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Resilient nations.*

## INDIVIDUAL CONSULTANT PROCUREMENT NOTICE

Date: **18 May 2017**

**Country:** Republic of Moldova

**Description of the assignment:** National Consultant to support the transfer of the soft-skills development methodology to National Employment Agency and specialists of the Youth-centered Skills Observatory and Experimentation Lab

**Project name:** Policy Analysis, Entrepreneurship and Sustainable Employment Promotion Projects Implementing Unit (PIU)

**Period of assignment/services:** June – November 2017, up to 44 working days

Proposals should be submitted by pressing the "Apply Now" button no later than [May 25, 2017](#).

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

Unemployment is one of the most pressing socio-economic issues in the Republic of Moldova. The national labor market is a complex system that is witnessing dramatic challenges, related to a low number of vacancies compared to the existing demand in jobs on the market, significant skills mismatch, low labor productivity, regional disparities, discriminatory practices faced by many vulnerable groups etc. Public employment service modernization is slow and available public resources are too scarce and often spent inefficiently. Against such a background, the Government of the Republic of Moldova, with the support of UNDP Moldova and other development partners, is drafting the new Employment Strategy that is trying to put employment on top of the national development agenda. At the same time, pilot projects and policy experiments could support incremental progress in implementing this new strategy, by helping to identify cost-efficient solutions through a rigorous impact assessment, and upscaling/replicating the most successful ones.

At the moment, the public employment service lacks a modern training curriculum able to qualitatively support speedy (re)employment, thus generating potential savings. Despite being very much needed, no soft skills trainings are provided. Career advisory services are under-developed leading offer to either under-utilization of skills or incapacity to access existing jobs.

During 2013-March 2017, UNDP implemented the network of career advisory centers/services at the national level that were promoting the employability of skilled unemployed through the development of their soft skills. The experience of the UNDP centers shows that acquiring and applying the needed soft skills is conducive to increased employability results. The achieved employability target for the direct beneficiaries in UNDP career advisory centers stood on average at 70%.

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

Under the guidance and direct supervision of the Project Manager, the consultant will assist the project team in the implementation of the RCT through transferring of the soft-skills development methodology to NEA and specialists of the Observatory. The support involves training content adjustment, delivery of the ToT to NEA and Observatory specialists and monitoring of the implementation of the modules by the selected National Employment Centres, both for the Pilot, as well as for the Trial phases of the RCT. In all the stages of the assignment, the consultant will continuously interact with UNDP Project Management, National Employment Agency, and the staff of the Observatory, ensuring a continuous flow of information and timely involvement of the Observatory staff in the activities related to the current assignment.

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

## **3. REQUIREMENTS FOR EXPERIENCE AND QUALIFICATIONS**

### I. Education:

- University degree in Human Resources Management, Education, Communication, Psychology, Sociology or other field from Social Sciences. Master degree in the mentioned area/s is an advantage. Additional training and certification in preparation and delivery of trainings (or TOTs) and/or M&E would be an asset.

### II. Experience and competencies:

- At least three (3) years of progressively responsible experience is required at the national or international level in the field of career development, human resource training or management, communication, teaching or related fields;
- At least one (1) year of experience in developing and/or delivering trainings (or ToTs) on career development or other related fields;
- Practical experience in dealing with the local job market and/or supporting unemployed people access relevant employment is a strong asset;
- Previous experience in development assistance or related work for a donor organization, governmental institutions, NGO/think-tank or private sector / consulting firm is a strong advantage.

### III. Competencies:

- Proficient user of computers and office software packages (MS Word, Excel, PPP, Prezi, etc).

### III. Language Requirements:

- Fluency in both oral and written Russian and Romanian. Knowledge of English is a strong advantage.

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

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

1. Proposal: explaining why they are the most suitable for this position;
2. Financial proposal (LUMP SUM) in USD, specifying in a total requested amount per day, including all related costs, travel, phone calls etc.;
3. Personal CV or P11, including past experience in similar projects and the contact details of at least 3 reference persons.

## 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 shall include a breakdown of this lump sum amount (including fee, taxes, travel to join duty station, per diems, and number of anticipated working days).

### **Travel**

All envisaged project related travels through Moldova shall be included in the financial offer. Up to 18 visits (round trip) to various National Employment Centres are to be undertaken by the consultant. An average price for public transportation shall be included in the financial offer and will be reimbursed by UNDP based on travel incurred. 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 consultants will be short-listed based on the following **minimum qualification criteria**:

- University degree in Human Resources Management, Education, Communication, Psychology, Sociology or other field from Social Sciences;
- At least three (3) years of progressively responsible experience is required at the national or international level in the field of career development, human resource training or management, communication, teaching or related fields.

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 – 60% (300 pts);

\* Financial Criteria weight – 40% (200 pts).

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

Criteria	Scoring	Max. Points Obtainable
<b><u>Technical</u></b>		
University degree in Human Resources Management, Education, Communication, Psychology, Sociology or other field from Social Sciences. Master degree in the mentioned area/s is an advantage. Additional training and certification in preparation and delivery of trainings (or TOTs) and/or M&E would be an asset.	(University degree – 20 pts., MA – 25 pts., training in ToT – additional 5 pts., training in M&E – additional 5 pts.)	35
At least three (3) years of progressively responsible experience is required at the national or international level in the field of career development, human resource training or management, communication, teaching or	(3 years – 30 pts, each additional year of experience – 5 pts, up to a maximum of 60 pts.)	60

related fields;		
At least one (1) year of experience in developing and/or delivering trainings (or ToTs) on career development or other related fields;	(No – 0 pts., 1 year – 30 pts., each additional year of experience – 5 pts, up to 50 pts.)	50
Practical experience in dealing with the local job market and/or supporting unemployed people access relevant employment is a strong asset;	(No – 0 pts., Yes – up to max 60 pts.; each year of such experience 10pts)	60
Previous experience in development assistance or related work for a donor organization, governmental institutions, NGO/think-tank or private sector / consulting firm is a strong advantage;	(No – 0 pts., Yes – up to max 50 pts; each year of such experience 5pts. )	50
Proficient user of computers and office software packages (MS Word, Excel, PPP, Prezi, etc).	(No- 0pts.; yes -up to max 15 pts.)	15
Fluency in both oral and written Russian and Romanian. Knowledge of English is a strong advantage.	(Romanian – up to 10 pts; Russian – up to 10 pts; English – 10 pts.)	30
<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**