



## INDIVIDUAL CONSULTANT PROCUREMENT NOTICE

Date: **09 August, 2016**

**Country:** Republic of Moldova

**Title of the assignment:** Taraclia district local facilitator.

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

**Period of assignment/services:** August 2016 – December, 2018 (up to 336 working days)

Proposals should be submitted online by pressing the "Apply Online" button, no later than **16 August, 2016, 17-00.**

Requests for **clarification only** must be sent by standard electronic communication to the following e-mail: [leonid.mazilu@undp.org](mailto:leonid.mazilu@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 Taraclia district Local Facilitator will be assigned the following tasks:

- a) Provide liaison functions between SARD Programme Management/UNDP CO and Taraclia district administration, as well as between local community administration and community groups and Taraclia district authorities.
- b) Being a local focal point for Programme Officers contribute to the design and implementation of the local capacity and services development sub-projects, as well as to support to agriculture and rural development sub-projects, and provide necessary support to implementing partners;
- c) Assist SARD subcontractors/implementing partners with all logistical and communication issues, related to the scope of project activities;
- d) Help Programme Officers to establish monitoring and evaluation systems. Establish a system of progress review with each of the implementing partners;
- e) Advise service providers and/or grant recipients on results-based implementation of sub-project activities, and ensure constant feedback on the quality of their implementation, suggesting and implementing corrective measures as necessary;
- f) Support the selection, capacity assessment, contracting, monitoring, evaluation of recipients, ensuring

- compliance with UNDP regulations;
- g) Contribute to the wide dissemination and visibility of project achievements. Support mechanisms for exchange of information, experience and lessons learned at the local and national levels;
- h) Maintain close coordination with assigned project partners, helping at ensuring synergies and avoiding overlaps in project implementation.

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

### 3. REQUIREMENTS FOR EXPERIENCE AND QUALIFICATIONS

The following qualification criteria shall be applied for the selection of the consultant:

*Education:* University degree in agriculture, rural development, economics, public administration, law, or related areas. Additional training and certification in project management would be an advantage.

*Experience:*

- At least five years of progressively responsible experience on regional district level in the areas of local community, agricultural and rural development (Experience of work in programmes financed by European Commission or other donors is very strong advantage);
- Previous experience in development assistance or related work for a development organization, governmental institution, NGO or private sector is a strong advantage;
- Experience in project implementation progress reporting and monitoring and evaluation tools/systems;

*Competencies:*

- Strong analytical and communication skills;
- Experience in the usage of computers and office software packages (MS Word, Excel, etc.) and advance knowledge of spreadsheet and database packages;

*Language Requirements:* Fluency in Russian language. Knowledge of Bulgarian language is a strong asset; Working knowledge of Romanian or English 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 including past experience in similar projects and at least 3 references;
2. 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:

- University degree in agriculture, rural development, economics, public administration, law, or related areas.

- At least five years of progressively responsible experience on regional district level in the areas of local community, agricultural and rural 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.

Only candidates obtaining a minimum of 210 points would be considered for the Financial Evaluation.

Criteria	Scoring	Maximum Points Obtainable
<b>Technical</b>		
• University degree in agriculture, rural development, economics, public administration, law, or related areas.	(University Degree – 40 pts)	40
• Five years of progressively responsible experience on regional district level in the areas of local community, agricultural and rural development.	(5 years – 40 pts, each additional year – 5 pts, up to additional 20 pts)	60
• Training and certification in project management.	(Training – 30 pts; Training and Certification – 40 pts; up to maximum 40 pts)	40
• Experience of work in programmes financed by European Commission or other donors.	(2 years – 30 pts, each additional year – 10 pts, up to additional 20 pts) (no experience – 0 pts)	50
• Experience in development assistance or related work for a development organization, governmental institution, NGO or private sector.	(2 years – 30 pts, each additional year – 5 pts, up to additional 20 pts) (no experience – 0 pts)	50
• Experience in project implementation progress reporting and monitoring and evaluation tools/systems	(2 years – 10 pts, each additional year – 5 pts, up to additional 10 pts) (no experience – 0 pts)	20
• 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.	Up to 10 pts	10
• Fluency in Russian language. Knowledge of Bulgarian language is a strong asset; Working knowledge of Romanian or English is an asset.	(Russian - 10 pts; Bulgarian – 10 pts; Romanian and English – 5 points for each;)	30
<b>Maximum Total Technical Scoring</b>		<b>300</b>
<b>Financial</b>		
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.		<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**