



INDIVIDUAL CONSULTANT PROCUREMENT NOTICE

Date: **15 September 2015**

Country: Republic of Moldova

Description of the assignment: Local Expert on Public Finance Management

Project name: European Union High Level Policy Advice Mission to the Republic of Moldova

Period of assignment/services: 15 October - 10 December 2015 (up to 30 workdays)

Proposals should be submitted online by pressing the "Apply Now" button no later than [22 September 2015](#).

Requests for **clarification only** must be sent by standard electronic communication to the following e-mail: alexandru.stratulat@euhlpam.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 EU High Level Policy Advisory Mission (EUHLPAM) is a project financed by the European Union and implemented by the UNDP. The objective of the project is to support the Government to implement its EU-integration related reform Agenda and, in particular, to assist the government in developing the capacities required for the implementation of the Association Agreement, including the Deep and Comprehensive Free Trade Area, as well as the Visa Liberalisation Action Plan. Specifically, the project aims at strengthening the policy-making, strategic planning and policy management capacities of selected line Ministries and State Agencies involved in the implementation of the Association Agreement and Visa Liberalization and at enhancing stakeholders' knowledge and awareness of EU policies, legislation and regulations in sectors strategic to the implementation of the Association Agreement including the Deep and Comprehensive Free Trade Area, and to the implementation of visa liberalization.

The project is seeking to engage the services of a short-term local expert on Public Finance Management (PFM).

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

Local expert on PFM will assist the Adviser to the Ministry of Finance of the Republic of Moldova (Adviser) in his activities to strengthen the policy-making, and strategic planning of the Ministry of Finance and enhance their ability to design and coordinate actions and policies in the area of Public Finance Management and Macro-Finance related matters within the framework of Moldova's European

integration agenda.

The local expert will report primarily to the Adviser and the EUHLPAM project manager.

For detailed information on assignment, deliverables, activities, and milestones please refer to Annex 1 - Terms of Reference.

3. REQUIREMENTS FOR EXPERIENCE AND QUALIFICATIONS

Qualifications and skills:

I. Academic Qualifications:

- A Masters' Degree in finance or other economics disciplines. A Bachelor's Degree in the same areas combined with at least 7 years of experience in the sector will serve in lieu of a Master's Degree.

II. Years of experience:

- At least 7 years of proven general professional experience in the field of Public Finance Management and Macro-Finance. Preference to 10 years of such experience will be given;
- At least 5 years of proven experience of working in the public administration within respective field;
- At least 3 years of proven experience in the area of macro-fiscal analysis;
- Previous experience with the Moldovan Government Strategic Planning process would be an asset;
- At least 1 month of full time/or equivalent professional experience in the field gained abroad would be an asset.

III. Competencies:

- Excellent communication skills;
- Proven report writing skills;
- Computer literacy;
- Fluency in Romanian and Russian languages;
- Fluency in written and spoken English;
- 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.

4. DOCUMENTS TO BE INCLUDED WHEN SUBMITTING THE PROPOSALS

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

1. Proposal: a) explaining why they are the most suitable for the work and providing a brief methodology on how they will approach and conduct the work; b) sufficiently detailed description

- of proven track record of similar assignments (Terms of References, reports, assessments), specifically providing reference to and examples of projects related to business processes analysis and reengineering and 3) information testifying to availability of required competencies;
- 2. Financial proposal;
- 3. Personal CV including past experience in similar projects, the duly filled Personal History Form (P11) and at least 3 references.

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 will include a breakdown of this lump sum amount (including 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:

- A Masters' Degree in finance or other economics disciplines. A Bachelor's Degree in the same areas combined with at least 7 years of experience in the sector will serve in lieu of a Master's Degree;
- At least 7 years of proven general professional experience in the field of Public Finance Management and Macro-Finance.

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
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Technical		
A Masters' Degree in finance or other economics disciplines. A Bachelor's Degree in the same areas combined with at least 7 years of experience in the sector will serve in lieu of a Master's Degree	(Master's or Bachelor's + 7 years of experience - 35 pts; PhD - 40 pts., max. 40)	40
At least 7 years of proven general professional experience in the field of Public Finance Management and Macro-Finance. Preference to 10 years of such experience will be given	(7 years - 40 pts; 10 years - 50 pts; two points for each additional year - max. 60)	60
At least 5 years of proven experience of working in the public administration within respective field	(5 years - <30 pts; two points for each additional year - max. 40)	40
At least 3 years of proven experience in the area of macro-fiscal analysis	(less < 3 years - 0 pts, 3 years - <30 pts; two points for each additional year - max. 40)	40
Previous experience with the Moldovan Government Strategic Planning process would be an asset	(no - 0 pts, yes - 15 pts; max. 15)	15
At least 1 month of full time/or equivalent professional experience in the field gained abroad would be an asset	(no - 0 pts, yes - 10 pts; max. 10)	10
Excellent communication skills	(limited - 10 pts, satisfactory - 15 pts, extensive - 20 pts; max. 20)	20
Proven report writing skills	(limited - 10 pts, satisfactory - 15 pts, extensive - 20 pts; max. 20)	20
Computer literacy	(limited - 10 pts, satisfactory - 15 pts, extensive - 20 pts; max. 20)	20
Fluency in Romanian and Russian languages	(Romanian - 10 pts; Russian - 10 pts; max. 20)	20
Fluency in written and spoken English	(limited - 7 pts, satisfactory - 10 pts, extensive - 15 pts; max. 15)	15
Maximum Total Technical Scoring		300
Financial		
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