



INDIVIDUAL CONSULTANT PROCUREMENT NOTICE

Date: **8 November, 2016**

Country: Republic of Moldova

Title of the assignment: International Consultant in the field of strategic planning

Project name: EU funded "Support to Agriculture and Rural Development (SARD) ATU Gaguzia and Taraclia rayon" project implemented by the UNDP

Period of assignment/services: November 2016 – February 2017 (25 working days including field mission)

Proposals should be submitted online by pressing the "Apply Online" button, no later than **23 November, 2016, 11-00.**

Requests for **clarification only** must be sent by standard electronic communication to the following e-mail: 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 Gaguzia and Taraclia district, including neighbouring communities, through improved rural 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:

- 1: Enhanced Dialogue and Community Empowerment;
- 2: Local entrepreneurship and SMEs development;
- 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/small towns through inter municipal (territorial) cooperation.

The intervention supports the implementation of national development priorities, while responding to challenges of European Union driven reform. It is built on the priorities of the Government Programme 2015-2018, the National Development Strategy Moldova 2020, the National Agriculture and Rural Development strategy, the National Decentralization Strategy 2012-2015, the United Nations Partnership Framework (for 2013-2017), Moldova 2020, Strategy for SMEs development 2020, National Regional Development Strategy 2014-2020, National Strategy on Water Supply and Sanitation and National Waste Management Strategy.

2. SCOPE OF WORK, EXPECTED OUTPUTS AND TARGET COMPLETION

The overall objective of the assignment is to provide substantive expert consultancy and peer-reviewing of the draft Socio-Economic Development Strategy of ATU Gaguzia and the Action Plan for 2017-2022 (hereinafter SEDS) designed by the Institute for Development and Social Initiatives (IDIS) "Viitorul" (IDIS) in line with regional development strategy and international standards.

The international technical consultant in strategic planning will evaluate and provide recommendations for the socio-economic development strategy's goals, objectives, and corresponding performance measures. This may require analysis and facilitation of focus groups/workshops/roundtables to ensure that the plan meets region's expected requirements and opportunities.

The main objective of this assignment for the International Consultant (hereinafter Consultant) is to:

- a) Support the IDIS in formulating a coherent, well-structured, analytical and fine-tuned policy document by providing advanced peer-review of the drafted SEDS;

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- b) Provide recommendations for improvement of the per-final drafted SEDS and proposed action plan
- c) Peer-review the final version of the draft document of SEDS;

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

3. REQUIREMENTS FOR EXPERIENCE AND QUALIFICATIONS

Qualifications:

- *University Degree in agriculture economics or related fields, social sciences, public administration, public policy or related areas.*

Experience:

- *Minimum of ten years' relevant experience in EU rural development and agricultural policy and professional working experience in the field of strategy development;*
- *Proven experience in developing analytical reports, providing support and consultancy to public, regional/local institutions in developing strategic policy documents, particularly in the field of agriculture and rural development; in macro-economic and data analysis;*
- *In depth knowledge of EU agriculture and rural development programmes and policies and experience in agriculture and rural development sector in Southeast European countries;*
- *Previous experience in development assistance or related work for a donor organization, consulting company, or NGO.*

Competencies:

- *Demonstrated capacity of team-orientation work, excellent planning and organizational skills;*
- *Strong, research, communications and writing skills;*
- *Fluency in English and knowledge of local languages (Romanian and Russian) is an asset;*
- *Sensitivity and respect for sustainable development, human rights and gender equality;*
- *Ability to deal with people with tact and diplomacy*
- *Ability to achieve results and deadlines in a timely manner, maintaining a high standard throughout*
- *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.*

The United Nations Development Programme in Moldova is committed to workforce diversity. Women, persons with disabilities, Roma and other ethnic or religious minorities, persons living with HIV, as well as refugees and other non-citizens legally entitled to work in the Republic of Moldova, are particularly encouraged to apply.

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 economics or related fields, social sciences, public administration, public policy or related areas.
- Minimum of ten years' relevant experience in EU rural development and agricultural policy and professional working experience in the field of strategy 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.

Technical Evaluation Scoring

	Criteria		Points
1.	University Degree in agriculture economics or related fields, social sciences, public administration, public policy or related areas.	University Degree – 25 pts, Master's Degree – 30 pts	30
2.	Minimum of ten years' relevant experience in EU rural development and agricultural policy and professional working experience in the field of strategy development;	10 years 50 – pts, each additional year – 5 pts, up to additional 10 pts	50
3.	Experience in development assistance or related work for a donor organization, consulting company, or NGO.	5 years 20 – pts, each additional year – 5 pts, up to additional 10 pts	30
4.	Experience in agriculture and rural development sector in Southeast European countries.	5 years 20 – pts, each additional year – 5 pts, up to additional 10 pts	30
5.	Fluency in English and knowledge of local languages (Romanian and Russian) is an asset.	(Romanian, Russian, English – 10 pts each;)	30
Total before interview			170
	Interview:		
6.	In depth knowledge of EU agriculture and rural development programmes and policies	(no – 0 pts, limited – 10 pts, good – 25 pts, strong – 50 pts)	50
7.	Proven experience in developing analytical reports, providing support and consultancy to public, regional/local institutions in developing strategic policy documents, particularly in the field of agriculture and rural development; in macro-economic and data analysis;	(no – 0 pts, limited – 10 pts, good – 25 pts, strong – 50 pts)	50
8.	Communication and interpersonal skills	(yes – up to 30 pts, no – 0 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; F _{min} – 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