



INDIVIDUAL CONSULTANT PROCUREMENT NOTICE

Date: **15 April, 2016**

Country: Republic of Moldova

Description of the assignment: National consultant to provide coaching for the shortlisted SMEs to develop the full applications for Moldova Innovation Challenge Scheme (MICS -2016)

Project name: Promotion of innovative entrepreneurship for local economic development

Period of assignment/services: up to 14 working days

Duration: May– September 2016, with possibility of extension

Proposals should be submitted by pressing the "Apply Now" button no later than [April 30, 2016](#).

Requests for **clarification only** must be sent by standard electronic communication to the following e-mail: 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

One of the key components of the Project is to develop, implement and evaluate impact of a Matching Innovation Challenge Scheme for SMEs. Such Scheme will permit for the provision, on a competitive basis, of small matching funds to SMEs to implement innovative projects. The Scheme should serve as a pilot intervention, based on the assumption that both central and local authorities will strongly support and gain from the benefits of promoting innovations for more intense and innovative entrepreneurship.

The main objectives of the MICS -2016 is to: (i) stimulate development of innovations within Moldovan business environment by providing financing for market-oriented development of new or improved products, services and technologies with high commercialization potential; and (ii) pilot an innovation support mechanism and provide insights, lessons learned and best practices for future governmental innovation-support programs.

The detailed description of the scheme is available in the Baseline Study conducted by a team of external consultants and already validated with the Ministry of Economy. Such description contains detailed information on the eligibility of SMEs, amount of the matching funds, application and selection procedures, among others.

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

The scope of the assignment is to support the shortlisted SMEs that pass the phase 1 of the competition in the MICS-2016 to develop full-fledged applications under stage 2 of the process. Details about MICS – 2016 are publicly available at <http://www.undp.md/tenders//tnddetails2/1205/> . The consultant shall undertake the following steps: (a) revise the concept applications shortlisted to enter stage 2 of the competition; (b) prepare, plan and implement a pre-bidding meeting with shortlisted candidates to explain the full-application guidelines and toolkit; (c) bilaterally support SMEs to come up in deadline with full-fledged applications to the MICS through organizing bilateral coaching sessions with shortlisted SMEs. In doing so, the consultant will ensure impartial consultations and coaching to the SMEs in the most critical areas related to the development of the full application, in particular: (a) writing a project proposal and financial plan development, (b) innovative marketing and possible sales techniques, (c) market research and analysis of the export channels and opportunities, (d) technological challenges in key sectors and segments within which the applications may fall into, (e) innovative management of the key internal business processes, in particular HR and labour productivity, among others.

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

3. REQUIREMENTS FOR EXPERIENCE AND QUALIFICATIONS

Academic Qualifications:

- Advanced degree in Development Economics, Business and Administration or other relevant fields;

Experience:

- At least 3 years of proven analytical and report writing skills in such areas as: local economic development, innovations in business and SME development;
- At least 3 years of progressive experience in consultancy for SME development at national level;

Competencies:

- Experience in evaluation of project proposals in the field of broad innovations into SMEs, as defined by OECD, is a strong advantage;
- In-depth knowledge of the national innovations system in the Republic of Moldova or EU systems is a strong advantage;
- Excellent communication and teamwork skills;
- 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. Adherence to UN's values and ethical standards.

Language requirements:

- Fluency in English, Russian and Romanian is mandatory.

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 instalments 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**:

- Advanced degree in Development Economics, Business and Administration or other relevant fields;
- At least 3 years of progressive experience in consultancy for SME development at national level;

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
Advanced degree in Development Economics, Business and Administration or other relevant fields	(Master degree –30 pts, Ph.D. – 40 pts)	40

At least 3 years of progressive experience in consultancy for SME development at national level	(3 years – max. 30 pts, more than 3 years – up to 60pts, each additional year – 5 pts)	60
At least 3 years of proven analytical and report writing skills in such areas as: local economic development, innovations in business and SME development	(less than 3 years – 0 pts, 3 years – max. 30 pts, more than 3 years – up to 60pts)	60
Experience in evaluation of project proposals in the field of broad innovations into SMEs, as defined by OECD, is a strong advantage	(no – 0 pts., to some extent – up to 20 pts., yes – up to 40 pts.)	40
In-depth knowledge of the national innovations system in the Republic of Moldova or EU systems is a strong advantage (to present the evidence that proves participation in various trainings or workshops related to innovation system in RM od EU, or involvement in various related activities, links of publications)	(no – 0 pts., to some extent – up to 10 pts., yes – up to 50 pts.)	50
Excellent communication and teamwork skills	(no – 0 pts., yes – up to 20 pts.)	20
Fluency in English, Russian and Romanian is mandatory	(Romanian – up to 10 pts; Russian – up to 10 pts; English – additional 10 pts)	30
Maximum Total Technical Scoring		300
<u>Financial</u>		
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 candidates

The winning candidates will be the candidates, 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