

INDIVIDUAL CONSULTANT PROCUREMENT NOTICE

Date: 20.05.2016

Country: Republic of Moldova

Description of the assignment: National Consultant in the field of employment and labour market

Project name: Integrated Migration Local Development Project

Period of assignment/services: June – August 2016, estimated workload up to 25 working days

Proposals should be submitted **on-line** by pressing “Apply on-line” link, no later than **27 May 2016, 16:00**.

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

The Government of Moldova explicitly acknowledges its commitment to generate employment and link migration and development at the local level. Institutions at all government levels are becoming increasingly aware that migration is one of development factors; this is especially true for emigrants and their potential support to the home communities through local essential service improvement (water, sanitation, education, health and social services), skill and knowledge transfer and income generating opportunities.

Given the stringent need to further advance with the implementation of the Decentralization Strategy and embedding migration aspects into development processes, the State Chancellery together with United Nations Development Programme have designed a new Programme phase of the Integrated Migration and Local Development Programme. The project is designed to support Central Public Authorities (CPAs) and LPAs to develop and implement strategic policies, methodologies and procedures related to temporary, permanent and circular migration and link them to local development processes, which will enable further design and implementation of joint service improvement and income-generating initiatives, ensuring equal access for women, children, young people the elderly, the disabled, and other population groups in selected localities. Moreover, the project is developed as a replicable approach with potentials for scaling up, with intensive capacity building and strengthening of national and local public authorities to better plan, manage, budget, and implement public service management with participation of community members, including migrants.

Thus, as seen above, integrating migration into local development requires a systematic, tangible and programmatic approach. The current project is proposed on the basis of the results achieved during the implementation of 3 phases of JILDLP (2007-2015), which has put a series of methodological approaches and strategic frameworks in place. It supports integrated and systematic local development planning and management, by tackling both central and local levels.

The Overall Objective of the Programme is: *Communities affected by migration benefit from improved*

essential local services, namely water and sanitation, health, social and education services, and have access to income-generating opportunities, including improved employment reintegration support for returnees.

Considering the specific local development context, current situation and needs, the project sets two primary outcomes:

Outcome 1: The Ministry of Labour, Social Protection and Family and the National Employment Agency have mandates, capacities and resources to provide qualitative employment reintegration services to all returnees.

Outcome 2: Local public authorities have the capacities and resources to engage with community members, including migrants, and to promote know-how transfer from abroad with a view to improving local essential services and offering opportunities for income-generating activities.

Both areas of the project emphasize the national ownership and strengthening capacities at national and local levels to enable a socio-economic environment, secure employment support, reduce disparities and inequalities, provide income-generating opportunities, and ensure sustainable local development. The project intervention will apply human rights based and gender equality approaches, including community empowerment and mobilization models with migrants' engagement, and various tools for efficient service provision.

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

The **overall objective of the assignment** is to provide substantive expert consultancy and peer reviewing of draft National Employment Strategy and the Action Plan for 2016-2020 (hereinafter NES), embedding migration and gender aspects.

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

3. REQUIREMENTS FOR EXPERIENCE AND QUALIFICATIONS

I. 1. Qualifications:

- University Degree in economics or social sciences, employment policies, public administration, public policy or related areas.

II. Experience:

- At least 3 years of professional working experience in the field of employment, labour market dynamics, adult training policies, employability programmes with substantial recent work experience in the field of migration etc.;
- Proven experience in providing support and consultancy to public institutions in developing strategic policy documents, particularly in the field of employment, labour market;;
- Proven experience of work in public administration related to employment or employability, employment agencies, other relevant public institutions;
- Proven experience in macro-economic, labour market data analysis;
- Proven experience in developing analytical reports on employment, labour market, labour migration, decentralization, and other relevant fields;
- Previous experience in development assistance or related work for a donor organization; consulting company, or NGO.

III. Competencies:

- Demonstrated capacity of team-orientation work, excellent planning and organizational skills;
- Strong, research, communications and writing skills;
- Fluency in Romanian and English, Russian (will be considered an advantage);

- Sensitivity and respect for sustainable development, human rights and gender equality;
- Ability to deal with people with tact and diplomacy
- Ability to achieve results and deadlines in a timely manner, maintaining a high standard throughout
- 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.

The United Nations in 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:
 - a. explaining how the applicant responds to each of the qualification requirements and why he/she is the most suitable for the work (particularly providing details on the previously implemented similar projects and assignments and previous experience in the fields related to this consultancy as described in the terms of reference);
2. Personal information (Personal History Form/P11) including records of past experience in similar projects/assignments and concrete outputs obtained with the three references;
3. Financial proposal in (USD, specifying a total lump sum amount) as described below.

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 travel, per diems, and number of anticipated working days).

Travel

No travel costs are envisaged by this assignment.

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. UNDP should not accept travel costs exceeding those of an economy class ticket. Should the IC wish to travel on a higher class she/he should do so using their own resources.

6. EVALUATION

Initially, individual consultants will be short-listed based on the following minimum qualification criteria:

- University Degree in economics or social sciences, employment policies, public administration, public policy or related areas.
- At least 3 years of professional working experience in the field of employment, labour market dynamics, adult training policies, employability programmes, labour migration, etc.

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).

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

Only candidates obtaining a minimum of 70% score of the technical evaluation (at least 210 points) would be considered for the Financial Evaluation.

Criteria	Scoring	Maximum Points Obtainable
Technical		
University Degree in economics or social sciences, employment policies, public administration, public policy or related areas.	(university degree – 15 pts, master degree – 25 pts)	25
At least 3 years of professional working experience in the field of employment, labour market dynamics, adult training policies, employability programmes, labour migration, etc.	(3 years -up to 30 pts; each additional year – 5 pts, up to maximum of 65 pts.)	65
Proven experience in providing support and consultancy to public institutions in developing strategic policy documents, particularly in the field of employment, labour market.	(1 project -up to 15 pts; 2 projects– 35 pts, more than 2 projects - up to maximum of 50 pts.)	50
Proven experience in developing analytical reports on employment, labour market, labour migration, decentralization, and other relevant fields;	(no – 0 pts., three research projects - 25 pts., more than three research projects - up to maximum of 60 pts.)	60
Proven experience in macro-economic, labour market data analysis.	(no – 0 pts., three research projects - 25 pts., more than three research projects - up to maximum of 50 pts.)	50
Proven experience of work in public administration related to employment or employability, employment agencies, other relevant public institutions.	(no – 0 pts; to some extent- 15 pts, extended experience - up to maximum of 20 pts.)	20
Previous experience in development assistance or related work for a donor organization, consulting company, or NGO.	(to some extent - 5 pts., extensive experience - 15 pts.)	15
Fluency in Romanian, English and Russian.	(Romanian -5 pts, English – 5 pts., Russian – 5 pts)	15
Maximum Total Technical Scoring		300
Financial		
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 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