



This project is funded by
the European Union

Support to Confidence Building Measures Programme



Empowered lives.
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INDIVIDUAL CONSULTANT PROCUREMENT NOTICE

Date: **28 March 2016**

Country: Republic of Moldova

Description of the assignment: National Consultant on Business Development

Project name: Support to Confidence Building Measures Programme

Period of assignment/services: Up to 60 working days during April – July, 2016

Proposals should be submitted online by pressing the "Apply Now" button no later than **12 April 2016**.

Requests for **clarification only** must be sent by standard electronic communication to the following e-mail: liliana.caterov@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 Support to Confidence Building Measures Programme (SCBM Programme) is funded by the European Union and implemented by the UNDP Moldova. The overall objective of the 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 by people from both banks of the river while responding to their pressing development needs.

The current phase of the Programme (2015-2018) 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 will strengthen, regularize and intensify interaction between otherwise divided societies, aiming to establish this interaction as a norm. It looks to deal strategically with barriers to cooperation by building the trust towards such actions and broadening opportunities for engagement for a wide range of actors.

Through its Business Development and Employment Opportunities component, the SCBM Programme aims to support the common interests of business actors from both banks, by facilitating their cross-river cooperation and their to the possibilities offered by Moldova's deepening relationship with the EU. This component addresses comprehensively some of the key constraints faced by business and focuses heavily on creating sustainable cross-river partnerships. Business to business interaction will be sustained through the facilitation of cooperation between business associations, supporting business cooperation networks, and building local capacities for export. Continuing the successful experience of previous phases of the programme, the business development services market will be further consolidated, by bolstering the capacities of local private actors, business associations and consultants to provide certified services enabling the local business to capitalize on the existing opportunities. Additionally, a culture of entrepreneurship will be promoted energetically in the region, focused mainly on enabling youth on both banks to become successful entrepreneurs.

In 2015, as a part of a study on entrepreneurship perception among youth on the left bank of the Nistru River, an innovative design-thinking workshop was organized for young entrepreneurs and students from both banks. During the workshop, several factors causing the reluctance of youth to become entrepreneurs were identified, among others:

1. Lack of practical understanding of administrative issues (fiscal system, business registration, certification, export/import procedures);
2. Shortage of knowledge/practical experience related to business management (business planning, business development, HR management, marketing);
3. Lack of knowledge/practical experience/possibilities to identify appropriate human resources with the required expertise;
4. Reduced access to financial resources/information on financial resources.

A recommendation in this regard that transpired during the workshop and discussions with stakeholders on both banks was to support the development of a space to facilitate the acquisition of practical and theoretical experience within a higher-academic institution, such as the Taras Shevchenko University in Tiraspol, in the form of a Business Lab. The main purpose of such a Business Lab would be to provide opportunities for both students and teachers to acquire additional practical skills and experience. Being run jointly by students and University administration/faculty, it could serve as source for information, specialized education and consulting support provided to students, young entrepreneurs, business start-ups and individuals in order to identify, support and develop innovative business ideas, creating value and bringing economic results. The Business Lab can, as well, play an important role in the career orientation of students, as well as in serving as a networking hub to support cooperation with similar institutions across the Nistru river and internationally.

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

The overall objective of the National Consultant on Business Development (hereinafter Consultant) assignment is to conduct an assessment exploring the possibility of establishing a Business Lab in the Taras Shevchenko University in Tiraspol, and help develop a Road map for its establishment, identifying the main directions of work and necessary initiatives that would support economic development and confidence building. The Consultant will work under the direct supervision of the SCBM Business Development Project Manager, and provide all the necessary support to ensure a better understanding of the needs of the young entrepreneurs and academia in the region.

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

3. REQUIREMENTS FOR EXPERIENCE AND QUALIFICATIONS

I. Academic Qualifications:

- Advanced University degree in Business Administration, Economy, Public Administration, Law, Education or other relevant fields;

II. Years of experience:

- At least five (5) years of professional working experience in the field of business development, local economic development, development of analytical reports in the socio-economic field, including programmes and projects, preferably in the Transnistria region;
- Previous experience in development assistance or related work for a donor organization, consulting company, or NGO is an advantage;

- Proven familiarity with the Transnistria setting; demonstrated knowledge and in-depth understanding of the working environment, its sensitivities, economic and political challenges, ability to build solid ground for cross-river joint work are strongly desirable;
- Proven understanding or experience in working with academia and the business community would constitute an advantage;
- Previous experience in working with UN agencies or other international organisations is an asset.

III. Competencies:

- Ability to analyze, plan, communicate effectively with stakeholders and present ideas clearly and effectively.
- Demonstrated interpersonal, communication, teamwork and diplomatic skills.
- Ability to enter new environments, adapt quickly and produce immediate results.
- Computer literacy - competent user of Microsoft Office programs;
- Knowledge of Russian and English is required.

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 he/she is the most suitable for the work
 - (ii) Provide a brief methodology on how he/she will approach and conduct the work
2. Financial proposal in USD (daily fee and all-inclusive);
3. P11 or 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

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:

- Advanced University degree in Business Administration, Economy, Public Administration, Law, Education or other relevant fields;
- At least five (5) years of professional working experience in the field of business development, local economic development, development of analytical reports in the socio-economic field, including programmes and projects, preferably in the Transnistria region.

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
<u>Technical (130 pts.)</u>		
1. Advanced University degree in Business Administration, Economy, Public Administration, Law, Education or other relevant fields	<i>Master's – 20 pts; PhD – 30 pts</i>	30
2. At least five (5) years of professional working experience in the field of business development, local economic development, development of analytical reports in the socio-economic field, including programmes and projects, preferably in the Transnistria region	<i>5 years – 20 pts, each additional year – 5 pts; up to max. 50 pts</i>	50
3. Previous experience in development assistance or related work for a donor organization, consulting company, or NGO is an advantage	<i>up to 30 pts</i>	30
4. Previous experience in working with UN agencies or other international organisations is an asset	<i>up to 20 pts</i>	20
<u>Interview (170 pts.)</u>		
5. Proven familiarity with the Transnistria setting; demonstrated knowledge and in-depth understanding of the working environment, its sensitivities, economic and political challenges, ability to build solid ground for cross-river joint work are strongly desirable	<i>up to 50 pts</i>	50
6. Proven understanding or experience in working with academia and the business community would constitute	<i>up to 50 pts</i>	50

an advantage		
7. Ability to analyze, plan, communicate effectively with stakeholders and present ideas clearly and effectively. Demonstrated interpersonal, communication, teamwork and diplomatic skills.	<i>up to 40 pts</i>	40
8. 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	<i>up to 10 pts</i>	10
9. Knowledge of Russian and English is required	<i>10 pts each language</i>	20
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.