



## INDIVIDUAL CONSULTANT PROCUREMENT NOTICE

Date: **26 April, 2016**

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**Country:** Republic of Moldova

**Description of the assignment:** National Consultant to conduct a review of national and regional strategic documents to operationalize the National Agricultural and Rural Development Strategy

**Project name:** Support to Agriculture and Rural Development through promotion of confidence building measures (SARD-CBM)

**Period of assignment/services:** June – July, 2016

Proposals should be submitted online by pressing the "Apply Online" button, no later than **12 May, 2016**.

Requests for **clarification only** must be sent by standard electronic communication to the following e-mail: [anatolie.terzi@undp.org](mailto:anatolie.terzi@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. PROJECT DESCRIPTION

The overall objective of the project is to encourage confidence building in ATU Gagauzia and Taraclia district, including neighboring communities, through improved development opportunities leading to enhanced competitiveness of the agro-food sector, promotion of local entrepreneurship, creation of jobs, and raising incomes. The project has the following components:

Component 1: Enhanced Dialogue and Community Empowerment;

Component 2: Local entrepreneurship and SMEs development;

Component 3: Small-Scale Infrastructure Refurbishment and Promotion of Inter-Municipal Cooperation.

The project will be implemented in line with the confidence building approach, connecting region's authorities and structures to the national ones, facilitating dialogue and inclusion in development of national strategies, as well as connecting neighboring villages through inter municipal cooperation.

The proposed intervention will aim to address key gaps identified in the main strategic document of the region's development in line with Moldova 2020 Strategy for Agriculture and Rural Development, Strategy for SME Development 2020, as well as National Regional Development Strategy.

#### 1.1 SPECIFIC BACKGROUND

Specifically focusing on promoting the awareness of and implementation of the National Agriculture and Rural Development Strategy (ARDS), the action will aim to address key gaps identified in other relevant strategic documents (Moldova 2020, Strategy for SMEs development 2020, National Regional Development Strategy, National Strategy on Water Supply and Sanitation, National Waste Management Strategy, National Decentralization Strategy etc.); as well as specific documents related to targeted regions' development. The action will contribute towards fostering competitiveness of the agro-food sector in the

targeted regions of (Territorial Administrative Unit of Gagauzia and Taraclia, district specifically), promoting of local entrepreneurship, creation of jobs and raising income. It will also enhance the capacities of local communities to create, develop and manage basic public services, as well as to rehabilitate small-scale social infrastructure to address agriculture and rural development priorities.

All relevant national and regional strategic documents will be analysed, updated, and when needed new versions developed. This process will guide the information of the proposed interventions and their efficiency in addressing the issues described in the background. Specific focus will be paid on the **supporting the implementation of the National Agriculture and Rural Development Strategy** in the targeted regions, particularly TAU Gagauzia and Taraclia district. A model of inter-sectorial cooperation, aimed for at national level, will be piloted at the Gagauzian autonomy level, contributing to a **comprehensive and holistic approach towards rural development and agriculture**. Coordination and cooperation with key relevant actors will be pursued under this component, including FAO and IFAD.

Closed cooperation and synergies will be ensured with other strategic development processes, including development of the **Regional Development Strategy** for the ATU Gagauzia and the update for the **Regional Development Strategy for the Southern Regions**, looking for synergies and opportunities for enhancing cooperation within the framework of the Action. Based on the needs, and considering its importance for the overall development of the region, support for the development of the **new Strategy for Socio-Economic Development** will be considered. Support will be provided for implementing critical components under the strategy, including enhancing cooperation between sectorial (business) associations and strengthening representation of the targeted regions in national networks. Best European practices will be considered and their experience shared through targeted study visits (on specific themes identified during the assessments).

## 2. SCOPE OF WORK, EXPECTED OUTPUTS AND TARGET COMPLETION

The expected output for the consultant's assignment is review of existing national and regional strategic documents (ARDS, Regional Development Strategies for Gagauzia and South Region, Socio-Economic Development Strategy for ATU Gagauzia etc.) in view of identifying opportunities for supporting the implementation of the National Strategy for Agriculture and Rural Development in the targeted region. The findings of this study will be utilized for Development/Update of regional Development Strategies as well as for support of **the implementation of the National Agriculture and Rural Development Strategy** in the targeted regions, particularly TAU Gagauzia and Taraclia district.

In order to achieve the stated objective, the Consultant will have the following responsibilities:

- Identification of all relevant strategies, studies, national and regional legislation and executive acts and decisions, publications and other materials to be reviewed (the list is attached but not limited to);
- Conduct a thorough review of the content of main strategic documents and identify discrepancies between National ARDS and regional strategies, focusing on Agriculture and Rural development;
- Assess the efficiency of National and regional strategies implementation pace to date;
- Point out to concrete drawbacks, omissions, incorrect interpretations and assess their influence to Agriculture and Rural Development in targeted regions;
- Provide practical recommendations for mainstreaming the priorities from ARDS into national/regional/local strategic documents from the targeted region.

*Interim report at this stage will be presented to SARD CBM/UNDP for review and coordination of further stage.*

- Outline recommendations on step-by-step measures, both on National and regional levels to fully operationalize the National ARDS in targeted regions;
- Describe lessons learnt and recommend methodology, priorities and major principles to be utilized for upcoming development/update of ATU Gagauzia and Taraclia district Strategies of Socio-Economic Development
- Final Report.

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

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

#### **I. Academic Qualifications:**

- Master's Degree or equivalent (5-year university education) in Public administration, Political Sciences, Social sciences, or other relevant field;

#### **II. Working experience:**

- At least 5 years of proven previous experience in institutional development and strategy development;
- Previous experience in working with international development partners and stakeholders in public sector development programs, especially in the area of strategy development;
- Previous working experience associated with the National Agriculture and Rural Development Strategy is a strong asset;

#### **I. Competencies:**

- A solid experience in the areas of economic development, poverty analysis, development and planning, strategic planning of the projects focused on economic development through providing evidence-based policy advice;
- Practical experience in organization management, strategic planning of associations and public organizations at the national and regional level;
- Experience in formulating development strategies and policies;
- Excellent public speaking and presentation skills;
- Ability to meet deadlines and prioritize multiple tasks
- Excellent writing, editing, and oral communication skills in English, Romanian and Russian; Knowledge of Gagauzian or Bulgarian languages is an asset.

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.

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:
  - (i) Explaining why they are the most suitable for the work;
  - (ii) Provide a brief methodology on how they will approach and conduct the work (if applicable);
2. Financial proposal;
3. Personal CV including past experience in similar projects and at least 3 references.

## 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 fees, taxes, travel costs, accommodation costs, communication, 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:

- Master's Degree or equivalent (5-year university education) in Public administration, Political Sciences, Social sciences, or other relevant field;
- At least 5 years of proven previous experience in institutional development and strategy development;

The short-listed individual consultants will be further evaluated based on the following methodology:

A two-stage procedure will be used in evaluating the candidates:

1. Technical Criteria weight – 60% (300 pts);
2. Financial Criteria weight – 40% (200 pts).

Technical evaluation will be based on a thorough desk review of applications.

Only candidates obtaining a minimum of 210 points would be considered for the Financial Evaluation.

Criteria	Scoring	Maximum Points Obtainable
<b><u>Technical</u></b>		
• Master's Degree or equivalent (5-year university education) in Public administration, Political Sciences, Social	(Master's Degree or equivalent – 20 pts, PhD Degree– 30 pts)	30

sciences, or other relevant field;		
• 5 years of proven previous experience in institutional development and strategy development;	(5 years – 30 pts, each additional year – 2 pts, up to additional 10 pts)	40
• Previous experience in working with international development partners and stakeholders in public sector development programs, especially in the area of strategy development;	(no – 0 pts., to some extent – up to 15 pts., yes/extensive – up to 30 pts.)	30
• Previous working experience associated with the National Agriculture and Rural Development Strategy;	(each year of such work – 5 pts, up to 30 pts.)	30
• Excellent writing, editing, and oral communication skills in English, Romanian and Russian; Knowledge of Gagauzian or Bulgarian languages.	(Romanian, Russian and English – 5 pts each; knowledge of Gagauzian or Bulgarian – 5 pts)	20
• Interview (demonstrated technical knowledge and experience; communication/ interpersonal skills; initiative; creativity/ resourcefulness)	(100 – demonstrated technical knowledge and experience; 30 – communication/ interpersonal skills; 10 – initiative; 10 – creativity/resourcefulness)	150
<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; 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**