



INDIVIDUAL CONSULTANT PROCUREMENT NOTICE

Date: **28 June, 2016**

Country: Republic of Moldova

Description of the assignment: Three Individual Consultants to support communities from ATU Gagauzia in local community strategic planning and community mobilization processes

Project name: Support to Agriculture and Rural Development (SARD)

Period of assignment/services: July 2016 – November, 2018 (up to 147 days per each Individual Consultant)

Proposals should be submitted online by pressing the "Apply Online" button, no later than **6 July, 2016, COB.**

Requests for **clarification only** must be sent by standard electronic communication to the following e-mail: stela.alexei@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, Strategy for SME Development 2020, as well as National Regional Development Strategy.

2. SCOPE OF WORK, EXPECTED OUTPUTS AND TARGET COMPLETION

The overall objective of the National Consultants assignment (hereinafter Consultants) is to facilitate the process of capacity building of local public authorities and support them in implementation of local

development activities in SARD target localities. More specifically, the Consultants will:

- Conduct in depth complex analysis (community profiling) of target localities. (Please, see the link to the UNDP community profiling methodology)
- Support Local Task Force in organizing transparent, participatory and inclusive local planning and budgeting, including developing/updating Community Socio-Economic Development Strategies in a participatory and inclusive manner, by applying HRBA and GE principles.
- Develop the capacities of local actors (inclusive CBOs) in local development by applying community mobilization for empowerment principles
- Conduct local workshops for Local Public Authorities (LPAs) and civic society with SARD assistance (incl. from Transnistrian region) on various topics, i.e.: increased local transparency, enhanced community participation in the local decision making process, participatory planning, strengthened communication skills, HRBA and GE in local governance, fundraising and resource mobilization, etc.
- Organize extensive public debates on local priorities, aiming to define a project proposal to be co-financed by SARD/UNDP.
- Provide support to LPA in writing project proposals and monitor implementation the local projects supported by SARD. Assist in defining, monitoring and reporting on project impacts.
- Provide support to LPA in identification of financial resources to support Development strategies projects and assist in project proposals development and submission for both governmental and donor support.
- Monitor the progress achieved at the local level.

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

3. REQUIREMENTS FOR EXPERIENCE AND QUALIFICATIONS

Education:

- University degree in the relevant field (*economics, development studies, social science, public administration, law etc.*).

Experience:

- At least 5 years of practical experience of community development work with local public authorities and local community groups;
- Proven experience in assisting local communities to design local development plans
- Proven experience in assisting local communities in project management implementation
- Proven experience of developing and delivering training modules in local governance field;
- Proven experience in inter-municipal cooperation;
- Previous experience working with international development partners and stakeholders in public sector development programs, especially in the area of strategy development

Competences:

- Good knowledge of Moldovan, also Gagauzia ATU rural area context;
- Excellent command of Russian (written & oral) and basic knowledge of English language;
- Experience in implementing similar projects in the region of Gagauzia ATU or Taraclia District will be an asset
- Previous experience working with international development partners and stakeholders in public sector development programs, especially in the area of strategy development Promotes the vision, mission, and strategic goals of UNDP.

Abilities:

- Demonstrated capacity of technical knowledge and experience; team-orientation work, excellent planning and organizational skills;
- Good communication, interpersonal, initiative, creativity/ resourcefulness skills;
- Ability to achieve results and deadlines in a timely manner, maintaining a high standard throughout.

4. DOCUMENTS TO BE INCLUDED WHEN SUBMITTING THE PROPOSALS

Interested individual consultants must submit the following documents/information to demonstrate their qualifications:

1. P11 form or Personal CV including past experience in similar projects and at least 3 references;
2. Cover letter, stating their interest in and qualifications for the consultancy.
3. Financial offer:
 - fee per consultancy day in community, including transport costs (please see Terms of Reference for the estimated mileage to be covered)
 - fee per consultancy day in the office.

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, based on approach and methodology foreseen by the Consultant in the implementation of the assignment. 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.

For more details on the travel mileage estimation see the Terms of Reference.

In case of unforeseeable travel for the business purpose, 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 the relevant field (*economics, development studies, social science, public administration, law or other relevant field*).
- 5 years of practical experience of community development work with local public authorities and local community groups;

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 |
|---|--|---------------------------|
| <u>Technical</u> | | |
| • University Degree in economics, development studies, social science, public administration, law or other relevant field | (University Degree – 25 pts, Master’s Degree– 30 pts) | 30 |
| • 5 years of practical experience of community development work with local public authorities and local community groups; | (5 years – 20 pts, each additional year – 2 pts, up to additional 10 pts) | 30 |
| • Proven experience of developing and delivering training modules in local governance field | (5 years – 20 pts, each additional year – 2 pts, up to additional 10 pts) | 30 |
| • Proven experience in assisting local communities to design local development plans | (5 years – 15 pts, each additional year – 2 pts, up to additional 10 pts) | 25 |
| • Proven experience in assisting local communities in project management implementation | (5 years – 15 pts, each additional year – 2 pts, up to additional 10 pts) | 25 |
| • Proven experience in inter-municipal cooperation | (5 years – 10 pts, each additional year – 2 pts, up to additional 10 pts) | 20 |
| • Experience working with international development partners and stakeholders in public sector development programs, especially in the area of strategy development | (5 years – 10 pts, each additional year – 2 pts, up to additional 10 pts) | 20 |
| • Excellent command of Russian (written & oral) and basic knowledge of English language | (Russian and English – 10 pts each) | 20 |
| • Interview (demonstrated technical knowledge and experience; communication/ interpersonal skills; initiative; creativity/ resourcefulness; capacity of team-orientation work, excellent planning and organizational skills; ability to achieve results and deadlines in a timely manner) | (50 – demonstrated technical knowledge and experience; 30 – communication/ interpersonal skills; 10 – initiative, creativity/ resourcefulness; 10 – excellent planning and organizational skills; ability to achieve results and deadlines | 100 |

| Criteria | Scoring | Maximum Points Obtainable |
|--|---------------------|---------------------------|
| | in a timely manner) | |
| Maximum Total Technical Scoring | | 300 |
| <u>Financial</u> | | |
| Evaluation of submitted financial offers will be done based on the following formula: <u>$S = F_{min} / F * 200$</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 |

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