

INDIVIDUAL CONSULTANT PROCUREMENT NOTICE

Date: 06 June 2017

Country: Republic of Moldova

Description of the assignment: National Consultant on Small Grants Programme

Project name: Support to Confidence Building Measures Programme

Period of assignment/services: Up to 64 working days during June 2017 – March 2018

Proposals should be submitted online by pressing the "Apply Now" button no later than 20 June 2017.

Requests for clarification only must be sent by standard electronic communication to the following e-mail: liliana.caterov@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.

SCBM Programme consists from two main components: Business Development Project and Empowered Communities and Infrastructure Support Project.

From 2009 until the present, over 80 social infrastructure projects were implemented 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, and improvements to critical physical infrastructure, such as water supply, sewage networks and waste management. Each project aims at promoting people-to-people contacts and cross-river exchanges, in view of building confidence among the population from both sides of the Nistru river.

Along with rehabilitation of social infrastructure, capacity building support is provided to target communities by two specialized organizations, one on each bank of the Nistru River (capacity needs assessments, joint capacity building trainings, round tables, coaching and mentoring etc.). Capacity building activities aim to ensure the sustainability of the infrastructural projects and strengthen their confidence building potential.

To harness the existing confidence building potential of implemented infrastructural projects and enhance the cross-river collaboration between beneficiary communities and different actors across the river,

specialized networks and partnerships (thematic platforms of collaboration) have been recently created. To facilitate the cooperation, each platform is being coordinated by platform leaders - two NGOs, one from the right and one the left banks of the Nistru River.

Based on the informal nature of the platforms, all institutions, which previously benefited from SCBM Programme support, are members (that includes the local administrations and beneficiary institutions). **The participation of the institutions' representatives will be voluntary but fostered by the possibility to obtain financial support for the implementation of joint activities through the Small Grants Programme (SGP) further implemented by the SCBM Programme.**

Following the SCBM IV Work Plan, at least 30 joint projects funded through the SGP are expected to be implemented until the end of the SCBM Programme (March 2018). The beneficiaries of SGP will be communities and institutions that previously benefited from infrastructural projects and have agreed to become members of thematic platforms of collaboration. The project proposals to be submitted within the competition should address specific needs and local issues through collaboration between the two banks in six areas: education, environment, culture, sport, healthcare and local development. Projects should pursue concrete outcomes to develop partnerships and contain a consistent set of cross-river collaboration activities with clearly defined tasks.

Given the fact that the SGP will be directly implemented by UNDP, a National Consultant is planned to be identified through an open competition. The National Consultant will be responsible for overall coordination of activities relevant to SGP implementation, including the selection, implementing, monitoring and evaluation of the funded joint small-grants projects.

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

The overall objective of this assignment for the National Consultant (hereinafter Consultant) is to assist the SCBM/Community Empowerment Project team in the effective and efficient coordination of Small Grants Programme 2017 activities.

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

3. REQUIREMENTS FOR EXPERIENCE AND QUALIFICATIONS

I. Academic Qualifications:

- University degree in Development Studies, Public Administration, Public Policy, Social Sciences, Economics, or other related areas;

II. Years of experience:

- At least five years of practical work experience in the area of Community Development;
- At least three years of practical work experience in Coordination of Grant Programmes;
- Knowledge of civil society, as well as of the activities related to Community Development on both banks of the Nistru River;
- Proven experience in post-conflict setting and conflict sensitive development projects will be a strong advantage;

III. Competencies:

- Practical skills in conducting assessments, evaluations and/or reviews of community development projects;
- 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.

IV. Language Requirements:

- Fluency in Romanian and Russian is mandatory. Good knowledge of English is an asset.

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 (preferably) to demonstrate their qualifications:

- 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

Travel outside duty station (Chisinau), other administrative costs, and logistical aspects related to travel will be arranged with the support of the SCBM team.

6. EVALUATION

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

- University degree in Development Studies, Public Administration, Public Policy, Social Sciences, Economics, or other related areas;
- At least five years of practical work experience in the area of Community Development;
- At least three years of practical work experience in Coordination of Grant Programmes.

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	Maximum Points Obtainable
<u>Technical (120 pts)</u>		
1. University degree in Development Studies, Public Administration, Public Policy, Social Sciences, Economics, or other related areas	<i>BA – 15 pts., Master's and upper – 20 pts.</i>	20
2. At least five years of practical work experience in the area of Community Development	<i>5 years -30 pts, each additional year – 5 pts; up to 50 pts.</i>	50
3. At least three years of practical work experience in Coordination of Grant Programmes	<i>3 years – 20 pts, each additional year – 5 pts., up to max. 50 pts</i>	50
<u>Interview (180 pts)</u>		
4. Proven experience in post-conflict setting and conflict sensitive development projects will be a strong advantage	<i>Less than 1 year – 0 pts., 1 year – 20 pts., each additional year – 5 pts., up to 50 pts.</i>	50
5. Practical skills in conducting assessments, evaluations and/or reviews of community development projects	<i>None – 0 pts., fair skills – 10 pts., good skills – 20-40 pts., excellent skills – 50 pts.</i>	50
6. Understanding of the post-conflict setting in Moldova, including on the left bank of the Nistru River	<i>None – 0 pts., fair understanding – 10 pts., good understanding – 20-40 pts., excellent understanding - 50 pts.</i>	50
7. Demonstrated communication, teamwork, presentation and advocacy skills, particularly with regard to human rights and gender equality issues	<i>communication skills – up to 5 pts.; presentation and advocacy skills – up to 5 pts.; teamwork – up to 5 pts.</i>	15
8. Fluency in Romanian and Russian is mandatory. Good knowledge of English is an asset	<i>5 pts. each language</i>	15
Maximum Total Technical Scoring		300
<u>Financial</u>		
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

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.