



INDIVIDUAL CONSULTANT PROCUREMENT NOTICE

Date: 18 July 2016

Country: Republic of Moldova

Description of the assignment: Local consultant to provide logistic and administrative support within UN Resident Coordinator's Office/UNDP Communication Unit

Project name: UN Resident Coordinator's Office/UNDP Communication Unit

Period of assignment/services: August 2016 – March 2017, up to 140 days

Proposals should be submitted **online by pressing the "Apply Online" button**, no later than **31 July 2016**.

Requests for **clarification only** must be sent by standard electronic communication to the following e-mail: irina.apostol@one.un.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

Under the guidance and direct supervision of the UN Coordination Specialist/Communication Analyst the incumbent assists in the effective and efficient management of the UN Resident Coordinator's Office and UNDP Communication Unit. The incumbent contributes to the design, planning, and management and monitoring of the activities of the UN Resident Coordinator's Office, Operations Management Team, UN Communication Group and UNDP Communication Unit. The Project Assistant applies and promotes the principles of results-based management (RBM), as well as a client-oriented approach consistent with UNDP rules and regulations.

The consultant works in close collaboration with the UNDP Programme and Operations Units as well as Operations Management team and UN Communication Group for effective achievement of results, and information delivery. The incumbent is expected to exercise full compliance with UNDP programming, financial, procurement and administrative rules, regulations, policies and strategies, as well as implementation of the effective internal control systems.

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

The overall objective of this assignment is to provide logistical and administrative support to support implementation of activities within UN Resident Coordinator's Office/UNDP Communication Unit.

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

3. REQUIREMENTS FOR EXPERIENCE AND QUALIFICATIONS

I. Academic Qualifications:

- University degree in economics, finance, accounting, law, public administration or other related field

II. Years of experience:

- At least 3 years of professional experience in administrative work, accounting/finance, economics, or other substantive area is required;
- Previous experience in development assistance or related work for a donor organization, consulting company, or NGO is a very strong advantage;

III. Competencies:

- Fluency in both oral and written English and Romanian is a requirement. Knowledge of Russian is a strong advantage'
- Good oral and written communication skills;
- Demonstrated multi-tasking and self-management skills'
- Demonstrated commitment to UNDP's mission, vision and values.

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. Cover letter explaining why they are the most suitable for the work;
2. Financial proposal;
3. Personal CV/ P11 form 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:

- University degree in economics, finance, accounting, law, public administration or other related field
- At least 3 years of professional experience in administrative work, accounting/finance, economics, or other substantive area is required;

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).

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, finance, accounting, law, public administration or other related field;	(under-Master's – 20 pts, Master's – 30 pts)	30
At least 3 years of professional experience in administrative work, accounting/finance, economics, or other substantive area is required;	(3 years – 30 pts, each additional year – 2 pts – up to max. 40 pts)	40
Previous experience in development assistance or related work for a donor organization, consulting company, or NGO is a very strong advantage;	(no – 0, yes – up to 30 pts.)	30
Fluency in both oral and written English and Romanian is a requirement. Knowledge of Russian is a strong advantage	(Romanian and Russian – 5 pts each; English – 10 pts)	20
Interview (demonstrated technical knowledge and experience; communication/ interpersonal skills; initiative; creativity/ resourcefulness; multi-tasking and self-management skills')	(80 – demonstrated technical knowledge and experience; 30 – communication/ interpersonal skills; 15 – initiative; 25 – creativity/resourcefulness; 30-multi-tasking and self-management skills)	180

Maximum Total Technical Scoring	300
<u>Financial</u>	
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