INDIVIDUAL CONSULTANT PROCUREMENT NOTICE

Date: **04 September 2015**

Country: Republic of Moldova

Description of the assignment: National INDUSTRY CONSULTANT in Energy and Environment area to evaluate the full SMEs' applications to the Grants Scheme of the Project

Project name: Innovation among business start- up and SMEs in post- incubation phase

Period of assignment/services: September – November 2015**,** up to 10 w/d

Proposals should be submitted by by pressing the "Apply Now" button no later than September 10, 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, inlcuding through the Global Compact network, strong analytical expertize in suporting 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 entreprenorial 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 platorms 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 fully fledged applications submitted by SMEs to the Grants Scheme Programme for financing. The consultant shall independently assess the applications based on a specific set of criteria agreed in the Baseline Study, and submit, to the Project, consolidated recommendations for granting support. The work of industry expert will be coordinated by an independent non-industry consultant (Team Leader) and Project Management team.

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

3. REQUIREMENTS FOR EXPERIENCE AND QUALIFICATIONS

I. Education:

- University degree in one of the following areas: social, natural or agricultural sciences, or the minimum of 10 years of appropriate experience in energy and environment sector (required if there is no university degree);

II. Years of experience:

- At least 5 years of work experience in energy and environment sectors in business, entrepreneurship, development or innovations, in private companies or corporations;

- Work experience in the development of technology or products/services commercialization is a strong advantage;
- Experience in internationalization of business and/or work experience in international environment is an asset;
- Experience in preparation/evaluation/implementation/monitoring of national or EU projects;

III. Abilities:

- Excellent communication and teamwork skills;

IV. Language requirements

- Fluency in Russian and Romanian is mandatory, knowledge of English is an asset.

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**:

- University degree in one of the following areas: social, natural or agricultural sciences, or the minimum of 10 years of appropriate experience in energy and environment sector (required if there is no university degree);
- At least 5 years of work experience in energy and environment sectors in business, entrepreneurship, development or innovations, in private companies or corporations;

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**
Technical		
University degree in one of the following areas: social, natural or agricultural sciences, or the minimum of 10 years of appropriate experience in energy and environment sector (required if there is no university degree);	(University degree – 20 pts, Master's – 30pts.)	30
At least 5 years of work experience in energy and environment sectors in business, entrepreneurship, development or innovations, in private companies or corporations;	(5 years – 40 pts, each additional year of experience – 5 pts, up to a maximum of 60 pts.)	60
Work experience in the development of technology or products/services commercialization is a strong advantage;	(no – 0 pts, to some extent – up to 30 pts, yes – up to 60 pts)	60
Experience in internationalization of business and/or work experience in international environment is an asset;	(no – 0 pts, to some extent – up to 20 pts, yes – up to 30 pts)	30
Experience in preparation/evaluation/ implementation / monitoring of national or EU projects;	(no – 0 pts, to some extent – up to 30 pts, yes – up to 60 pts)	60
Excellent communication and teamwork skills;	(up to a maximum 30 pts.)	30
Fluency in Russian and Romanian is mandatory, knowledge of English is an asset	(Romanian – up to 10 pts; Russian – up to 10 pts; English – additional 10 pts;)	30
Maximum Total Technical Scoring		**300**
Financial		
Evaluation of submitted financial offers will be done based on the following formula: **S = Fmin / F * 200** S – score received on financial evaluation; Fmin – the lowest financial offer out of all the submitted offers qualified over the		**200**

technical evaluation round; F – financial offer under consideration.	

<u>Winning candidate</u>

The winning candidate will be the candidate, who has accumulated the highest aggregated score (technical scoring + financial scoring).

<u>ANNEXES:</u>
ANNEX 1 – TERMS OF REFERENCES (TOR)
ANNEX 2 – INDIVIDUAL CONSULTANT GENERAL TERMS AND CONDITIONS