



## INDIVIDUAL CONSULTANT PROCUREMENT NOTICE

Date: **06 April 2016**

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**Country:** Republic of Moldova

**Description of the assignment:** National legal consultant to support the implementation of the crowdfunding pilot intervention for increased fresh fruits consumption in public schools and kindergartens in Moldova

**Period of assignment/services:** April-May 2016, with possibility of extension

Proposals should be submitted by pressing the "Apply Now" button no later than [April 12, 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.

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### 1. BACKGROUND

The United Nations Development Programme in Moldova intends to pilot a project for increasing fresh fruits intake in public schools and kindergartens and mobilize needed funds from all interested stakeholders. UNDP will be matching the cumulated funds with its own resources in same amount. The main challenge for UNDP is to find a suitable market oriented and SMEs driven solution that would allow reaching both commercial and social objectives. On a competitive basis UNDP will be selecting a collaborative group of companies able to find a technological solution to the challenge by producing, storing and processing fresh produce and delivering it to a closed list of selected schools. On the other hand, UNDP will conduct a selection of public schools and kindergartens with which to pilot the intervention. Schools interested and capable to co-finance the intervention from existing public funds will have the possibility to apply and be selected for this intervention. UNDP will conduct a crowdfunding campaign for the mobilization of funds and this implies specific legal aspects to be cleared in line with the national legislation in force and UNDP rules and procedures governing procurement and finance.

### METHODOLOGY

Against the mentioned background, UNDP is seeking a national legal expert to provide legal advisory services to ensure (a) functional legal mechanism for crowdfunding, (b) functional legal mechanism to collaborative group of companies to deliver results and (c) functional legal mechanism for selected public schools to get connected to the pilot intervention. This mainly implies rapid revision of the existing legislation, identification of possible bottlenecks that could impede smooth crowdfunding and

functioning of the fresh fruit delivery mechanism, drafting of templates for the contractual agreements, consultation of the alignment of such templates with the UNDP corporate rules and regulations in procurement and finance.

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

The main objective of the assignment is to design the legal foundations of the planned intervention, by identifying the legal mechanism and contractual arrangements to be used to pilot the project. Specific expected deliverables are listed below.

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

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

### I. Education:

- University degree in Law, Economics or other relevant fields;

### II. Years of experience:

- At least 3 years of proven experience in delivering legal consultancy services to private sector companies
- At least 2 years of experience in drafting legal acts, various regulations and similar documents, oriented to private sector
- Experience in crowdfunding interventions in the region is a strong advantage
- Previous experience in development assistance or related work for a donor organization, governmental institutions, NGO/think-tank or private sector / business consulting firm 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.
- 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

### Language requirements

Fluency in Romanian, English and Russian.

UNDP 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: 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 short-listed based on the following **minimum qualification criteria**:

- University degree in Law, Economics or other relevant fields;
- At least 3 years of proven experience in delivering legal consultancy services to private sector companies

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	Max. Points Obtainable
<b>Technical</b>		
University degree in Law, Economics or other relevant fields;	(University degree – 20 pts, Master's –35 pts)	35
<b>Interview:</b>		
At least 3 years of proven experience in delivering legal consultancy services to private sector companies;	(3 years – 35 pts, each additional year of experience – 5 pts, up to a maximum of 70 pts.)	70
At least 2 years of experience in drafting legal acts, various regulations and similar oriented to private sector;	(Less than 2 years – 20 pts; 2 years – 35 pts., each additional year of experience -5 pts.; up to a maximum 60 pts.)	60
Experience in crowdfunding interventions in the region is a strong advantage	(up to a maximum 35 pts.)	35
Previous experience in development assistance or related work for a donor organization, governmental institutions, NGO/think-tank or private sector / business consulting firm is a strong advantage;	(up to a maximum 35 pts.)	35
Excellent communication and teamwork skills;	(up to a maximum 20 pts.)	20
Demonstrated interpersonal and diplomatic skills;	(up to a maximum 10 pts.)	10
Experience in the usage of computers and office software packages (MS Office and similar).	(up to a maximum 15 pts.)	15
Fluency in Romanian, English and Russian.	(English – up to 10 pts; Romanian –5 pts; Russian – 5 pts;)	20
<b>Maximum Total Technical Scoring</b>		<b>300</b>
<b>Financial</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; Fmin – the lowest financial offer out of all the submitted offers qualified over the technical evaluation round; F – financial offer under consideration.		<b>200</b>

#### 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**