



INDIVIDUAL CONSULTANT PROCUREMENT NOTICE

Date: **16 June, 2015**

Country: Republic of Moldova

Description of the assignment: National non-industry consultant to independently evaluate the concept/full applications by SMEs to the Grants Scheme of the Project

Project name: Innovative business development for local sustainable economic growth

Period of assignment/services: up to 20 working days during July – October, 2015

Proposals should be submitted by pressing the "Apply Now" button no later than [June 29, 2015](#).

Requests for **clarification only** must be sent by standard electronic communication to the following e-mail: dumitru.vasilescu@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 Ministry of Economy is one of the key public entities responsible for co-formulation, coordination and implementation of policies to promote innovations, SMEs, technological transfer, and R&D activities at the national level. UNDP has relevant competence in building local level partnerships for social and economic development, experience in working with private sector, including through the Global Compact network, strong analytical expertise in supporting innovation for development and conducting complex research on key constraints to sustainable human development, MDGs, among others. UNDP has also strong local presence in Moldova through various interventions at local level in key UNPF pillars, described above.

The Ministry of Economy took lead in the reform of the national system for technological transfers and innovations through the development and promotion of the National Innovations Strategy for Moldova. In the implementation process, a new Law on Technological Transfer and Innovations Fund will be developed with support of UNDP and the existing State Agency for Technological Transfer and Innovations will be reformed and take lead in further mainstreaming innovations and ensuring technological transfer. Until these processes finalize, the current Project is going to pilot and stimulate innovative entrepreneurial activity in rural and most remote areas and provide financial support for innovative start-ups and business development.

UNDP, using its strengths and corporate knowledge and experience in Moldova, will provide technical assistance and implement the Project, using UNDP corporate rules and regulations governing all business processes. The Government, represented by the Ministry of Economy, will facilitate communication and cooperation with existing business associations, private sector,

dialogue platforms and LPAs, for the Project to ensure consistent and sustainable achievement of results and impact. UNDP will build upon the experience of ODIMM and ongoing projects funded by the MFA of Norway focusing on SME development, so that to maximize return on invested resources and build upon potential synergies with complementary initiatives.

INNOVATION GRANTS SCHEME for Moldovan SMEs

One of the key components of the Project is to develop, implement and evaluate impact of an matching grants scheme for SMEs. Such Scheme will permit for the provision, on a competitive basis, of small matching grants to SMEs to implement innovative projects. The Scheme should serve as a pilot intervention, based on the assumption that both central and local authorities will strongly support and gain from the benefits of promoting innovations for more intense and innovative entrepreneurship.

The main objectives of the Scheme is to: (i) stimulate development of innovations within Moldovan business environment by providing financing for market-oriented development of new or improved products, services and technologies with high commercialization potential; and (ii) pilot an innovation support mechanism and provide insights, lessons learned and best practices for future governmental innovation-support programs.

The detailed description of the scheme is available in the Baseline Study conducted by a team of external consultants and already validated with the Ministry of Economy. Such description contains detailed information on the eligibility of SMEs, amount of the matching grant, application and selection procedures, among others.

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

The scope of the assignment is to support the Project in the selection of the best concept applications by SMEs and the development of a closed list of SMEs that would be eligible to apply with fully fledged applications to the Grants Scheme. SMEs shall register online and apply online to the Grants Scheme with a concept application, based on the available questionnaire. The consultant shall review and assess such applications based on a specific set of criteria and recommend the best applications to pass to the next stage of the national competition. Moreover, SMEs which will pass to the second phase will be invited to apply with a full application. The independent consultant shall lead the process of selection the best full applications, based on specific selection criteria agreed in the Baseline Study, and coordinate the work of industry experts which will be hired to independently assess the full applications from a narrower/sector perspective. The project will select and hire a team of up to 8 national independent industry experts, based on the specific sectors of the real economy identified in the Baseline Study.

KEY EXPECTED DELIVERABLES

Deliverable(s)	Deadline
Review the set of specific criteria for the selection of concept applications, application form and list of applications (up to 1 w/d)	By July 31, 2015
Review and provide an independent evaluation of up to 250 submitted concept applications via the online platform, based on the	By September 4, 2015

evaluation form and grid to be provided by the Project (up to 7 w/d)	
Review and evaluate the full-fledged applications by SMEs, up to 100 applications, and lead the team of industry experts, to be hired by the Project , from the various fields of specialization of SMEs and focus of the innovation project (based on the evaluation form and grid), up to 12 w/d	By September 30, 2015

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

3. REQUIREMENTS FOR EXPERIENCE AND QUALIFICATIONS

I. Education:

- Advanced University degree in Development Economics, Statistics or other relevant fields.

II. Years of experience:

- At least 3 years of proven analytical and report writing skills in such areas as: local economic development, innovations in business and SME development;
- At least 3 years of progressive experience in consultancy for SME development at national level;
- Experience in evaluation of project proposals in the field of broad innovations into SMEs, as defined by OECD, is a strong advantage;
- In-depth knowledge of the national innovations system in the Republic of Moldova or EU systems is a strong advantage;
- Excellent communication and teamwork skills.

III. Language Requirements:

- Fluency in English, Russian and Romanian is mandatory.

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 this position;
2. Financial proposal: in (USD, specifying a total lump sum amount and the number of anticipated working days).
3. 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 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 shall include a breakdown of this lump sum amount (including fee, taxes, travel, 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**:

- Advanced University degree in Development Economics, Statistics or other relevant fields;
- At least 3 years of proven analytical and report writing skills in such areas as: local economic development, innovations in business and SME development.

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	Max. Points Obtainable
<u>Technical</u>		
Advanced University degree in Development Economics, Statistics or other relevant fields	(Master's degree – max 30 pts, higher degree – up to max 10 pts)	40
<u>Interview:</u>		
At least 3 years of proven analytical and report writing skills in such areas as: local economic development, innovations in business and SME development	(3 years – max 30 pts, more than 3 years – up to 60 pts)	60
At least 3 years of progressive experience in consultancy for SME development at national level	(3 years – max 30 pts, more than 3 years – up to 60 pts.)	60
Experience in evaluation of project proposals in the field of broad innovations into SMEs, as defined by OECD, is a strong advantage	(no – 0 pts, to some extent – up to 30 pts, yes – up to 60 pts)	60
In-depth knowledge of the national innovations system in the Republic of Moldova or EU systems	(no – 0 pts, to some extent – up to 15 pts, yes – up to 30)	30

is a strong advantage	pts)	
Excellent communication and teamwork skills	(no – 0 pts, to some extent – up to 10 pts, yes – up to 20 pts)	20
Fluency in English, Russian and Romanian is mandatory	(Romanian – up to 10 pts; Russian – up to 10 pts; English – additional 10 pts)	30
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