



## INDIVIDUAL CONSULTANT PROCUREMENT NOTICE

Date: **21 July, 2015**

**Country:** Republic of Moldova

**Description of the assignment:** Team of 5 National Consultants (Team Leader and 4 Consultants in Economic, Political, Social, and Environmental areas) to build and run the Early Warning and Response System (EWRS) for the Republic of Moldova

**Project name:** Conflict Risk Mitigation Project

**Period of assignment/services:** up to 35 working days for the Team Leader, up to 17 working days for the Economic Area Consultant, and up to 10 working days for the rest of Area Consultants

**Duration:** August- December, 2015

Proposals should be submitted by pressing the "Apply Now" button no later than [July 28, 2015](#).

Requests for **clarification only** must be sent by standard electronic communication to the following e-mail: [alexandru.oprunenco@undp.org](mailto:alexandru.oprunenco@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 decision making process has become increasingly challenging at the national and international stages alike. The environment in which decisions are made abounds with new risks of complex and intertwined nature, increased speed and number of unfolding events, and growing web of actors among others. The available (often silo-based) analytical and policy response tools are often unable to grasp this increased "systemic" complexity and therefore impede both better understanding of the development environment and trends around us and at the same time impair our ability to adequately anticipate and mitigate and/or adapt to the consequences of this contextual fluidity and uncertainty.

The aforementioned is particularly relevant in the context of the Republic of Moldova. Moldova is a small and open resource-poor country, with relatively divided society<sup>1</sup>. As such it is extremely exposed to external influences (political, economic, environmental, cultural, etc.). The domestic dynamics is intimately linked with the regional and global trends. As the global economic and security instability heightened, with regional dynamics being particularly worrisome, the country's development path has become increasingly vulnerable to the adverse impacts from abroad further

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<sup>1</sup> See more on this: *2009 State of the Country Report*, Expert-Grup, 2010, <http://expert-grup.org/en/biblioteca/item/348-republica-moldova-2009-raportul-de-stare-a-%C5%A3%C4%83rii&category=182>

magnified by the incomplete post-communist transition and growing signs of ‘state capture’<sup>2</sup>. When both political and economic structures become increasingly “extractive” (as opposed to “inclusive” institutions)<sup>3</sup>, they turn progressively closed and irresponsible to pressures from within and unable to cope with the threats from outside. This under certain circumstance may increase probability of crises unfolding and evolving out of control.

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

The team of Consultants will work in close collaboration in order to develop, test, and run the EWRS model in the Republic of Moldova. The Consultants will be guided by the envisaged overall goal of EWRS, suggested logic flow of EWRS, as well as the main phases in building the EWRS, as follows:

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

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

### **For Team Leader**

#### *Academic Qualifications:*

- Master degree in Economics or other social science fields;

#### *Experience:*

- At least five (5) years of progressively responsible experience is required at the national or regional levels in policy analysis, monitoring and evaluation of country level initiatives;
- Knowledge of CGE model principles is required;
- Previous experience in development assistance or related work for a donor organization, in particular UNDP, governmental institutions, NGO/think-tank or consulting firm is a strong advantage;

#### *Competencies:*

- Excellent analytical and report writing skills;
- Excellent communication and teamwork skills;
- Proven commitment to the core values of the United Nations, in particular, respecting differences of culture, gender, religion, ethnicity, nationality, language, age, HIV status, disability, and sexual orientation, or other status. Adherence to UN's values and ethical standards"

#### *Language requirements:*

- Fluency in English, Russian and Romanian is mandatory.

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<sup>2</sup> More on state capture in the Eastern and Central Europe please see *Intervention, corruption and capture: the nexus between enterprises and the state*, Joel Hellman and Mark Schankerman, Working paper no. 58, EBRD, October 2000, <http://www.ebrd.com/downloads/research/economics/workingpapers/wp0058.pdf>, .

<sup>3</sup> Please see more on theoretical foundations Why Nations Fail: The Origins of Power, Prosperity and Poverty, Daron Acemoglu and James Robinson, 2013. On the role of vested interests affecting institutional effectiveness in Moldova, please see: Report on the national consultations on Dialogue to help strengthen capacities and build effective institutions for Post 2015 agenda institutional perspective, UNDP Moldova, 2015, <http://www.md.undp.org/content/moldova/en/home/library/mdg/dialogue-to-help-strengthen-capacities-and-build-effective-insti/>

## **For Economic Area Consultant**

### *Academic Qualifications:*

- Master degree in Economics, Finance, or other social science fields;

### *Experience:*

- At least five (5) years of progressively responsible experience is required at the national or regional levels in policy analysis, monitoring and evaluation of country level initiatives in the field of Economics;
- Knowledge and experience in data processing and running regression models is required;
- Knowledge of CGE model principles is an asset;
- Previous experience in development assistance or related work for a donor organization, in particular UNDP, governmental institutions, NGO/think-tank or consulting firm is a strong advantage;

### *Competencies:*

- Excellent analytical and report writing skills;
- Excellent communication and teamwork skills;
- Proven commitment to the core values of the United Nations, in particular, respecting differences of culture, gender, religion, ethnicity, nationality, language, age, HIV status, disability, and sexual orientation, or other status. Adherence to UN's values and ethical standards"

### *Language requirements:*

- Fluency in English, Russian and Romanian is mandatory.

## **For Political, Social, Environmental Area Consultants**

### *Academic Qualifications:*

- Master degree in Political Science, Social Science, Environment, or other relevant fields (depending on the Area of consultancy);

### *Experience:*

- At least five (5) years of progressively responsible experience is required at the national or regional levels in policy analysis, monitoring and evaluation of country level initiatives in Political, Social, or Environmental field (depending on the Area of consultancy);
- Previous experience in development assistance or related work for a donor organization, in particular UNDP, governmental institutions, NGO/think-tank or consulting firm is a strong advantage;

### *Competencies:*

- Familiarity with CGE model principles is an asset;
- Excellent analytical and report writing skills;
- Excellent communication and teamwork skills;
- Proven commitment to the core values of the United Nations, in particular, respecting differences of culture, gender, religion, ethnicity, nationality, language, age, HIV status, disability, and sexual orientation, or other status. Adherence to UN's values and ethical standards"

### *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.

**Important note: National consultants shall clearly indicate the position/AREA they are applying for.**

#### 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 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**:

##### **For Team Leader**

- Master degree in Economics or other social science fields;
- At least five (5) years of progressively responsible experience is required at the national or regional levels in policy analysis, monitoring and evaluation of country level initiatives;

##### **For Economic Area Consultant**

- Master degree in Economics, Finance, or other social science fields;
- At least five (5) years of progressively responsible experience is required at the national or regional levels in policy analysis, monitoring and evaluation of country level initiatives in the field of Economics;

##### **For Political, Social, Environmental Area Consultants**

- Master degree in Political Science, Social Science, Environment, or other relevant fields (depending on the Area of consultancy);
- At least five (5) years of progressively responsible experience is required at the national or regional levels in policy analysis, monitoring and evaluation of country level initiatives in Political, Social, or Environmental field (depending on the Area of consultancy);

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 – 70% (350 pts);

\* Financial Criteria weight – 30% (150 pts).

Only candidates obtaining a minimum of 245 points would be considered for the Financial Evaluation.

Criteria	Scoring	Max. Points Obtainable
<b><u>Team Leader</u></b> <b><u>Technical evaluation</u></b>		
Master degree in Economics or other social science fields	(Master degree – up to 40 pts, Ph.D. – up to 50 pts)	50
At least five (5) years of progressively responsible experience is required at the national or regional levels in policy analysis, monitoring and evaluation of country level initiatives	(5 years – max. 50 pts, more than 5 years – up to 80pts)	80
Knowledge of CGE model principles is required	(no – 0 pts., to some extent – up to 30 pts., yes – up to 60 pts.)	60
Previous experience in development assistance or related work for a donor organization, in particular UNDP, governmental institutions, NGO/think-tank or consulting firm is a strong advantage	(no – 0 pts., to some extent – up to 20 pts., yes – up to 40 pts.)	40
Excellent analytical and report writing skills	(no – 0 pts., to some extent – up to 10 pts., yes – up to 60 pts.)	60
Excellent communication and teamwork skills	(no – 0 pts., yes – up to 30 pts.)	30
Fluency in English, Russian and Romanian is mandatory	(Romanian – up to 10 pts; Russian – up to 10 pts; English – additional 10 pts)	30
<b>Maximum Total Technical Scoring</b>		<b>350</b>

<b><u>Financial</u></b>		
Evaluation of submitted financial offers will be done based on the following formula: <b><u>S = Fmin / F * 150</u></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>150</b>

Criteria	Scoring	Max. Points Obtainable
<b><u>Economic Area Consultant</u></b> <b><u>Technical evaluation</u></b>		
Master degree in Economics, Finance, or other social science fields	(Master degree – up to 40; Ph.D. – up to 50 pts)	50
At least five (5) years of progressively responsible experience is required at the national or regional levels in policy analysis, monitoring and evaluation of country level initiatives in the field of Economics	(5 years – max. 50 pts, more than 5 years – up to 80pts)	80
Knowledge and experience in data processing and running regression models is required	(no – 0 pts., to some extent – up to 20 pts., yes – up to 50 pts.)	50
Knowledge of CGE model principles is an asset	(no – 0 pts., to some extent – up to 10 pts., yes – up to 30 pts.)	30
Previous experience in development assistance or related work for a donor organization, in particular UNDP, governmental institutions, NGO/think-tank or consulting firm is a strong advantage	(no – 0 pts., to some extent – up to 15 pts., yes – up to 30 pts.)	30
Excellent analytical and report writing skills	(no – 0 pts., to some extent – up to 20 pts., yes – up to 50 pts.)	50
Excellent communication and teamwork skills	(no – 0 pts., yes – up to 30 pts.)	30
Fluency in English, Russian and Romanian is mandatory	(Romanian – up to 10 pts; Russian – up to 10 pts; English – additional 10 pts)	30
<b>Maximum Total Technical Scoring</b>		<b>350</b>

<b><u>Financial</u></b>		
Evaluation of submitted financial offers will be done based on the following formula: <b><u>S = Fmin / F * 150</u></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>150</b>

Criteria	Scoring	Max. Points Obtainable
<b>Political, Social, Environmental Area Consultants</b> <b><u>Technical evaluation</u></b>		

Master degree in Political Science, Social Science, Environment, or other relevant fields (depending on the Area of consultancy)	(Master degree – up to 40 pts; Ph.D. – up to 50 pts)	50
At least five (5) years of progressively responsible experience is required at the national or regional levels in policy analysis, monitoring and evaluation of country level initiatives in Political, Social, or Environmental field (depending on the Area of consultancy)	(5 years – max. 50 pts, more than 5 years – up to 80pts)	80
Knowledge of CGE model principles is a strong advantage	(no – 0 pts., to some extent – up to 10 pts., yes – up to 40 pts.)	40
Previous experience in development assistance or related work for a donor organization, in particular UNDP, governmental institutions, NGO/think-tank or consulting firm is a strong advantage	(no – 0 pts., to some extent – up to 25 pts., yes – up to 50 pts.)	50
Excellent communication and teamwork skills;	(no – 0 pts., to some extent – up to 15 pts., yes – up to 30 pts.)	30
Excellent analytical and report writing skills	(no – 0 pts., to some extent – up to 30 pts., yes – up to 60 pts.)	60
Fluency in English, Russian and Romanian is mandatory	(Romanian – up to 10 pts; Russian – up to 10 pts; English – additional 10 pts)	30
<b>Maximum Total Technical Scoring</b>		<b>350</b>
<b><u>Financial</u></b>		
Evaluation of submitted financial offers will be done based on the following formula: <b><math>S = F_{min} / F * 150</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>150</b>

#### Winning candidates

The winning candidates will be the candidates, 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**