



## INDIVIDUAL CONSULTANT PROCUREMENT NOTICE

Date: **13 October, 2016**

**Country:** Republic of Moldova

**Title of the assignment:** National Consultant for checking beneficiaries'/contractors' financial reports and providing guidance on procurement practices

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

**Period of assignment/services:** November, 2016 – November, 2018 (78 working days)

Proposals should be submitted online by pressing the "Apply Online" button, no later than **21 October, 2016, 11-00.**

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 overall objective of this assignment for the National Consultant (hereinafter Consultant) is to: i) Verify the financial reports on the use of funds granted under the SARD Programme submitted by the Programme Contractors and grantees; ii) Provide a series of trainings to the Contractors on correct procurement procedures and reflection of the financial data; iii) Provide direct consultancy to the Contractors during the procurement and reporting processes.

More specifically, the Consultant will:

- a) Develop and provide a series of relevant trainings (two 1 day trainings) to the Contractors on international procurement practices and procedures and reflection of the financial data on the base of similar projects previously implemented by UNDP;
- b) Provide direct consultancy to the Contractors during the procurement and reporting processes;
- c) Verify financial reports submitted by SARD Programme grantees and contractors. Make sure that the incurred expenses are accompanied by the appropriate documentation and comply with the UNDP

Finance and Procurement Rules and Regulations;

- d) Assist the grantees and contractors with compiling and submitting financial reports;
- e) Provide monthly reports on the reports checked, including observation regarding the status of reports checked and recommendations on their improvement etc. (if the case), submitted to the Projects' Managers;
- f) Assist the Programme team in providing information to auditors, if necessary;
- g) Perform other tasks related to finances as may be required by the Programme Manager.

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:

Academic Qualification:

- University degree in Finance, Accounting, Economy, Business Administration, or other relevant fields;
- Specialized certificates in Finance, Bookkeeping, Auditing would constitute an advantage. Qualified accountants from internationally recognized accounting institutions will have an advantage;

Experience:

- At least three (3) years of experience in the area of Finance, Accounting, Auditing, or verification of budgets and finance reports is required;
- Previous experience in finance management of NGOs/consulting companies and/or donor funded projects will be considered an advantage;
- Experience working in/with companies/NGOs originated from ATU Gagauzia and/or Taraclia District;
- Experience working in/with projects financed by European Commission, or other international organizations, including the UN Agencies will be considered an advantage;

Competencies:

- Ability to meet deadlines and prioritize multiple tasks;
- Demonstrated interpersonal, communication, teamwork and diplomatic skills;
- Ability to enter new environments, adapt quickly and produce immediate results;
- Computer literacy - competent user of Microsoft Office programs, databases, financial and accounting software;

Language requirements:

Fluency in Romanian and Russian, as well as working knowledge of English, are required.

### **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 Finance, Accounting, Economy, Business administration or other relevant fields;
- At least three (3) years of experience in the area of Finance, Accounting, Auditing, or verification of budgets and finance reports.

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
University degree in Finance, Accounting, Economy, Business administration or other relevant fields	(BA – 20 pts, Master's – 30 pts)	30
Availability of specialized certificate/s in finance, Bookkeeping, Auditing would constitute an advantage. Qualified accountants from internationally recognized accounting institutions will have an advantage.	(10 pts for each; Up to 40 pts.)	40
At least three (3) years of experience in the area of Finance, Accounting, Auditing, or verification of budgets and finance reports.	(3 years – 40 pts, each additional year – 10 pts; up to max. 70 pts.)	70
Experience in the area of Finance, Accounting, Auditing, or verification of budgets and finance reports in/with companies/NGOs originated from ATU Gagauzia or Taraclia district;	(1 year – 40 pts, each additional year – 10 pts; up to max. 70 pts.)	70
Experience working in/with projects financed by European Commission, or other international organizations, including the UN Agencies	(one project – 30 pts; each additional project – 10 pts; Up to 60 pts.)	60
Fluency in Romanian and Russian. Working knowledge of English is required.	10 pts. Each language	30
Maximum Total Technical Scoring		300
<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.		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**