



## INDIVIDUAL CONSULTANT PROCUREMENT NOTICE

Date: **11 July, 2016**

**Country:** Republic of Moldova

**Description of the assignment:** National Consultant to develop an intervention package to enhance the capacity of the regional business support infrastructure in ATU Gagauzia and Taraclia district.

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

**Period of assignment/services:** August – October, 2016 (up to 55 working days)

Proposals should be submitted online by pressing the "Apply Online" button, no later than **29 July, 2016, 17-00.**

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

Business support infrastructure encompasses a variety of different public, civil society, business institutions or partnerships; including business incubators, science parks and accelerator programs. Business support infrastructure plays a critical role in the success of new ventures, as it may provide a wide range of support in the form of advice, networking, finance, space and facilities for businesses. The success of such infrastructure critically depends on a good administrative framework, the accessibility of markets and an adequately trained local capacity to offer qualified support to entrepreneurs.

SARD is currently conducting a Survey of Existing Business Support Infrastructure (BSI) in Gagauzia and Taraclia that is expected to be finalized end of July. The survey findings and proposals will be made available to Consultant as a basis for development of comprehensive Intervention Package.

The expected output for the present assignment is to develop a common detailed Plan of interventions (for ATU Gagauzia and for Taraclia District) with detailed actions, timing and required funds in order to up-grade the business support infrastructure from present state to a more developed one, with higher responsiveness and

resourcefulness for business needs, being able to serve fully the economic interests of regional business as well as integrate Gagauzia and Taraclia business communities into the national economic life, flows, events and initiatives. The assignment is to be based on the findings of the Survey of Existing Business Support Infrastructure in Gagauzia and Taraclia, as well as on national and international best practices in up-grading the business support infrastructure.

During the presentations that will be organized by SARD and conducted by the Consultant the set of interventions developed will be debated together with relevant administrative entities of ATU Gagauzia and Taraclia District, civil society and business sector. Meanwhile as SARD will be offering support to ATU Gagauzia and Taraclia District in the development of their Strategic papers, the Intervention Package will be made available to respective Consultants developing the strategies for picking valuable actions to be included into the main strategic documents of ATU Gagauzia and Taraclia District.

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 4 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 and oral communication skills in English, Romanian and Russian;
- Knowledge of Gagauzian or Bulgarian languages is an asset.

### **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: All-inclusive remuneration rate per consultancy day.

### **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.

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:

- Master's Degree or equivalent (5-year university education) in Business administration and development, Economics, Public administration, Social sciences, or other relevant field.
- At least 4 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 and an interview of applicants.

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 Business administration and development, Economics, Public administration, Social sciences, or other relevant field.	(Master's Degree – 5 pts, PhD Degree– 10 pts)	10
• 4 years of proven previous experience in Business development and institutional development	(4 years – 20 pts, each additional year – 5 pts, up to additional 20 pts)	40
• 3 years of experience in the areas of Business (especially SME) development, operational business analysis, tailored business consulting and coaching;	(3 years – 30 pts, each additional year – 10 pts, up to additional 20 pts) (Less than 3 years – 0 pts)	50
• 2 years of experience in organization management, business training, strategic planning of associations and public organizations at the national and regional level;	(2 years – 10 pts, each additional year – 10 pts, up to additional 20 pts) (Less than 2 years – 0 pts)	30
• 3 years of experience in working with international development partners and stakeholders in the area of SME development, consulting, training, business coaching, strategy development;	(3 years – 6 pts, each additional year – 2 point, up to additional 4 pts) (Less than 3 years – 0 pts)	10
• Knowledge of English, Romanian and Russian; Knowledge of Gagauzian or Bulgarian languages is an asset.	(English, Romanian and Russian – 5 pts each, 15 pts in total; Gagauzian or	20

Criteria	Scoring	Maximum Points Obtainable
	Bulgarian – 5 pts)	
<ul style="list-style-type: none"> <li>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)</li> </ul>	<p>70 pts – demonstrated technical knowledge and experience, including experience of work in multifaceted environment, that requires to combine and formulate common goals and crystalize win-win ideas and approaches;</p> <p>10 pts - Previous experience of similar work in targeted regions;</p> <p>20 pts – communication/ interpersonal skills;</p> <p>20 pts – initiative, creativity/ resourcefulness;</p> <p>20 pts – planning and organizational skills;</p>	140
<b>Maximum Total Technical Scoring</b>		<b>300</b>
<b><u>Financial</u></b>		
<p>Evaluation of submitted financial offers will be done based on the following formula:</p> <p><b><u><math>S = F_{min} / F * 200</math></u></b></p> <p>S – score received on financial evaluation;</p> <p>Fmin – the lowest financial offer out of all the submitted offers qualified over the technical evaluation round;</p> <p>F – financial offer under consideration.</p>		<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**