



This project is funded by
the European Union

Support to Confidence Building Measures Programme



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INDIVIDUAL CONSULTANT PROCUREMENT NOTICE

Date: 03 January 2016

Country: Republic of Moldova

Description of the assignment: National Expert to support the creation and strengthening of five thematic cross-river collaboration platforms

Project name: Support to Confidence Building Measures Programme

Period of assignment/services: Up to 120 working days during January 2017 - February 2018

Proposals should be submitted online by pressing the "Apply Now" button no later than **17 January 2016**.

Requests for **clarification only** must be sent by standard electronic communication to the following e-mail: liliana.samburschii@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 **overall objective** of the *Support to Confidence Building Measures Programme* (the SCBM Programme), is to contribute to an environment of trust and cooperation across the Nistru River generating new perspectives on shared interests and a shared future for people from both banks of the river while responding to their pressing development needs. The SCBM Programme represents a framework for engaging in development interventions across the security zone on both sides of the Nistru River, comprising a series of activities that strengthen, regularize and intensify interaction between otherwise divided societies, aiming to establish this interaction as a norm.

The SCBM Programme consists from two main components: Business Development Project and Empowered Communities and Infrastructure Support Project. From 2009 until present, over 70 social infrastructure projects were implemented under the Empowered Communities and Infrastructural Support Project on both banks of the Nistru River. Projects were focused on the rehabilitation of key social institutions, such as education, environment, culture, sport and health facilities, as well as improvements to critical physical infrastructure, such as water supply, sewage networks and waste management facilities. Each project aims at promoting **people-to-people contacts** and **cross-river** exchanges, with the view of building confidence among the population from both sides of the Nistru river.

Along with the rehabilitation of social infrastructure, capacity building support is being provided to target communities by two specialized organizations, one on each bank of the Nistru River (consisting of capacity needs assessments, joint capacity building events, round tables, coaching and mentoring etc.). The goal of these activities is to increase the sustainability of the beneficiary institutions as well as to ensure the engagement of communities in cross-river collaboration and confidence building processes.

To harness the existing confidence building potential of implemented infrastructure projects and enhance the cross-river collaboration between beneficiary communities and different actors across the river, specialized networks and partnerships (**thematic platforms of collaboration**) are in the process of being established. Such platforms of collaboration are expected to support the implementation of an additional number of **cross-river collaboration** and **confidence building activities**. The proposed approach allows advancing towards much more coherent, intensive and sustainable cross-river collaboration activities.

The thematic analysis of all infrastructure projects implemented between 2009 and 2016 indicates that the following constitute **5 most frequently encountered themes: education, healthcare services, environment, culture and sports**. Considering this peculiarity, up to 5 thematic platforms directly correlated with the areas of infrastructure projects will be established. Each platform will be coordinated by a consortium (a platform leader) composed of organizations from both banks of the Nistru river with relevant experience in each individual field.

Based on the informal nature of the future platforms, all communities which previously benefited from the SCBM Programme support during 2009-2016 are considered as potential **members**. The communities selected during 2017 will be included in the process as well. The participation of the communities will be voluntary, but fostered by the possibility to obtain financial support for capacity building and support for financing some additional joint activities through the **Small Grants Programme (SGP)**. Following the SCBM Programme Work Plan, up to 40 joint projects funded through SGP are expected to be implemented until the end of the current phase of the SCBM Programme (March 2018). Subsequently, the collaboration activities boosted by SGP are expected to generate a minimum of 30 cross river partnerships between communities and stakeholders from both banks by the end of the fourth phase of SCBM.

Along with the Small Grant Program, which will be implemented by UNDP, a set of **joint cross-river collaboration activities** will be established for every platform and implemented with the support of the platform leaders. Such activities will include: thematic trainings, local exchange visits, joint thematic events, official inaugurations, round tables and specialized conferences. The minimum set of activities per each thematic platform includes:

- Thematic platform launch event
- Four two-days joint thematic training workshops/capacity building events
- Four one-day local cross-river exchange visits
- One study visit abroad and
- A summarising event at the end of the project.

Three out of five platform leaders (for education, culture and environment platforms) were already identified through an open competition while the remaining two platform leaders (for sport and healthcare platforms) will be selected until mid – January 2017.

Given the number of thematic platforms and the specific complexity of the process, a National Expert is expected to be hired through an open competition. The National Expert will be responsible for the overall coordination of activities relevant to the establishment of the thematic platforms, as well as ensuring their strengthening and sustainability.

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

The **overall objective of this assignment** for the National Expert is to assist the SCBM Project team in establishing and strengthening the 5 thematic collaboration platforms and 30 cross-river partnerships, through the provision of continuous guidance to platform leaders and ensuring efficient overall coordination of activities implemented under the thematic collaboration platforms.

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

3. REQUIREMENTS FOR EXPERIENCE AND QUALIFICATIONS

- I. Academic Qualifications:
 - University degree in International Relations, Conflict Resolution, Development Studies, Public Administration, Public Policy, Social Sciences, or other related areas;
- II. Years of experience:
 - At least five years of proven practical experience and/or senior advisory role in confidence building projects, conflict resolution or conflict analysis;
 - Knowledge of civil society and local public authorities and other stakeholders on both banks of Nistru River as well as of the activities related to Community Development;
 - Proven understanding of the Transnistrian region setting, knowledge and in-depth understanding of the working environment, its sensitivities, political challenges, ability to build solid ground for joint work between the two sides are strongly desirable;
 - Previous practical experience in establishing or coordinating thematic platforms or networks is an asset;
- III. Competencies:
 - Proven ability to conceptualize and put together an informal collaboration program for representatives of the civil society and community based stakeholders;
 - Understanding of the post-conflict setting in Moldova, including on the left bank of the Nistru River;
 - Good analytical and evaluation skills;
 - Demonstrated communication, teamwork, presentation and advocacy skills, particularly with regard to human rights and gender equality issues;
 - Flexibility, ability to work under tight deadlines;
 - Ability to focus on goals and adapt processes to achieving goals.
- IV. Language Requirements:
 - Fluency in English, Romanian and Russian is mandatory.

The United Nations 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 in English to demonstrate their qualifications:

Proposal:

- Cover letter, explaining why they are the most suitable for this position;
- Financial proposal in USD, specifying the daily fee;
- Updated P11 form (found at the UNDP Moldova website), including past experience in similar projects and 3 references.

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). The payment for services provided by the Contractor under the SCBM Programme will be made post factum on a lump-sum deliverables basis, as per contract, after the work has been accepted by the SCBM Programme Manager. In order to assist the requesting unit in the comparison of offers, the financial proposal will include a breakdown of this lump sum amount (including fee per day, travel, per diem, mobile phone costs, number of anticipated working days, etc.).

Travel

All envisaged travel costs must be included in the financial proposal.

6. EVALUATION

Initially, individual consultants will be short-listed based on the following minimum qualification criteria:

- University degree in International Relations, Conflict Resolution, Development Studies, Public Administration, Public Policy, Social Sciences, or other related areas;
- At least five years of proven practical experience and/or senior advisory role in confidence building projects, conflict resolution or conflict analysis;
- Knowledge of civil society and local public authorities and other stakeholders on both banks of Nistru River as well as of the activities related to Community Development;

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 – 70% (350 pts);

* Financial Criteria weight – 30% (150 pts).

Only candidates obtaining a minimum of 245 points would be considered for the Financial Evaluation.

Criteria	Scoring	Maximum Points Obtainable
<u>Technical</u>		
1. University degree in International Relations, Conflict Resolution, Development Studies, Public Administration, Public Policy, Social Sciences, or other related areas.	<i>BA – 20 pts., Master's – 30 pts., PhD – 50 pts.</i>	50

2. At least five years of proven practical experience and/or senior advisory role in confidence building projects, conflict resolution or conflict analysis	<i>Less than 5 years – 0 pts., 5 years -30 pts, each additional year – 5 pts; up to 50 pts.</i>	50
3. Previous practical experience in establishing or coordinating thematic platforms or networks is an asset	<i>Less than 1 year – 10 pts., 1 year – 20 pts, each additional year – 5 pts; up to max. 50 pts</i>	50
Interview		
4. Knowledge of civil society and local public authorities and other stakeholders on both banks of Nistru River as well as of the activities related to Community Development;	<i>None – 0 pts., fair knowledge – 10 pts., good knowledge – 40 pts., excellent knowledge - to 50 pts.</i>	50
5. Proven understanding of the Transnistrian region setting, knowledge and in-depth understanding of the working environment, its sensitivities, political challenges, ability to build solid ground for joint work between the two sides are strongly desirable	<i>None – 0 pts., fair knowledge/understanding – 10 pts., good knowledge/understanding – 40 pts., excellent knowledge /understanding - to 50 pts.</i>	50
6. Proven ability to conceptualize and put together an informal collaboration program for representatives of the civil society and community based stakeholders;	<i>None – 0 pts., poor ability – 5 pts., good ability - 20 pts., excellent ability - 30 pts.</i>	30
7. Understanding of the post-conflict setting in Moldova, including on the left bank of the Nistru River	<i>None – 0 pts., fair understanding – 5 pts., good understanding – 20 pts., excellent understanding - 30 pts.</i>	30
8. Demonstrated communication, teamwork, presentation and advocacy skills, particularly with regard to human rights and gender equality issues	<i>up to 10 pts.</i>	10
9. Fluency in English, Romanian and Russian is mandatory	<i>10 pts. each language</i>	30
Maximum Total Technical Scoring		350
Financial		
<p>Evaluation of submitted financial offers will be done based on the following formula: $S = F_{min} / F * 150$ 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.</p>		150

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

Important notice

The applicant who has the statute of Government Official / Public Servant, prior to appointment will be asked to submit the following documentation:

- a no-objection letter in respect of the applicant received from the government, and;
- the applicant is certified in writing by the government to be on official leave without pay for the duration of the Individual Contract.

A retired government official is not considered in this case a government official, and as such, may be contracted.