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INDIVIDUAL CONSULTANT PROCUREMENT NOTICE

Date: 29 September 2016

Country: Republic of Moldova

Description of the assignment: Independent consultant to evaluate 2016 MICS projects for innovation and tech transfer in fresh fruits

Project name: Innovation among business start- up and SMEs in post- incubation phase

Period of assignment/services: October – December 2016 (up to 10 w/d)

Proposals should be submitted by pressing the "Apply Now" button no later than [October 07, 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

UNDP Moldova, with support of the Government of the Republic of Moldova, is implementing the Innovative Business Development for Sustainably Economic Growth project that aims to spur innovation into SMEs at national level through transfer of knowledge, technology and innovative solutions for increased competitiveness of business sector. As part of such project, support in technological transfer is provided to SMEs in the fresh fruits sector as well, one of the most dynamic HVA sectors with an important impact on human development. In doing so, the Project is implementing the Moldova Innovation Challenge Scheme (MICS).

Main objectives of the MICS are:

- to stimulate development of innovations within Moldovan SMEs, local business associations, potential entrepreneurs with innovative ideas and expansion motivation, business incubators' graduates, by providing financial awards for market-oriented new or improved products, services and technologies with high commercialization potential;
- to pilot and evaluate an innovation support mechanism as an exercise of interventions stipulated in the National Strategy on Innovations (2013 – 2020), providing the basis for scaling-up at Government level, and thereby providing insights, lessons learned and best practices for future governmental innovation-support programs.

The preferred projects applying to the MICS are the **innovation projects encompassing development and other pre-commercial activities implemented by established** Moldovan SME's. The supported projects are in phase of innovation development and are based on a comprehensive business plan, addressing the specific identified challenges and demonstrating high potential in terms of access to market and company competitiveness and growth. The projects should already have previously developed an innovative concept or prototype which demonstrates a clear technological and economic viability. The innovative concept should represent considerable novelty to the national or global market: e.g. new products, processes, services or market application.

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

The consultant will provide independent evaluation of the applications under 2016 MICS for technological transfer and innovation in the fresh fruits sector – EoI 01322. The methodology to be followed by the consultant is described in details under the MICS manual. The consultant will evaluate both the Concept Applications received by the set deadline on www.inobiz.md and the Full applications
For detailed information, please refer to Annex 1 – Terms of Reference.

3. REQUIREMENTS FOR EXPERIENCE AND QUALIFICATIONS

Academic Qualification

- University degree in Economics, Agriculture, Social Science or other relevant fields;

Experience

- At least 3 years of relevant professional experience in the **fresh fruit production, processing and exports sector** and proven knowledge and experience in technological transfer and innovation in agricultural sector, specifically in fruits production and processing field.
- At least 2 years of experience in technological mentorship, monitoring and evaluation of similar innovative projects developed by SMEs

Competencies

- Strong analytical, drafting and training skills.
- Knowledge of technologic transfer principles/ requirements, actual trends and innovative technological solutions typical for fruits production and processing sector;
- Excellent communication and teamwork skills.
- Demonstrated interpersonal and diplomatic skills.
- Ability to enter new environments, adapt quickly and produce immediate results.
- Computer literacy - competent user of the main Microsoft Office programs.
- 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 written and spoken English. Knowledge of Romanian or Russian would 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 this position;
2. Financial proposal: in (USD, specifying a total lump sum amount and the number of anticipated working days if other than foreseen).
3. Personal CV 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, per diems, 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 long-listed based on the following **minimum qualification criteria**:

- University degree in Economics, Agriculture, Social Science or other relevant fields;
- At least 3 years of relevant professional experience in the **fresh fruit production, processing and exports sector** and proven knowledge and experience in technological transfer and innovation in agricultural sector, specifically in fruits production and processing field.
- At least 2 years of experience in technological mentorship, monitoring and evaluation of similar innovative projects developed by SMEs.

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
University degree in Economics, Social Science or	(University degree – 20 pts,	30

other relevant fields;	Master's – 30pts.)	
At least 3 years of relevant technological experience in the fresh fruit sector and proven knowledge and experience of the fresh snacks technologies;	(3 years – 30 pts, each additional year of experience – 5 pts, up to a maximum of 60 pts.)	60
At least 2 years of experience in technological mentorship, monitoring and evaluation of similar innovative projects developed by SMEs	(2 years – 40 pts; each additional year of experience - 5 pts.; up to a maximum 60 pts.)	60
Total		150
Interview		
Knowledge of technologic transfer principles/requirements, actual trends and innovative technological solutions typical for fruits production and processing sector;	(up to a maximum 35 pts.)	35
Ability to analyze, plan, communicate effectively with stakeholders and present ideas clearly and effectively;	(up to a maximum 20 pts.)	20
Strong analytical, drafting and training skills.	(up to a maximum 20 pts.)	20
Demonstrated interpersonal and diplomatic skills.	(up to a maximum 15 pts.)	15
Ability to enter new environments, adapt quickly and produce immediate results	(up to a maximum 15 pts.)	15
Computer literacy - competent user of the main Microsoft Office programs;	(up to a maximum 15 pts.)	15
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 a maximum 10 pts.)	10
Fluency in written and spoken Romanian or Russian. Knowledge of English would be an asset.	(English – up to 10 pts; Romanian – additional 5 pts; Russian – additional 5 pts;)	20
Total		150
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