



INDIVIDUAL CONSULTANT PROCUREMENT NOTICE

Date: **28 February, 2017**

Country: Republic of Moldova

Title of the assignment: International Consultant to provide programmatic support in EU LEADER/CLLD approach implementation in the ATU Gagauzia and Taraclia district of the Republic of Moldova

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: April 2017 - December 2018 (up to 290 working days, including 120 days in Moldova)

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 "Support to Agriculture and Rural Development" SARD Project is a three-year initiative funded by the European Union, and implemented by the UNDP. The **main objective** of the project is to foster confidence building in the Republic of Moldova by targeting regions and territorial administrative units with special status. People from ATU Gagauzia, Taraclia district and neighboring communities will benefit from improved development opportunities in their localities, grasping the benefits of the National Agriculture and Rural Development Strategy. The proposed intervention will aim to address key gaps identified in the main strategic document of the region's development in line with national priorities.

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.

It will contribute to enhancing the competitiveness of the agro-food sector in the target regions, promotion of local entrepreneurship, creation of jobs and raising income; as well as increasing capacities of local communities to identify development ideas, develop and fundraise resources as well as implement development projects. The project is 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 and implementation of the LEADER/CLLD approach.

2. SCOPE OF WORK

In relevant to the synergic and comprehensive implementation of the three SARD Programme Components, the **major objective** of present assignment is to provide support to National, Regional and Local stakeholders to implement LEADER/CLLD measures aiming at enhancing the dialogue and community empowerment and at strengthening the territorial cooperation for rural/local economic development in Moldova, and in particular in the targeted territorial areas.

The scope of work will consist of gathering experiences, recommending the best EU LEADER/CLLD practices for the adjustment and pilot implementation in Moldova (with the specific focus on ATU Gagauzia and Taraclia district), providing a clear guidance for short term and long term interventions, and based on the piloting exercise, supporting in institutionalizing the LEADER approach in the country.

The expected output of the present assignment is:

- a) Based on EU and pre-accession LEADER/CLLD best practices and the SARD LEADER piloting exercise, support to the institutionalization of the LEADER/CLLD approach in Moldova provided.
- b) Support to the implementation of the SARD LEADER/CLLD measures with focus on ATU Gagauzia and Taraclia district, in synergy with other SARD components and with emphasis on multipliability of the process in Moldova provided. 5-8 pilot LAGs supported.
- c) EU SARD LEADER/CLLD Public Awareness Campaign designed and implemented.
- d) SARD LEADER/CLLD Lessons learned and knowledge products prepared and distributed to all relevant stakeholders.

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

3. REQUIREMENTS FOR EXPERIENCE AND QUALIFICATIONS

I. Academic Qualifications:

- University Degree in Public or Business administration, planning, economics, or other relevant field. Master Degree will be considered as an advantage;

II. Working experience:

- At least 10 years of progressive professional experience in the area of Agriculture and rural development, municipal management and/or public administration, preferably in newer EU/pre-accession/MS candidate country;
- Experience of working with the LEADER/CLLD approach on local, regional and national levels is a must, former LEADER/CLLD implementation experience in Moldova is a strong advantage;
- Experience of launching, institutionalizing and active management of LAGs is a strong advantage;
- At least 10 years of experience of working with UNDP/EU funded local development projects;
- At least 10 years of experience of working in agriculture and rural development in multi-ethnic areas is an advantage;
- Proven experience in guidelines, legal documents, training, strategic programming and project proposal drafting.

III. Competencies:

- A solid experience in community mobilization, rural capacity development and LEADER implementation;
- Experience of work in multifaceted environment, that requires to combine and formulate common goals and crystalize win-win ideas and approaches;
- Excellent public speaking and presentation skills;
- Ability to meet deadlines and prioritize multiple tasks.
- Excellent writing, editing, and oral communication skills in English, knowledge of Romanian and/or Russian is an asset.

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.

UNDP 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 Public or Business administration, planning, economics, or other relevant field.
- At least 10 years of progressive professional experience in the area of Agriculture and rural development, municipal management and/or public administration, preferably in newer EU/pre-accession/MS candidate country;

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 and Interview.

Only candidates obtaining a minimum of 210 points would be considered for the Financial Evaluation.

Technical Evaluation Scoring

Criteria		Points
University Degree in agriculture economics or related fields, social sciences, public administration, public policy or related areas. Master Degree is considered as an advantage.	University Degree – 15 pts, Master's Degree – 30 pts	30
10 years of progressive professional experience in the area of Agriculture and rural development, municipal management and/or public administration, preferably in newer EU/pre-accession/MS candidate country	Less than 5 years – 0 pts, 10 years 50 – pts, each additional year – 5 pts, up to additional 10 pts	60
5 years of experience of working with the LEADER/CLLD approach on local, regional and national levels is a must, former LEADER/CLLD implementation experience in Moldova is a strong advantage;	Less than 5 years – 0 pts, 5 years 20 – pts, each additional year – 5 pts, up to additional 10 pts; Experience in Moldova – additional 20 points	50
Experience of launching, institutionalizing and active management of at least one LAG	No experience – 0 pts; Relevant experience – 30 points;	30
10 years of experience of working with UNDP/EU funded local development projects;	Less than 10 years – 0 pts; 10 years 15 – pts, each additional year – 5 pts, up to additional 10 pts	25
Language (Romanian, Russian, English)	10 pts each	30
Total before interview		225
Interview:		
Proven experience in guidelines, legal documents, training, strategic programming and project proposal drafting	no experience – 0 pts, limited experience – 10 pts, strong experience – 25 pts	25
Proven experience in community mobilization, rural capacity development and LEADER implementation	No experience – 0 pts, limited experience – 10 pts, strong experience – 25 pts	25
Communication and interpersonal skills	up to 25 pts	25
Maximum Total Technical Scoring		300
Financial		

<p>Evaluation of submitted financial offers will be done based on the following formula:</p> $S = F_{\min} / F * 200$ <p>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>	200
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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