



INDIVIDUAL CONSULTANT PROCUREMENT NOTICE

Date: **28 July, 2015**

Country: Republic of Moldova

Description of the assignment: National consultant to facilitate the co-design and co-development of the Smart Employment Planner software concept

Project name: Innovative entrepreneurship for sustainable employment

Period of assignment/services: up to 20 working days

Duration: August – November 2015, with possibility of extension

Proposals should be submitted by pressing the "Apply Now" button no later than [August 07, 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 development of human capital is viewed as a prerequisite for an inclusive and sustainable economic growth. Moreover, it is increasingly seen at the cornerstone for both advanced and emerging economies seeking to speed up economic development and address the challenges posed by the global economic crisis.

From the development perspective, the labor plays critical role for Moldova's socio-economic modernization, as it is one of the few resources available in the country. However, long hailed as a country with abundant labor resources, Moldova has increasingly found that labor (mostly as quality, but also quantity) has become its major development constraint¹, with Moldova's labor endowment suffering considerably in the last two decades. The prospects for the quantity of labor force available in the future are not necessarily brighter given continuous outward migration and dire demographic outlook.

This loss in the labor force was only partly offset by the improvements in the labor productivity, which remained the lowest in the CEE and Western CIS region². Capital and skill endowments are amongst chief determinants of the labor productivity³. In their turn, the skill endowment is largely dependent not only on the quality of the country's education system, but also on training programs provided by various institutions.

¹ Ana Popa, Alex Oprunenco, Report on Analysis of Constraints to Economic Growth, Government of Moldova, 2010

² Ibidem

³ Alex Oprunenco, Policy Brief 01/2012, UNDP Policy Unit

The Innovative Entrepreneurship for Sustainable Employment Project was designed to establish career centers in five most important regions of Moldova with the goal to train and assist qualified unemployed and graduates in obtaining relevant employment in Moldova, preventing brain-waste, as well as brain-drain, and supporting economic growth of the country. At present five SYSLAB Centers are already operational, i.e. Chisinau, Cahul, Balti, Rezina and Comrat.

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

The Project is designed to establish career centers in five most important regions of Moldova with the goal to train and assist qualified unemployed, graduates and returning migrants in obtaining relevant employment in Moldova, preventing brain-waste, as well as brain-drain, and supporting economic growth.

The Project will achieve the following **objectives**:

1. Provide new technologies to labor market authorities;
2. Provide motivated labor force to private and public sectors;
3. Provide graduates with a better chance for relevant employment in Moldova;
4. Give unemployed improved employability.

Overall, the project shall contribute to the development, adaptation and implementation of new tools, technology and methods, for career development, job search and entrepreneurship in Moldova.

The Career Centers are focusing on the below **target groups**:

- new graduates, in order to prevent them from unemployment and to create job opportunities, and hence reduce/prevent brain-drain;
- unemployed irrespective of age, gender, ethnic background or education or work experience;
- returning migrants.
- single parents.

In achieving the project goals, the gender balance aspect will be taken into consideration, offering equal opportunities to both women and men to benefit from the Centers' services.

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

3. REQUIREMENTS FOR EXPERIENCE AND QUALIFICATIONS

Academic Qualifications:

- University degree in Business Administration, Economics, Public Administration, social sciences, law or related areas. Additional training and certification in conducting co-design and co-development interventions is required.

Experience:

- At least two (2) years of progressively responsible experience is required at the national or regional levels in co-design and co-development of similar software solutions or training courses.
- At least three (3) years of progressively responsible experience in analysis of local labour market trends.

Competencies:

- Previous experience in development assistance or related work for a donor organization, governmental institutions, NGO/think-tank or private sector / business consulting firm is a strong advantage.
- Experience in the usage of computers and office software packages (MS Word, Excel, etc).
- 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 both oral and written Romanian and Russian is a must; knowledge of English is a strong advantage.

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 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**:

- University degree in business administration, economics, public administration, social sciences, law or related areas. Additional training and certification in conducting co-design and co-development interventions is required.

- At least two (2) years of progressively responsible experience is required at the national or regional levels in co-design and co-development of similar software solutions or training courses.

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:

- responsive/compliant/acceptable, and
- 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
University degree in Business Administration, Economics, Public Administration, social sciences, law or related areas. Additional training and certification in conducting co-design and co-development interventions is required.	(Master degree – up to 30 pts, Ph.D. – up to 40 pts, Training and certification – up to additional 25 pts.)	65
At least two (2) years of progressively responsible experience is required at the national or regional levels in co-design and co-development of similar software solutions or training courses.	(2 years – max. 40 pts, more than 3 years – up to 65pts)	65
At least three (3) years of progressively responsible experience in analysis of local labour market trends.	(Less than 3 years – 0 pts, 3 years – max. 40 pts, more than 3 years – up to 65pts)	65
Previous experience in development assistance or related work for a donor organization, governmental institutions, NGO/think-tank or private sector / business consulting firm is a strong advantage.	(no – 0 pts., to some extent – up to 20 pts., yes – up to 50 pts.)	50
Experience in the usage of computers and office software packages (MS Word, Excel, etc).	(no – 0 pts., to some extent – up to 10 pts., yes – up to 30 pts.)	30
Fluency in both oral and written Romanian and Russian is a must; knowledge of English is a strong advantage.	(Romanian – up to 10 pts; Russian – up to 10 pts; English – additional 5 pts)	25
Maximum Total Technical Scoring		300
<u>Financial</u>		
Evaluation of submitted financial offers will be done based on the following formula: <u>$S = F_{min} / F * 200$</u>		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.	
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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