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INDIVIDUAL CONSULTANT PROCUREMENT NOTICE

Date: 24 September 2015

Country: Republic of Moldova

Description of the assignment: National Consultant to support the mapping, creation and consolidation of Territorial Hometown Associations

Project name: Integrated Migration Local Development Programme

Period of assignment/services: Starting from October 2015, estimated workload up to 35 working days during 4 months.

Proposals should be submitted **on-line** by pressing "Apply on-line" link, no later than 11 October 2015.

Requests for **clarification only** must be sent by standard electronic communication to the following e-mail: olesea.cazacu@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 Government of Moldova explicitly acknowledges its commitment to link migration and development at the local level. Institutions at all government levels are becoming increasingly aware that migration is one of development factors; this is especially true for emigrees and their potential support to the home communities to local essential service improvement (water, sanitation, education, health and social services), skill and knowledge transfer and income generating opportunities.

Given the stringent need to further advance with the implementation of the Decentralization Strategy and embedding migration aspects into development processes, the State Chancellery together with United Nations Development Programme have designed a new Programme phase of the Integrated Migration and Local Development Programme. The project is designed to support Central Public Authorities (CPAs) and LPAs to develop and implement strategic policies, methodologies and procedures related to temporary, permanent and circular migration and link them to local development processes, which will enable further design and implementation of joint service improvement and income-generating initiatives, ensuring equal access for women, children, young people the elderly, the disabled, and other population groups in selected localities. Thus, as seen above, integrating migration into local development requires a systematic, tangible and programmatic approach. The current project is proposed on the basis of the results achieved during the implementation of 3 phases of JILDP (2007-2015).

The Overall Objective of the Programme is *Communities affected by migration benefit from improved essential local services, namely water and sanitation, health, social and education services, and have access to income-generating opportunities, including improved employment reintegration support for*

returnees.

Considering the specific local development context, current situation and needs, the project sets two primary outcomes:
Outcome 1: The Ministry of Labour, Social Protection and Family and the National Employment Agency have mandates, capacities and resources to provide qualitative employment reintegration services to all returnees.
Outcome 2: Local public authorities have the capacities and resources to engage with community members, including migrants, and to promote know-how transfer from abroad with a view to improving local essential services and offering opportunities for income-generating activities.

The intervention supports the implementation of national development priorities, while responding to challenges of European Union driven reform. It is built on the priorities of the Government Programme 2015-2018, the National Development Strategy Moldova 2020, the National Decentralization Strategy 2012-2015, the Strategy on Migration and Asylum, the United Partnership Framework (for 2013-2017), and Swiss Cooperation Strategy Republic of Moldova 2014-2017. In order to ensure an impact maximization and tangible results, the project intervention envisages strong synergies with BRD/IOM and NEXUS, as part of the programmatic intervention funded by Swiss Cooperation Office in Moldova (SDC).

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

The overall objective of the assignment of the International Consultant (hereinafter Consultant) is to provide methodological support and guidance to the project team for supporting the establishment (building on the capacity of existent) of up to 15 Territorial HTAs and develop their capacities in participating in the design, co-financing and implementation of local development initiatives from their home communities.

The Consultant will contribute to the successful achievement of the *Outcome2 (Output 2.2) Migrants, together with local public authorities have the capacities, models and skills to create and manage innovative support mechanisms and Home Towns Associations at district/town/community levels for knowledge and skills transfer, local services improvement and income-generating activities .*

Under this Output, the project will support target LPAs to identify and map migrants, support the creation of up to 15 Hometown Associations (HTAs) and set the next steps and guidelines for LPAs and migrants for the consolidation of existent and establishment of new HTAs, looking to set the framework of cooperation between migrants and LPAs, which will lead to the implementation of successful local joint initiatives and a sustainable local economic development.

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

3. REQUIREMENTS FOR EXPERIENCE AND QUALIFICATIONS
   I.   Qualifications:
* University Degree in social sciences, public administration, law or related areas.

   II.   Experience:
* At least 5 years of professional working experience in the areas of migration and development, including concrete experience in implementing migration and development initiatives and in working with local public authorities, Diaspora or Home Towns Associations;
* Proven experience of work in public administration, employment agencies, other relevant fields;
* Proven experience in developing in developing and delivering training programs for CPAs, LPAs, NGOs, etc.;

- Previous experience in development assistance or related work for a donor organization, consulting company, or NGO.

III. Competencies:
- Demonstrated capacity of team-orientation work, excellent planning and organizational skills;
- Strong, research, communications and writing skills;
- Fluency in Romanian and Russian, English will be considered an advantage;
- Sensitivity and respect for human rights and gender equality;
- Ability to achieve results and deadlines in a timely manner, maintaining a high standard throughout
- 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.

The United Nations Development Programme in Moldova is committed to workforce diversity. Women, persons with disabilities, Roma and other ethnic or religious minorities, persons living with HIV, as well as refugees and other non-citizens legally entitled to work in the Republic of Moldova, are particularly encouraged to apply.

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 how the applicant responds to each of the qualification requirements and why he/she is the most suitable for the work (particularly providing details on the previously implemented similar projects and assignments and previous experience in the fields related to this consultancy as described in the terms of reference);
   b. describing a short vision on achievement of tasks;
2. Personal information (Personal History Form/P11) including records of past experience in similar projects/assignments and concrete outputs obtained with the three references;
3. Financial proposal in (USD, specifying a total lump sum amount) as described below.

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

No travel costs are envisaged by this assignment. UNDP should not accept travel costs exceeding those of an economy class ticket. Should the IC wish to travel on a higher class she/he 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 social sciences, public administration, law or related areas.
- At least 5 years of professional working experience in the areas of migration and development, including concrete experience in implementing migration and development initiatives and in working with local public authorities, Diaspora or Home Towns Associations.

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).
Technical evaluation will be based on a thorough desk review of applications.
Only candidates obtaining a minimum of 70% score of the technical evaluation (at least 210 points) would be considered for the Financial Evaluation.

Criteria	Scoring	Maximum Points Obtainable
Technical evaluation		
University Degree in social sciences, public administration, law or related areas.	(under-Master's – 10 pts, Master's – 25 pts)	25
At least 5 years of professional working experience in the areas of migration and development, including concrete experience in implementing migration and development initiatives and in working with local public authorities, Diaspora or Home Towns Associations	(5 years of experience – up to 40 pts., 5-7 years of experience – up to 50 pts., more than 7 years – up to 60 pts)	60
Proven experience of work in in public administration, employment agencies, other relevant fields	(no -0 pts., to some extent – up to 20 pts., yes – up to 40 pts.)	40
Previous experience in development assistance or related work for a donor organization, consulting company, or NGO	(no -0 pts., to some extent – up to 15pts., yes – up to 30 pts.)	30
Proven experience in developing and delivering training programs for CPAs, LPAs, NGOs, etc.	(no -0 pts., to some extent – up to 15pts., yes – up to 30 pts.,)	30
Fluency in Romanian and Russian, English will be considered an advantage	(Romanian - 5 pts; Russian – 5 pts; English – 5 pts)	15
Interview (demonstrated technical knowledge and experience; communication/ interpersonal skills; initiative; creativity/ resourcefulness)	(60 – demonstrated technical knowledge and experience; 15 – communication/ interpersonal skills; 15 – initiative; 10 – creativity/resourcefulness)	100
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