

## INDIVIDUAL CONSULTANT PROCUREMENT NOTICE

Date: **19 July 2016**

**Country:** Republic of Moldova

**Description of the assignment:** National Consultant for performing the audit of the IT activities for the Ministry of the Environment and its subordinated institutions

**Project name:** Mainstreaming biodiversity into Moldova territorial planning policies and land-use practices

**Period of assignment/services:** August 2016 – October 2016

Proposal should be submitted online by pressing the "Apply Online", no later than July 29, 2016. Requests for **clarification only** must be sent by standard electronic communication to the following e-mail: [alexandru.rotaru@undp.org](mailto:alexandru.rotaru@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 United Nations Development Programme (UNDP), acting as an implementing agency of the Global Environment Facility (GEF), is providing assistance to the Ministry of Environment of the Republic of Moldova in implementation of the GEF Medium Sized Project (MSP) "Mainstreaming Biodiversity Conservation into Moldova's Territorial Planning Policies and Land-Use Practices" (BD mainstreaming project).

Despite the Government's reform efforts, the spatial/territorial planning framework is facing two types of barriers: (i) inadequate planning and enforcement framework and (ii) inadequate demonstrated experiences in spatial planning and biodiversity-compatible land management practices.

Against this background, the BD mainstreaming Project will be addressing the gaps in land planning and enforcement systems through development of relevant regulations, standards and legislation to accommodate biodiversity conservation objectives while the gap of limited coordination across sectors will be addressed by establishing a multi-stakeholder committee which will ensure a unified approach in the development, implementation and enforcement of land-use plans from the different ministries and departments. In addition, a monitoring system will be emplaced among the various regulatory agencies, assigning responsibilities based on comparative advantage, in order to evaluate acceptable limits of change in biodiversity-important areas. The gap of inadequate demonstrated experiences in spatial planning and biodiversity-compatible land management practices will be tackled through development and testing of biodiversity-compatible

district spatial (land-use) plans in 2 districts of Moldova, relying on cross-sectoral working groups, GIS technologies for biodiversity mapping, identification of sites of conflict between biodiversity and human activities and others.

Overall, the objective of the project is to mainstream biodiversity conservation priorities into Moldova's territorial planning policies and land-use practices through two components – the first will focus on modifying the land use planning and enforcement system so that it addresses biodiversity loss, and the second will demonstrate methods for conservation and sustainable use of biodiversity on communal lands outside PAs.

The BD mainstreaming project is implemented as part of a larger biodiversity programme, which includes also UNDP/EU Clima East Project “Sustainable management of pastures and community forests in Moldova's first National Park Orhei to demonstrate climate change mitigation and adaptation benefits and dividends for local communities”.

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

The United Nations Development Programme in Moldova, through its Project “Mainstreaming biodiversity conservation into Moldova territorial planning policies and land-use practices” is seeking to contract a national consultant, who will be responsible for performing the audit of the IT activities for the Ministry of the Environment and its subordinated institutions .

The Consultant will report directly to the project manager of the BD mainstreaming project and will work with all other involved national consultants.

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

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

### Academic Qualification:

- University Degree in IT or other closely related field.

### Experience:

- At least 5 years of experience in performing ICT audit in public institutions;
- Experience in performing IT audit in environment sector will be considered a strong advantage;
- Experience in working with state institutions at central and local levels;
- Experience in similar positions in a UNDP and/or other international projects are an advantage.

### Competencies:

- Sound knowledge on environmental legislation will be an asset
- Good oral communication skills and conflict resolution competency to manage inter-group dynamics and mediate conflicting interests of varied actors.
- Excellent written communication skills, with analytic capacity and ability to synthesize project outputs and relevant findings for the preparation of analytical documents.
- Ability to achieve results and deadlines in a timely manner, maintaining a high standard throughout.
- Builds strong relationships with clients, focuses on impact and result for the client and responds positively to feedback.

- 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"

#### Language requirements:

- Fluency in oral and written Romanian and Russian. English will be 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. Proposal explaining why they are the most suitable for the work;
2. Financial proposal;
3. Personal CV including past experience in similar projects and at least 3 references or the fully filled Personal History Form (P11).

### **5. FINANCIAL PROPOSAL**

#### Lump sum contracts

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 all related costs e.g. fees, taxes, travel, phone calls etc.) and the number of anticipated working days. The consultant shall bear costs for all supplies needed for data collection and data processing including possession of his own personal computer.

#### 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 IT or other closely related field.
- At least 5 years of experience in performing ICT audit in public institutions;

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
<b><u>Technical</u></b>		
University Degree in IT or other closely related field.	(under-Master's – 15 pts, Master's – 20 pts and PhD-25 pts)	25
At least 5 years of experience in performing ICT audit in public institutions;	(5 years-up to 45 pts, >5-10 years-up to 55 pts, >10 years- up to 65 pts)	65
Experience in performing IT audit in environment sector will be considered a strong advantage;	(1-2 years- up to 10 pts, >2-5 years – up to 20 pts, >5 years – up to 30 pts)	30
Experience in working with state institutions at central and local levels;	(1-3 years- up to 10 pts, >3-7 years – up to 15 pts, >7 years – up to 20 pts.)	20
Experience in similar positions in a UNDP and/or other international projects are an advantage.	No – 0 pts, yes – up to 10 pts	10
<b><u>Interview</u></b> (demonstrated technical knowledge and experience; communication/ interpersonal skills; initiative; creativity/ resourcefulness)		
Sound knowledge on environmental legislation will be an asset	limited –<10 pts, satisfactory – <15pts, extensive – <25 pts.	25
Good oral communication skills and conflict resolution competency to manage inter-group dynamics and mediate conflicting interests of varied actors.	limited –<10 pts, satisfactory – <20pts, extensive – <30 pts.	30
Excellent written communication skills, with analytic capacity and ability to synthesize project outputs and relevant findings for the preparation of analytical documents.	limited –<10 pts, satisfactory – <20pts, extensive – <30 pts.	30
Ability to achieve results and deadlines in a timely manner, maintaining a high standard throughout.	limited –<10 pts, satisfactory – <15pts, extensive – <25 pts.	25
Builds strong relationships with clients, focuses on impact and result for the client and responds positively to feedback.	limited –<10 pts, satisfactory – <15pts, extensive – <25 pts.	25
Fluency in oral and written Romanian and Russian. English will be an asset.	(English – max 5 pts., Russian– max 5 pts. and Romanian – max 5 pts.)	15
<b>Maximum Total Technical Scoring</b>		<b>300</b>
<b><u>Financial Evaluation Scoring</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>	<p><b>200</b></p>
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#### Winning candidate

The winning candidate will be the candidate, who has accumulated the highest aggregated score (technical scoring + financial scoring).

The United Nations Development Programme 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.

#### **Important notice**

The applicant who has the statute of Government Official / Public Servant, prior to appointment will be asked to submit the following documentation:

- a no-objection letter in respect of the applicant received from the government, and;
- the applicant is certified in writing by the government to be on official leave without pay for the entire duration of the Individual Contract.

A retired government official is not considered in this case a government official, and as such, may be contracted.

#### **ANNEXES:**

**ANNEX 1 – TERMS OF REFERENCES (TOR)**

**ANNEX 2 – INDIVIDUAL CONSULTANT GENERAL TERMS AND CONDITIONS**