
2. At least 3 years of professional working experience in the field of business development, local economic development, development of analytical reports in the socio-economic field, including programmes and projects, preferably in the Transnistria region	3 years – 40 pts, each additional year – 5 pts; up to max. additional 30 pts	70

3. Previous experience in development assistance or related work for a donor organization, consulting company, or NGO	up to 30 pts	30
4. Previous experience in working with UN agencies	up to 10 pts	10
<b>Interview (150 pts)</b>		
a. Proven familiarity with the Moldova-Transnistria setting; demonstrated knowledge and in-depth understanding of the working environment, its sensitivities, economic and political challenges, ability to build solid ground for cross-river joint work are strongly desirable	up to 40 pts	40
b. Proven understanding or experience in working with DCFTA-related issues and business associations would constitute an advantage	up to 40 pts	40
c. Ability to analyze, plan, communicate effectively with stakeholders and present ideas clearly and effectively	up to 30 pts	30
d. Demonstrated interpersonal, communication, teamwork and diplomatic skills	up to 15 pts	15
e. Ability to enter new environments, adapt quickly and produce immediate results	up to 10 pts	10
f. Fluency in Russian. Knowledge of Romanian and/or English will constitute a strong advantage	5 pts for each language	15
<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**