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INDIVIDUAL CONSULTANT PROCUREMENT NOTICE

Date: **26 October 2016**

Country: Republic of Moldova

Description of the assignment: National consultant to develop the entrepreneurship advisors' handbook and beneficiary's task book as part of the Entrepreneurship Program of Career Advisory Center in Comrat

Project name: Policy Analysis, Entrepreneurship and Sustainable Employment Promotion Projects Implementing Unit (PIU); Support to Agriculture and Rural Development for the regions of Gagauzia and Taraclia (SARD) Project

Period of assignment/services: October 2016, up to 10 days

Proposals should be submitted by pressing the "Apply Now" button no later than [October 03, 2016](#).

Requests for **clarification only** must be sent by standard electronic communication to the following e-mail: dumitru.vasilescu@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 Support to Agriculture and Rural Development for the regions of Gagauzia and Taraclia (SARD) Project aims to encourage confidence building in ATU Gagauzia and Taraclia district, including neighbouring 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 proposed Project interventions 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.

The Career Advisory Center in Comrat, part of Support to Agriculture and Rural Development for the regions of Gagauzia and Taraclia (SARD) Project, as well as part of the [Network of Career Advisory Centres in the Republic of Moldova](#), aims at promoting relevant employment and self-employment in Moldova through the development of soft skills of unemployed to develop and executive substantive individual job search and employment plans, as well as entrepreneurial skills of highly motivated beneficiaries to start-up new businesses at local level. In doing so, the Career Advisory Center from Comrat is implementing two distinct but inter-linked component, i.e. employability and entrepreneurship.

As it regards the employment component, the SYSLAB methodology is applied. It includes trainings,

coaching, simulation and other tools to develop the soft skills of skilled unemployed to search and get relevant employment, making best use of their skills, knowledge, academic background, previous work experiences, competencies and interests. It nevertheless includes a specific training module on generic business planning (BPS), that is stimulating creative thinking towards potential self-employment pathway.

As it regards the entrepreneurship component, the Project is implementing a tailored methodology that includes trainings and coaching for motivated beneficiaries. Such component is open towards potential beneficiaries with or without specific business ideas, with different levels of understanding of entrepreneurship and different skills. It aims to provide a company-style enabling environment for individual and group work that starts with theoretical trainings, combined with practical business and financial planning exercises, and coaching. It further permits access, on a competitive basis, to a seed-fund for matching support towards the initiation of new start-ups.

Both components are under implementation by a network of 5 Career Advisory centers located in Chisinau, Rezina, Balti, Comrat and Cahul, each having a dedicated team.

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

The scope of the assignment is to support the Project in the development of support tools for the Entrepreneurship Program, the aim of which are to facilitate the implementation of the Program through an easier and guided orientation in the whole content and support exercises of the Program, both for trainers and for the beneficiaries. The competition seeks to hire a national consultant who will develop the entrepreneurship advisor's handbook and the beneficiary's task book based on the available Entrepreneurship Program content.

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

3. REQUIREMENTS FOR EXPERIENCE AND QUALIFICATIONS

I. Education:

- University degree in business administration/economics, communication or similar. Additional training and certification in consulting SMEs in business planning and administration and/or training/coaching for start-ups is a strong advantage.

II. Experience and competencies:

- At least three (3) years of progressively responsible experience is required at the national or regional levels in developing training materials and training for start-ups;
- At least three (3) years of progressively responsible experience in consulting or facilitating business start-ups;
- Previous experience in development assistance or related work for a donor organization, governmental institutions, NGO/think-tank or private sector / business consulting firm is a strong advantage;

III. Competencies:

- Excellent communication and teamwork skills;
- Demonstrated interpersonal and diplomatic skills;
- Experience in the usage of computers and office software packages (MS Office and similar).
- 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

III. Language Requirements:

- Fluency in both oral and written Romanian and Russian is a must. Knowledge of English is a strong advantage.

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 this position;
2. Financial proposal (LUMP SUM) in USD, specifying in a total requested amount per day, including all related costs, travel, phone calls etc.;
3. Personal CV or P11, including past experience in similar projects and the contact details of at least 3 reference persons;

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 shall include a breakdown of this lump sum amount (including fee, taxes, travel to join duty station, per diems, and number of anticipated working days).

Travel

All envisaged project related travels through Moldova will be ensured by PIU. 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 business administration/economics, communication or similar.
- At least three (3) years of progressively responsible experience is required at the national or regional levels in developing training materials and training for start-ups;

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	Max. Points Obtainable
<u>Technical</u>		

University degree in business administration/ economics, communication or similar. Additional training and certification in consulting SMEs in business planning and administration and/or training/coaching for start-ups is a strong advantage.	(University degree – 20 pts., Master's –30 pts; additional training and certification – 10 pts)	40
At least three (3) years of progressively responsible experience is required at the national or regional levels in developing training materials and training for start-ups;	(3 years- 50 pts, each additional year of experience – 5 pts, up to a maximum of 80 pts)	80
At least three (3) years of progressively responsible experience in consulting or facilitating business start-ups;	(less than 3years – up to 30 pts; 3 years – 40 pts; each additional year of experience – 5 pts; up to a maximum 85 pts)	85
Previous experience in development assistance or related work for a donor organization, governmental institutions, NGO/think-tank or private sector / business consulting firm is a strong advantage;	(2 years- 25pts, each additional year of experience – 5 pts, up to a maximum of 45 pts)	45
Experience in the usage of computers and office software packages	(MS Office and similar). (up to a maximum 20 pts)	20
Fluency in both oral and written Romanian and Russian is a must. Knowledge of English is a strong advantage.	(Romanian – 10 pts; Russian – 10 pts; English – up to 10 pts).	30
Maximum Total Technical Scoring		300
Financial		
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