



This project is funded by
the European Union

Support to Confidence Building Measures Programme



Empowered lives.
Resilient nations.

INDIVIDUAL CONSULTANT PROCUREMENT NOTICE

Date: **19 October 2015**

Country: Republic of Moldova

Description of the assignment: National Consultant (Community Facilitator/Evaluator)

Project name: Support to Confidence Building Measures Programme; Empowered Communities and Infrastructure Support Project

Period of assignment/services: Up to 40 working days during 10 November 2015 – 30 January 2016

Proposals should be submitted online by pressing the "Apply Now" button no later than 30 October 2015.

Requests for **clarification only** must be sent by standard electronic communication to the following e-mail: ana.moraru@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 overall objective of the Support to Confidence Building Measures Programme (the SCBM Programme), is to contribute to an environment of trust and cooperation across the Nistru/Dniestr River generating new perspectives on shared interests and a shared future for people from both banks of the river while responding to their pressing development needs. The SCBM Programme represents a framework for engaging in development interventions across the security zone on both sides of the Nistru/Dniestr River, comprising a series of activities that strengthen, regularize and intensify interaction between otherwise divided societies, aiming to establish this interaction as a norm.

SCBM Programme consists from two main components: Business Development Project and Empowered Communities and infrastructure support Project.

Under fourth phase of implementation (2015-2018), the SCBM Programme aims to address barriers to cooperation by building the trust and broadening opportunities for engaging a wide range of actors. At least 60 local actors will increase their capacities to promote sustainable and inclusive development, while 30 social infrastructure projects will be implemented in the security zone on both banks of the river, also promoting people-to-people contacts and cross-river exchanges. Projects will focus on the rehabilitation of key social institutions (such as education, health facilities), and improvements to critical physical infrastructure (such as transportation, water supply, sewage networks and waste management).

SPECIFIC CONTEXT

During the previous phases of the SCBM Programme implementation (2012-2015) renovation of 40 community infrastructure projects was implemented on both banks of the Nistru River, 10 of them being implemented in Transnistria region (the full list of implemented infrastructural projects is in Annex 1). Projects included the rehabilitation of key social institutions, such as education, health facilities, and

improvements to critical physical infrastructure, such as water supply, sewage networks and waste management. In order to ensure a tangible impact, the SCBM programme provided support to medium-sized infrastructural projects, which required a minimum budget of 50,000 USD, but not exceeding 150,000 USD. In the current phase of the programme, 30 new projects will be supported on both banks of the river and joint activities will be foreseen for all 70 projects. Before more detailed, soft activities are developed, the programme aims to conduct a review of the 40 projects implemented during 2012-2015 that will look both into the operationalization of the renovated infrastructure and sustainable management by the local authority, as well as identify opportunities for enhancing its social impact in the community.

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

The purpose of this assignment to conduct a detailed review of the 40 infrastructure projects implemented during 2012-2015 phase of the SCBM Programme, looking both into the operationalization of the renovated infrastructure and sustainable management by the local authority, as well as identify opportunities for enhancing its social impact in the community. Both engineering aspects and social impact of the infrastructure objects should be reflected in the review report. Recommendations will include opportunities for enhancing the social impact of the project, specifically focusing on promotion of cross-river cooperation and people-to-people interaction.

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

3. REQUIREMENTS FOR EXPERIENCE AND QUALIFICATIONS

I. Academic Qualifications:

- University degree in Development Studies, Public Administration, Public Policy, Law, Social Protection, or other related areas.

II. Years of experience:

- At least five years of practical work experience in the area of Community Development;
- At least three assignments of monitoring and evaluations /reviews involving community infrastructure and local development projects;
- Proven experience in post-conflict setting and conflict sensitive development projects will be a strong advantage.

III. Competencies:

- Practical skills in conducting assessments, evaluations and/or reviews of community development projects;
- Understanding of the post-conflict setting in Moldova, including on the left bank of the Nistru River;
- Excellent analytical and writing skills in English;
- Demonstrated communication, presentation and advocacy skills, particularly with regard to human rights and gender equality issues;
- 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;
- Fluency in Romanian and Russian. Excellent knowledge of English (especially written).

The United Nations 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 in English to demonstrate their qualifications:

1. Proposal:

- (i) Letter of Interest explaining why they are the most suitable for the work
- (ii) Provide a brief methodology on how they will approach and conduct the work
- (iii) Confirmation of availability to provide services within the stipulated timeframe

2. Financial proposal as a lump sum in US Dollars, which includes the fee per day, travel costs, per diem, mobile phone costs). For detailed information on travel requirements, please refer to Annex 1 – Terms of Reference;

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 will include a breakdown of this lump sum amount (including fee per day, travel, per diem, mobile phone costs, number of anticipated working days, etc.).

Travel

All envisaged travel costs must be included in the financial proposal. 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 SCBM Programme Manager 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 Development Studies, Public Administration, Public Policy, Law, Social Protection, or other related areas;
- At least five years of practical work experience in the area of Community Development;
- At least three assignments of monitoring and evaluations /reviews involving community infrastructure and local development projects.

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
Technical (150 pts.)		
University degree in Development Studies, Public Administration, Public Policy, Law, Social Protection, or other related areas	BA – 5 pts., Master's – 10 pts., PhD – 20 pts	20
At least five years of practical work experience in the area of Community Development	5 years – 30 pts, each additional year – 5 pts; up to max. 50 pts	50
At least three assignments of monitoring and evaluations /reviews involving community infrastructure and local development projects	3 assignments – 20 pts, each additional assignment – 5 pts; up to max. 40 pts	40
Proven experience in post-conflict setting and conflict sensitive development projects will be a strong advantage	no – 0 pts., yes - up to 30 pts.	30
Interview (150 pts.)		
Practical skills in conducting assessments, evaluations and/or reviews of community development projects	up to 40 pts.	40
Understanding of the post-conflict setting in Moldova, including on the left bank of the Nistru River	up to 30 pts.	30
Excellent analytical and writing skills in English (will be evaluated based on the methodology provided and interview)	up to 30 pts.	30
Demonstrated communication, presentation and advocacy skills, particularly with regard to human rights and gender equality issues	up to 20 pts.	20
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	up to 10 pts.	10
Fluency in Romanian and Russian. Excellent knowledge of English	10 pts. for each language	30
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

Important notice

The applicant who has the statute of Government Official / Public Servant, prior to appointment will be asked to submit the following documentation:

- a no-objection letter in respect of the applicant received from the government, and;
- the applicant is certified in writing by the government to be on official leave without pay for the duration of the Individual Contract.

A retired government official is not considered in this case a government official, and as such, may be contracted.