



## INDIVIDUAL CONSULTANT PROCUREMENT NOTICE

Date: **05 October, 2016**

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**Country:** Republic of Moldova**Description of the assignment:** National Consultant on Mechanical Engineering**Project name:** Migration and Local Development Project**Period of assignment/services:** Starting from November 1, 2016 during 8 months (up to 54 working days)Proposals should be submitted **on-line** by pressing "Apply on-line" link, no later than **16 October, 2016**.

Requests for **clarification only** must be sent by standard electronic communication to the following e-mail: [natalia.suschevici@undp.org](mailto:natalia.suschevici@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.

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### 1. BACKGROUND

The 'Migration and Local Development Project's' (MIDL) overall objective is to support the communities affected by migration in improving essential local public services namely water and sanitation, health, social and education services, as well as increasing the access of citizens to income-generating opportunities, including improved employment reintegration support for returnees. In this regard, 25 urban and rural communities from Moldova were selected as target localities under this project for piloting a comprehensive assistance package, aiming to creating viable national models of successful (re)integration of migrants/returnees and mainstreaming of norms and methodologies for migration considerations into sustainable local development.

In this context, MiDL is financially supporting the implementation of 6 pilot community projects related to procurement of equipment/machinery/transport units (20,000\$ grants per project), developed and co-financed in partnership by local authorities and Associations of Natives ("Asociații de Băștinași). The community projects are already selected and the granting process is on-going.

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

The **overall objective** of National Consultant on provision of engineering assistance for community development projects (hereinafter Consultant) assignment is to provide technical assistance during the entire cycle of the implementation of community projects co-financed by MiDL/UNDP.

For the given purpose, the Consultant shall carry out the following **tasks**:

1. Support target communities to define the most appropriate technical specification for required equipments/machinery (based on the planned services to be provided)
2. Support target communities to properly organize the procurement tenders or required

- equipment/machinery.
3. Support target communities in ensuring an adequate equipment/machinery maintenance framework.

The consultant will work in a group of localities, as per the below Table.

#	Community	Rayon
1	Lozova	Straseni
2	Vorniceni	Straseni
3	Edinet	Edinet
4	Carpineni	Hancesti
5	Rusestii Noi	Ialoveni
6	Cioresti	Nisporeni

### 3. REQUIREMENTS FOR EXPERIENCE AND QUALIFICATIONS

- I. Academic Qualifications:
  - University Degree in mechanical engineering or related field; Advanced university degree is an asset.
- II. Years of experience:
  - At least five years of professional working experience in mechanical engineering field;
  - At least three years of practical work within equipment/machinery procurement and maintenance activities
- III. Competencies:
  - Knowledge of mechanical engineering, related to the communal sector (tractors, water supply, etc.)
  - A strong client-service orientation;
  - High level of responsibility and organization capacities;
  - Proven experience in working with the international organizations, successful experience in working with UN agencies.
  - Computer proficiency, including knowledge of MS Office products (Word, Excel, Power Point);
  - 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;
  - Proficiency in Romanian and Russian.

### 4. DOCUMENTS TO BE INCLUDED WHEN SUBMITTING THE PROPOSALS

Interested individual consultant must submit the following documents/information to demonstrate their qualifications:

1. Proposal:
  - a. explaining how the applicant responds to each of the qualification requirements and why he/she is the most suitable for the work (particularly providing details on the previously implemented similar projects and assignments and previous experience in the fields related to this consultancy as described in the terms of reference);
2. Personal information (Personal History Form/P11) including records of past experience in similar projects/assignments and concrete outputs obtained with the three references;
3. Financial proposal in (USD, specifying a total lump sum amount) as described below.

## 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 (***fee per consultancy day in office \* days; fee per consultancy day in field \* days***) of this lump sum amount (including fee, taxes, 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 consultant will be short-listed based on the following minimum qualification criteria:

- University Degree in mechanical engineering or related field;
- At least three years of practical work within equipment/machinery procurement and maintenance activities

The short-listed individual consultant 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 candidate obtaining a minimum of 70% score of the technical evaluation (at least 210 points) would be considered for the Financial Evaluation.

Criteria	Scoring	Maximum Points Obtainable
<b><u>Technical</u></b>		
University Degree in mechanical engineering;	<i>(University degree – 30 pts, master degree – 40 pts.)</i>	<b>40</b>
At least five years of professional working experience in mechanical engineering field;	<i>(less than 5 years – 20 pts; 5 years -40 pts; more than 5 years – 10 pts for each additional year, maximum 100 pts.)</i>	<b>100</b>
At least three years of practical work within equipment/machinery procurement and maintenance activities	<i>(3 years -40 pts; more than 3 years – 10 pts for each additional year, maximum 100 pts.)</i>	<b>100</b>
Proven experience in working with the international organizations, successful experience in working with UN agencies.	<i>(no – 0 pts; each year of such experience - 10 pts., up to -40 pts. )</i>	<b>40</b>

Fluency in Romanian and Russian orally and in writing	<i>(Romanian – 10 pts., and Russian – 10 pts.)</i>	<b>20</b>
<b>Maximum Total Technical Scoring</b>		<b>300</b>
<b><u>Financial</u></b>		
Evaluation of submitted financial offers will be done based on the following formula: <b><math>S = F_{min} / F * 200</math></b> 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**