



## INDIVIDUAL CONSULTANT PROCUREMENT NOTICE

Date: **20 June 2015**

**Country:** Republic of Moldova

**Description of the assignment:** National Trainer/Consultant on Career Development and Employability

**Project name:** SYSLAB Phase II

**Duration:** July – December, 2016

**Period of assignment/services:** up to 90 working days

**Duty Station:** home based, with site visits to 4 locations in Moldova

Proposals should be submitted online by pressing the "Apply Now" button no later than **30 June 2016**.

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

### BACKGROUND

The [Network of Career Advisory Centers in the Republic of Moldova Project](#) aims at promoting relevant employment and self-employment in Moldova through the development of soft skills of unemployed to develop and executive substantive individual job search and employment plans, as well as entrepreneurial skills of highly motivated beneficiaries to start-up new businesses at local level. In doing so, the Project is implementing two distinct but inter-linked components, i.e. employability and entrepreneurship.

As it regards the **employment component**, the SYSLAB methodology is applied. It includes trainings, simulations, individual counselling and other tools to develop the soft skills of skilled unemployed to search and get relevant employment, making best use of their skills, knowledge, academic background, previous work experiences, competencies and interests. It nevertheless includes a specific training module on generic business planning (BPS), that is stimulating creative thinking towards potential self-employment pathway.

As it regards the **entrepreneurship component**, the Project is implementing a tailored methodology that includes trainings and coaching for motivated beneficiaries. Such component is open towards potential beneficiaries with or without specific business ideas, with different levels of understanding of entrepreneurship and different skills. It aims to provide a company-style enabling environment for individual and group work that starts with theoretical trainings, combined with practical business and financial planning exercises, and coaching. It further permits access, on a competitive basis, to a seed-

fund for matching support towards the initiation of new start-ups.

Both components are under implementation by a network of 5 Career Advisory centers located in Chisinau, Rezina, Balti, Comrat and Cahul, each having a dedicated team.

*The Career Centers provide employment assistance to the following groups of beneficiaries:*

- new graduates, in order to prevent them from unemployment and to create job opportunities, and hence reduce/prevent brain-drain;
- unemployed irrespective of age, gender, ethnic background or education or work experience;
- returning migrants.

Unemployed enrolled for assistance at Career Centre work in groups of 5 to 20 people, each having its working place in an open-space room, equipped with a PC, access to internet, office supplies, and printing facilities. Each participant in full-time group shall actively participate to a 4-week training programme with simulations and teambuilding activities which help develop the soft skills needed to access the job market. After the training period, beneficiaries develop and follow the individual employment agenda for a period of up to 3 months, during which more than 80% of all participants get employed.

The 5 Career Centres have a capacity of 107 working places for full-time group beneficiaries. A team of 17 professionals are working in the Centres, providing full-time support to the beneficiaries ready to access the job market. Each Centre is managed by a Coordinator, 1-2 Career Advisors, and 1-2 Assistants who implement the training and coaching programmes.

For those beneficiaries who don't have the possibility to access the assistance in a Career Centre, the Project is developing a **Smart Employment Planner** – a web platform which would simulate the career advisory services and help unemployed plan out and reach their employment goals. The main purpose of the platform is to complement the services offered by the existing network of Career centers and reach out highly motivated skilled unemployed who are not capable to participate in full-time activities in any of the existing centers. The software will consist of: Employment Planner, Forum, Job Seeker, and Alumni Network, all on one platform available online and offline.

A National Consultant is sought to complement the efforts of the Project Management and the staff of the Career Centres in advancing the assistance provided to the target groups of skilled unemployed in search for relevant employment, as well as to support in the development of the employment content for the Smart Employment Planner.

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

The scope of the assignment is to support the Project in advancing the employability assistance offered to the unemployed through Career Centres as well as through the prospective Employment Planner.

For detailed information on assignment, deliverables, activities, and milestones please refer to Annex 1 - Terms of Reference.

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

### Academic Qualification:

- University degree in Human Resources Management, Education, Communication, Psychology, Sociology or other field from Social Sciences. Applicants with Master degree in the mentioned area/s will have a competitive advantage. Additional training and certification in preparation and delivery of trainings (or TOTs) would be an asset.

#### Experience:

- At least three (3) years of progressively responsible experience is required at the national or international level in the field of career development, human resource training or management, communication, teaching or related fields;
- At least one (1) year of experience in developing and/or delivering trainings (or ToTs) on career development or other related fields;
- Practical experience in dealing with the local job market and/or supporting unemployed people access relevant employment is a strong asset;
- Previous experience in development assistance or related work for a donor organization, governmental institutions, NGO/think-tank or private sector / consulting firm is a strong advantage;

#### Competencies:

- Knowledge of the national labor market policies and programs, as well as trends on the national and regional labor market is a strong asset;
- Strong communication and teamwork skills;
- Proficient user of computers and office software packages (MS Word, Excel, PPP, Prezi, etc).

### **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 the work;
2. Financial proposal;
3. Personal CV including past experience in similar projects, the duly filled Personal History Form (P11) and at least 3 references.

### **5. FINANCIAL PROPOSAL**

The financial proposal will specify the daily fee, travel expenses (if there are any other besides those covered by Project) and per diems quoted in separate line items, and payments are made to the Individual Consultant based on the number of days worked.

#### Travel

The transportation for the site visits and as well the logistical arrangements for such purpose will be covered by Project.

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 long-listed based on the following minimum qualification criteria:

- At least three (3) years of progressively responsible experience is required at the national or international level in the field of career development, human resource training or management, communication, teaching or related fields;

- At least one (1) year of experience in developing and/or delivering trainings (or ToTs) on career development or other related fields;

The long-listed individual consultants will be further evaluated by a Selection Committee based on the following short-listing criteria:

Sort-listing Criteria	Scoring	Maximum Points Obtainable
University degree in Human Resources Management, Education, Communication, Psychology, Sociology or other field from Social Sciences. Applicants with Master degree in the mentioned area/s will have a competitive advantage. Additional training and certification in preparation and delivery of trainings (or TOTs) would be an asset.	(University degree – 20 pts., Master – 30 pts., Additional training and certification – 10 pts.)	40
At least three (3) years of progressively responsible experience is required at the national or international level in the field of career development, human resource training or management, communication, teaching or related fields.	(3 years – 30 pts, each additional year of experience – 5 pts, up to a maximum of 60 pts.)	60
At least one (1) year of experience in developing and/or delivering trainings (or ToTs) on career development or other related fields.	(1 year – 25 pts; each additional year of experience - 5 pts.; up to a maximum 50)	50
<b>TOTAL</b>		<b>150</b>

The *first five* candidates who passed short-listing evaluation criteria with the best score shall be invited for interview and pass cumulative analysis.

#### Cumulative analysis

The award of the contract shall be made to the individual consultant whose offer has been evaluated and determined as:

- responsive/compliant/acceptable, and
- 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.

Technical Criteria	Scoring	Maximum Points Obtainable
Interview		

University degree in Human Resources Management, Education, Communication, Psychology, Sociology or other field from Social Sciences. Applicants with Master degree in the mentioned area/s will have a competitive advantage. Additional training and certification in preparation and delivery of trainings (or TOTs) would be an asset.	(University degree – 20 pts., Master – 30 pts., Additional training and certification – 10 pts.)	40
At least three (3) years of progressively responsible experience is required at the national or international level in the field of career development, human resource training or management, communication, teaching or related fields.	(3 years – 30 pts, each additional year of experience – 5 pts, up to a maximum of 60 pts.)	60
At least one (1) year of experience in developing and/or delivering trainings (or TOTs) on career development or other related fields.	(1 year – 25 pts; each additional year of experience - 5 pts.; up to a maximum 50	50
Practical experience in dealing with the local job market and/or supporting unemployed people access relevant employment is a strong asset;	(Up to 40pts.)	40
Knowledge of the national labor market policies and programs, as well as trends on the national and regional labor market is a strong asset; (Proved by participation at various trainings/workshops, specialized articles/publications, etc.)	(Up to 40pts.)	40
Previous experience in development assistance or related work for a donor organization, governmental institutions, NGO/think-tank or private sector / consulting firm is a strong advantage;	(Up to 30pts.)	30
Proficient user of computers and office software packages (MS Word, Excel, PPP, Prezi, etc).	(Up to 20pts.)	20
Fluency in both oral and written Russian and Romanian. Knowledge of English is a strong advantage.	(Up to 20pts.)	20
<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><u><math>S = F_{min} / F * 200</math></u></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**