



*Empowered lives. Resilient nations.*

## INDIVIDUAL CONSULTANT PROCUREMENT NOTICE

Date: **12 February 2016**

**Country:** Republic of Moldova

**Description of the assignment:** 5 International consultants to provide mentorship and consultative support to the selected collaborative projects under the UNDP Moldova Business Innovation Lab

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

**Period of assignment/services:** March – December 2016, (up to 55 w/d per LOT)

Proposals should be submitted by pressing the "Apply Now" button no later than [February 23, 2016](#).

Requests for **clarification only** must be sent by standard electronic communication to the following e-mail: [dumitru.vasilescu@undp.org](mailto: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 Business Innovations Lab (BIL) is a knowledge and collaborative facility managed by a multidisciplinary team of business experts, mentors and practitioners/businessmen from Moldova and abroad capable to provide consultative support and guide SMEs on their path to innovate and improve competitiveness. BIL will be coordinating and hosting exclusively collaborative projects initiated and run by Moldovan SMEs with at least 2 years of experience on the market and start-ups.

In essence, BIL is a business innovation accelerator with an open application process, nurturing groups of SMEs with new business ideas and supporting them in order to get ready for further investments or market. BIL is also a facility which implements the monitoring of the Innovation Grant Scheme.

BIL represents an environment where selected SME's will have the possibility to obtain trainings and knowledge, to experiment and test their innovative solutions, up until the innovation is ready to be implemented in real businesses cases. BIL therefore creates a community where the diverse skills and backgrounds of the entrepreneurs, mentors, and the management staff are leveraged. It is supposed to encourage collaboration and establish community, and the sharing of experiences amongst stakeholder's teams.

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

The main objective of the assignment is to provide support to the Project and the BIL in the

establishment of the BIL Board of Mentors. The Board will, on a collaborate basis, provide mentorship services to the winning collaborative projects run by SMEs and supported by BIL. Mentors will be providing highly competitive and qualitative consultancy services to the projects depending on the specific needs.

The Board of Mentors would consist of international and national experts to include at least: one innovation general expert, one innovation marketing specialist, one innovation funding/financing expert, one M&E expert, one national financial expert, and one communication specialist. Each members of the Board will be guided by the working plan of the BIL and might be 'activated' depending on the specific needs of the specific collaborative project or general BIL needs. Such members of the Board will be monthly or quarterly reporting on the progress and achieved results, against their specific Terms of references.

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

### **3. REQUIREMENTS FOR EXPERIENCE AND QUALIFICATIONS**

#### Academic Qualification

- Advanced university degree in Economics, Social Science or other relevant fields;

#### Experience

- At least 5 years of proven experience in delivering trainings, coaching and mentorship for innovative projects led by SMEs or groups of SMEs;
- At least 3 years of proven experience in training and consulting SMEs on the specific topic of interest, as per the provided list of LOTs;
- At least 3 years of proven experience in selection and monitoring/evaluation of innovative projects run by private sector is a strong advantage;
- Familiarity with the situation in the national innovations systems in the CEE region and Moldova is a strong asset; proved by the articles, analytical reports, publications, etc in the area.
- Familiarity with major European funding programmes and projects is a strong asset;
- Knowledge of impact evaluation for innovative projects;
- Knowledge of the EU regulations, including institutional, legal and policy frameworks, in the area of innovation and technological transfer is a strong advantage;

#### Competencies

- Strong analytical, drafting and training skills.
- Ability to analyse, plan, communicate effectively with stakeholders and present ideas clearly and effectively.
- Excellent communication and teamwork skills.
- Demonstrated interpersonal and diplomatic skills.
- Ability to enter new environments, adapt quickly and produce immediate results.
- Computer literacy - competent user of the main Microsoft Office programs.

#### Language requirements

- Fluency in written and spoken English. Knowledge of Romanian or Russian would be 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 long-listed based on the following **minimum qualification criteria**:

- University degree in Economics, Social Science or other relevant fields;
- At least 5 years of proven experience in delivering trainings, coaching and mentorship for innovative projects led by SMEs or groups of SMEs;

The long-listed individual consultants will be further evaluated by a Selection Committee based on the following short-listing criteria:

Short-listing Criteria	Scoring	Maximum Points Obtainable
University degree in Economics, Social Science or other relevant fields;	(University degree – 20 pts, Master's – 30pts.)	30
At least 5 years of proven experience in delivering trainings, coaching and mentorship for innovative projects led by SMEs or groups of SMEs;	(5 years – 20 pts, each additional year of experience – 5 pts, up to a maximum of 40 pts.)	40
At least 3 years of proven experience in training and consulting SMEs on the specific topic of interest, as per the provided list of	(less than 3 years – 10 pts; each additional year of experience -5 pts.; up to a maximum 50 pts.)	50

LOTS;		
Familiarity with the situation in the national innovations systems in the CEE region and Moldova is a strong asset; proved by the articles, analytical reports, publications, etc in the area.	(up to a maximum 20 pts.)	20
<b>TOTAL</b>		<b>140</b>

The *first three* candidates who passed short-listing evaluation criteria with the best score shall be invited for interview and pass cumulative analysis.

#### 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.

<b>Criteria</b>	<b>Scoring</b>	<b>Max. Points Obtainable</b>
Interview:		
Familiarity with major European funding programmes and projects is a strong asset;	(limited – <20 pts, satisfactory – <30 pts, extensive – <50 pts.)	50
Knowledge of the EU regulations, including institutional, legal and policy frameworks, in the area of innovation and technological transfer;	(limited – <20 pts, satisfactory – <40 pts, extensive – <60 pts.)	60
Proven experience in mentorship for SME projects	(limited – <20 pts, satisfactory – <40 pts, extensive – <70 pts.)	70
Knowledge of impact evaluation for innovative projects;	(up to a maximum 30 pts.)	30
Strong analytical, drafting and training skills;	(up to a maximum 30 pts.)	30
Ability to analyse, plan, communicate effectively with stakeholders and present ideas clearly and effectively;	(up to a maximum 15 pts.)	15
Excellent communication and teamwork skills;	(up to a maximum 15 pts.)	15
Computer literacy - competent user of the main Microsoft Office programs;	(up to a maximum 10 pts.)	10
Fluency in written and spoken English. Knowledge of Romanian or Russian would be an asset.	(English – up to 10 pts; Romanian – additional 5 pts; Russian – additional 5 pts;)	20
<b>Maximum Total Technical Scoring</b>		<b>300</b>
<b><u>Financial</u></b>		
Evaluation of submitted financial offers will be done based on the following formula: <b><math>S = F_{min} / F * 200</math></b> S – score received on financial evaluation;		<b>200</b>

Fmin – the lowest financial offer out of all the submitted offers qualified over the technical evaluation round; F – financial offer under consideration.	
--	--

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**