



## INDIVIDUAL CONSULTANT PROCUREMENT NOTICE

Date: **26 April, 2016**

**Country:** Republic of Moldova

**Description of the assignment:** National Consultant to conduct a review of existing business support infrastructure in ATU Gagauzia and Taraclia district

**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.

### 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/ARDS, Strategy for SME Development 2020, as well as National Regional Development Strategy.

#### 1.1 SPECIFIC BACKGROUND

The component 2 of SARD CBM programme will contribute directly to decreasing economic deprivation of the targeted regions (Gagauzia, Taraclia and neighbouring communities) and will develop business support infrastructure to support -rural development, in line with ARDS. The capacity of existing institutions, economic and rural development departments will be enhanced to support specific regional development challenges and emerging needs (strengthening regional Chamber of Commerce and Industry, Innovation Center within the Comrat State University, existing Business Incubator and Business Support Associations).

Synergies will be explored with the newly created Regional Development Agency for Gagauzia Region and the long-operating one for South Development Region, as well as other business entities throughout the country, including the Transnistrian region. Capacity building for specialist business consultants will be provided, aiming to enhance cooperation across the targeted regions and thus **contribute to building confidence across ethnically divided communities**.

Availability of extension services will be analysed and if needed developed, aiming at raising farm competitiveness towards best practice levels in the country and regionally. The following themes will be considered for capacity development: new technologies of agricultural production, business economy, management, financial accounting, environmental awareness/protection, organic/eco-friendly farming, alternative/diversified businesses in rural areas, producers' cooperatives, market linkages, business development and information technology, as well as helping young farmers to establish themselves as new businesses. **Special attention would be paid to building local capacities to use the benefits provided by the DCFTA in terms of access to the EU market.**

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

The expected output for the consultant's assignment is review of existing business support infrastructure in the targeted regions (Gagauzia, Taraclia district and neighbouring communities), identifying priority actions for supporting its development.

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

- Mapping of all existing elements of business support infrastructure in the target regions: regional public administration designated departments, trade chamber, educational and training institutions, extension services, service providers, consulting agencies, business incubators, business associations etc. Clarification of roles of each element, structural and organizational linkages and relations, and informational flows.
- Verification of what National Business Support infrastructure elements are not present in the targeted regions, figuring out the reasons and possibilities to bring them in.
- Conduct meetings with each infrastructural element(s) to obtain first-hand information on current operational status, their plans and methods. Provide independent assessment of work efficiency and compare their results with similar structures in other regions of Moldova and abroad.
- Meet with as wide as possible range business support infrastructure services beneficiaries – local businesses, entrepreneurs, start-up initiators, local NGOs to get their view on efficiency of current Business Support infrastructure. Conduct survey of local SMEs to figure out their vision of what type of Business support structure they need.
- Meet with regional administration representatives to obtain their assessment of regional situation and their activities and/or plans on how to foster business development.
- Prepare interim report outlining all findings, supported by efficiency and/or non-efficiency facts and stories, presenting mapping diagrams, results of questionnaires conducted etc. Provide overall assessment of current status of business support infrastructure in targeted regions. *SARD/UNDP will evaluate the interim report and coordinate following tasks*
- Outline recommendations on best business support infrastructure setup with clear description of tasks, responsibilities and expected outcomes of each proposed structural elements, as well as their interrelations. Provide advice on step-by-step upgrade of business support infrastructure.
- Define set of indicators, identify data sources and develop M&I mechanism to further assess efficiency of both the Business Support Infrastructure in complex and each of individual elements.

- Prepare and conduct a presentation and public debate of the study findings for all stakeholders – to be conducted on site with all reps of all structural elements as well as SME businesses and civil society reps present.
- 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 Business administration and development, Economics, Public administration, Social sciences, or other relevant field;

#### II. Working experience:

- At least 5 years of proven previous experience in Business development and institutional development;
- Previous experience in working with international development partners and stakeholders in business development programs, especially in the area of SME development, consulting, training, business coaching, strategy development.
- Previous working experience associated with National or regional Business support infrastructures is a strong asset;

#### III. Competencies:

- A solid experience in the areas of Business (especially SME) development, operational business analysis, development and planning, tailored business consulting and coaching and strategic planning of the projects focused on economic development through providing evidence-based policy advice;
- Practical experience in organization management, business training, strategic planning of associations and public organizations at the national and regional level;
- Experience of work in multifaceted environment, that requires to combine and formulate common goals and crystalize win-win ideas and approaches;
- Excellent public speaking and presentation skills;
- Ability to meet deadlines and prioritize multiple tasks.
- Previous experience of work in targeted regions is an asset.
- 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 Business development and institutional 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>		
<ul style="list-style-type: none"> <li>• Master's Degree or equivalent (5-year university education) in Business administration, Public administration, Political Sciences, Social sciences, or other</li> </ul>	(Master's Degree or equivalent – 20 pts, PhD Degree – 30 pts)	30

relevant field;		
• 5 years of proven previous experience in Business development and institutional development;	(5 years – 30 pts, each additional year – 2 pts, up to 10 additional pts)	40
• Previous experience in working with international development partners and stakeholders in business development programs, especially in the area of SME development, consulting, training, business coaching, strategy development.	(no – 0 pts., to some extent – up to 15 pts., yes/extensive – up to 30 pts.)	30
• Previous working experience associated with National or regional Business support infrastructures;	(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: $S = F_{min} / F * 200$ 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.		<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**