INDIVIDUAL CONSULTANT PROCUREMENT NOTICE

Date: **22 April 2015**

Country: Republic of Moldova

Description of the assignment: Local consultant to provide logistic, administrative and procurement support for Policy Analysis Projects' Implementing Unit (PIU) initiatives

Project name: Policy Analysis, Entrepreneurship and Sustainable Employment Promotion Projects Implementing Unit (PIU)

Period of assignment/services: 10 May - December 2016, up to 15 days per month

Proposals should be submitted by by pressing the "Apply Now" button no later than May 01, 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

Over the last decade or so, the Republic of Moldova has made significant positive progress towards poverty alleviation. However, the progress is far from uniform, with growing disparities between rural and urban settlements. Recent developments indicate that the country will be meeting some of its MDG commitments, particularly in terms of poverty reduction, while will have to make additional efforts for meeting its targets in other areas, in particular health, environment, among others.

The Government of the Republic of Moldova, under its Moldova 2020 Strategy, committed to further promote economic development, support infrastructure improvements, support education sector, and improve access to finance, among others.

Under the current UNPF (2013-2017), the United Nations committed to support the Government and people of the Republic of Moldova in the set priority areas, also pillars of the partnership framework: (a) Democratic Governance, Justice, Equality and Human Rights; (b) Human Development and Social Inclusion and (c) Environment, Climate Change and Disaster Risk Management. Support is directed towards tackling major development challenges currently affecting the development of the country.

However, how to prioritize such challenges? How to address such challenges in an effective and efficient manner, given the existing developmental constraints? What innovative policy and programmatic responses are there available to generate new sustainable jobs, promote employability and entrepreneurship, re-channel remittances towards productive sectors?

To provide evidence-based answers to the above and pilot interventions addressing sustainable human development and inclusive growth, UNDP Moldova has a dedicated Projects Implementing Unit that focusing on: (a) policy analysis, (b) implementation of various joint interventions that would promote entrepreneurship and employability at local level, and (c) promotion of innovations throughout joint interventions for poverty reduction and inclusive growth.

The Implementing Unit is structured on three interlinked components, i.e. policy analysis, employability and innovative entrepreneurship. Each component has specific interventions and sub-components that may be activated or deactivated depending on the corporate decision and needs of the national counterpart(s).

The **policy analysis component** is in charge of: producing regular policy briefs on critical areas where evidence-based analysis is needed to identify options and policy alternatives; development of the National Human Development Reports and related analytical background papers or summaries of in-depth interviews of FG interviews; coordination of the development of other analytical tasks for other components in the Unit;

The **employability component** contains interventions that target skilled unemployed in search for relevant employment of local market and improvement of their soft skills to search for a decent job. Such component is also dealing with promotion of new jobs created in the entrepreneurship component and work with LPAs willing to start-up small-scale career advisory centers or connect to the existing ones.

The **innovative entrepreneurship component** contains interventions for the creation of Business Innovations Lab, of an Innovations fund to support business start-up and business development, financial support instruments to be managed based on UNDP rules and regulations, creation of a Innovations Matching Forum, support to selected LPAs for the revision of the local economic development plans and scaling-up of a seed-money fund to support innovative start-ups at local level.

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

Under the guidance and direct supervision of the Project Manager the consultant will assist the project team in the effective and efficient implementation of the PIU initiatives, through provision of logistic, administrative and procurement support of the highest quality and standards.

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

3. REQUIREMENTS FOR EXPERIENCE AND QUALIFICATIONS

I. Education:

- University Degree in economics, finance, accounting, law, public administration or other related field.

II. Experience and competencies:

- At least 2 (two) years of relevant experience in administrative work, accounting/finance, economics, or other substantive area is required;

- Previous experience in development assistance or related work for a donor organization, consulting company, or NGO/private sector, or previous experience with UNDP is a strong advantage;

III. Competencies:

- Knowledge of procurement principles and requirements/ accounting and financial statements;
- Experience in the usage of computers and office software packages (MS Word, Excel, etc.), advance knowledge of spreadsheet and database packages;
- Ability to achieve results and meet strict deadlines in an effective manner, maintaining a high quality standard throughout;

III. Language Requirements:

- Fluency in oral and written English, Romanian and Russian. Working knowledge of one or more additional languages relevant for Moldova, including Bulgarian, Gagauzian, Romani, Ukrainian or sign language 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 (LUMP SUM) in USD, specifying in a total requested amount per day, including all related costs, travel, phone calls etc.);
3. Personal CV or P11, 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 to join duty station, per diems, and number of anticipated working days).

Travel

All envisaged project related travels through Moldova will be ensured by PIU. 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 economics, finance, accounting, law, public administration or other related field.

- At least 2 (two) years of experience in administrative work, accounting/finance, economics, or other substantive area is required;

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**
Technical		
University Degree in economics, finance, accounting, law, public administration or other related field.	(University degree – 10 pts., MA – 15 pts)	15
At least 2 (two) years of experience in administrative work, accounting/finance, economics, or other substantive area is required;	(2 years – 30 pts, each additional year of experience – 5 pts, up to a maximum of 60 pts.)	60
Previous experience in development assistance or related work for a donor organization, consulting company, or NGO/private sector, or previous experience with UNDP is a strong advantage.	(No – 0 pts., Yes – up to 35 pts)	35
Interview		
	Knowledge of procurement principles and requirements/ accounting and financial statements (up to 80 pts.)	190
	Experience in the usage of computers and office software packages (MS Word, Excel, etc.), advance knowledge of spreadsheet and database packages; (up to 50 pts.)	
	Ability to achieve results and meet strict deadlines in an effective manner, maintaining a high quality standard throughout; (Up to 35 pts.)	
	Fluency in oral and written English, Romanian and Russian. Working knowledge of one or more additional languages relevant for Moldova, including Bulgarian, Gagauzian,Romani,Ukrainian or sign	

	language would be an asset. (English – 5 pts., Romanian – up to 5 pts; Russian – up to 5 pts; each additional language– up to 2 pts. Each, up to max 25 pts.)	
Maximum Total Technical Scoring		**300**
<u>Financial</u>		
Evaluation of submitted financial offers will be done based on the following formula: **<u>S = Fmin / F * 200</u>** 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**

<u>Winning candidate</u>

The winning candidate will be the candidate, who has accumulated the highest aggregated score (technical scoring + financial scoring).

<u>ANNEXES:</u>
ANNEX 1 – TERMS OF REFERENCES (TOR)
ANNEX 2 – INDIVIDUAL CONSULTANT GENERAL TERMS AND CONDITIONS