



## INDIVIDUAL CONSULTANT PROCUREMENT NOTICE

Date: **22 August 2017**

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**Country:** Republic of Moldova

**Description of the assignment:** Cultural Heritage International Consultant – open for Russian Federation citizens only

**Project name:** Justice and Human Rights Programme

**Period of assignment/services:** September - November 2017 (20 working days)

Proposals should be submitted online by pressing the "Apply Now" button no later than 10:00 (Chisinau time), 05 September 2017.

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

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### 1. BACKGROUND

On 23 January 2015, the Government of the Russian Federation and United Nations Development Programme (UNDP) signed a Partnership Framework Agreement (PFA) that establishes the foundation for a long-term Russia strategic partnership with UNDP for the implementation of development projects in other countries. According to the Russia-UNDP Trust Fund for Development (TFD) Agreement, the Trust Fund may provide financing to UNDP knowledge management and capacity building projects, developed in partnership with and using the knowledge, experience and expertise of Russian ministries, agencies, think tanks, universities and NGOs involved in international development cooperation.

The regional project "Knowledge Management and Capacity Building in the Russia-UNDP Partnership" is formulated in accordance with the PFA, which foresees that Russia and UNDP collaborate in "leveraging the knowledge, experience and expertise in development cooperation, including by involving academic institutions and individual experts from the Russian Federation in accordance with UNDP's applicable regulations and rules, and policies and procedures".

The main goal of the project is to support capacity building on knowledge and expertise transfer of Russia as a donor and to achieve sustainable, scalable development impact in partner countries through the programmatic promotion of several mechanisms of Russian expertise transfer.

The Russian Experts on Demand Programme is part of the project and aims to provide an instrument for knowledge and know-how transfer via rapid deployment of Russian experts for on demand small-scale interventions and consultancies and peer-to-peer knowledge sharing through mentorship. The assignment of the Cultural Heritage Consultant is supported under the first round of the Russian Experts on Demand Programme.

The Republic of Moldova, like the former Soviet Union States, is going through a difficult transition process, including in the sector of culture, preservation of architectural and historical heritage, and tourism industry development. The investments in the protection and preservation of cultural heritage in the country is

mostly perceived as expenses and the economic and touristic potential of the cultural heritage sector still needs to be explored. Since 2009, a positive policy process has been initiated by the Ministry of Culture, aiming to develop an effective legislative framework, institute specialized agencies with clear tasks and responsibilities and fostering the involvement of stakeholders in definition and implementation of cultural policies. The general aim of the process is to surpass the current “static and constrained development model” making culture institutions less dependent on State funding and turn it in a concrete driver of economic and touristic growth, enjoyment of the right of everyone to take part in cultural life, and human development for the Republic of Moldova.

## 2. OBJECTIVE

The main **objective** is to contribute to the identification and elaboration of feasible interventions for the protection and sustainable management of Moldova’s cultural heritage and contributing to the implementation of the right of everyone to take part in cultural life through the provision of high quality advice based on the best international, including Russian standards, practices and experience in priority spheres.

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

The **scope of work** of the *International Consultant on the Sustainable Protection and Management of Cultural Heritage* will consist in the provision of expertise, advice and substantive support in the assessment of the situation from the prospective of the right of everyone to take part in cultural life and elaboration of feasible interventions in the following priority spheres:

- Management of cultural sites, historical centres of cities (Chisinau, Soroca, Orhei, etc.), including through the public-private partnerships in the capital city and the regions of the country.

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

## 4. REQUIREMENTS FOR EXPERIENCE AND QUALIFICATIONS

### I. Education:

- Master’s Degree or equivalent (5-year university education) in Management of cultural heritage, Urbanism (preferably with the focus on historical heritage), Architecture (preferably with the specialization in restoration and conservation of cultural sites), or other relevant field.

### II. Experience:

- At least 10 years of professional experience in the sustainable management of cultural and historical sites/buildings/institutions, historical centres of cities, including through the public-private partnerships;
- At least 3 years of international experience, including in the Central and Eastern Europe (CEE), the Commonwealth of Independent States (CIS) and Georgia in the priority spheres of the assignment;
- Experience in the elaboration of the protection and development strategic plans of the historical centres, elaboration of the development/marketing plans for the abandoned cultural sights and buildings;
- Experience in the cooperation with the NGOs for the purposes of monitoring and protection of cultural heritage policies, strategies, plans;
- Proven experience in drafting studies, reports, needs assessment in the priority spheres of the assignment.

### III. Competencies:

- Project concept/document drafting skills;
- Demonstrable strong management skills in planning and reporting;

- Understanding of human rights integration (right of everyone to take part in cultural life)<sup>1</sup> in the priority spheres of the assignment is an advantage;
- Effective communication and strong analytical skills, ability to facilitate discussions;
- Knowledge of and ability to transfer Russian expertise in the priority spheres of the assignment.
- Working knowledge of Russian and English for the purposes of the assignment;
- Working knowledge of French is an advantage;
- Knowledge of one or more additional languages relevant for Moldova, including Romanian, Bulgarian, Gagauzian, Romani, Ukrainian or sign language is an asset.

#### IV. Personal qualities:

- 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;
- Responsibility, creativity, flexibility and punctuality.

The UNDP Moldova is committed to workforce diversity. Women and men, persons with different life types of disabilities, LGBT, Roma and other ethnic, linguistic 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.

### 5. DOCUMENTS TO BE INCLUDED WHEN SUBMITTING PROPOSALS

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

1. Proposal: explaining why they are the most suitable for the work including previous experience in similar Projects (please provide brief information on each of the above qualifications, item by item);
2. Financial proposal (in USD, specifying a total requested amount, including all related costs, e.g. fees, travel, phone calls etc.);
3. Duly completed and signed Personal History Form (P11) or personal CV with names, titles and 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 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. 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.

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<sup>1</sup> General comment No. 21: *Right of everyone to take part in cultural life* (art. 15, para. 1 (a), of the *International Covenant on Economic, Social and Cultural Rights*), E/C.12/GC/21, adopted by the UN Committee on Economic, Social and Cultural Rights, 21 December 2009:  
[http://tbinternet.ohchr.org/\\_layouts/treatybodyexternal/Download.aspx?symbolno=E%2fC.12%2fGC%2f21&Lang=en](http://tbinternet.ohchr.org/_layouts/treatybodyexternal/Download.aspx?symbolno=E%2fC.12%2fGC%2f21&Lang=en)

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:

- Master's Degree or equivalent (5-year university education) in Management of cultural heritage, Urbanism (preferably with the focus on historical heritage), Architecture (preferably with the specialization in restoration and conservation of cultural sites), or other relevant field.
- At least 10 years of professional experience in the sustainable management of cultural and historical sites/buildings/institutions, historical centres of cities, including through the public-private partnerships;
- At least 3 years of international experience, including in the Central and Eastern Europe (CEE), the Commonwealth of Independent States (CIS) and Georgia in the priority spheres of the assignment;
- To be a citizen of Russian Federation taking this consultancy is open within the Russian Experts on Demand Programme.

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 evaluation (max 300 points) – 60%;
2. Financial evaluation (max 200 points) – 40%.

Technical evaluation will be based on a thorough desk review of applications and interview.

Only candidates obtaining a minimum of 70% score of the technical evaluation (at least 210 points) would be considered for the Financial Evaluation.

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.

Criteria	Scoring	Maximum Points Obtainable
<b><u>Technical</u></b>		
Master's Degree or equivalent (5-year university education) in Management of cultural heritage, Urbanism (preferably with the focus on historical heritage), Architecture (preferably with the specialization in restoration and conservation of cultural sites), or other relevant field	(Master – 10 pts., PhD – 20 pts.)	20
At least 10 years of professional experience in the sustainable management of cultural and historical sites/buildings/institutions, historical centres of cities, including through the public-private partnerships	(10 years – 20 pts., each additional year – 2 pts. up to a maximum 40 pts.)	40

At least 3 years of international experience, including in the Central and Eastern Europe (CEE), the Commonwealth of Independent States (CIS) and Georgia in the priority spheres of the assignment	(3 years – 9 pts., each additional year – 3 pts. up to maximum 30 pts.)	30
Experience in the elaboration of the protection and development strategic plans of the historical centres, elaboration of the development/marketing plans for the abandoned cultural sights and buildings	(no – 0 pts., elaboration of each listed document – 5 pts. up to maximum of 30 pts.)	30
Experience in the cooperation with the NGOs for the purposes of monitoring and protection of cultural heritage policies, strategies, plans	(no – 0 pts., each year of experience – 2 pts. up to maximum of 10 pts.)	10
Proven experience in drafting studies, reports, needs assessment in the priority spheres of the assignment	(no – 0 pts., each relevant study, report or needs assessment – 4 pts. up to maximum of 20 pts.)	20
Belonging to the group(s) under-represented in the UN Moldova*	(no – 0 pts, to one group – 5 pts., to two or more groups – 10 pts.)	10
Interview	<ul style="list-style-type: none"> <li>• Project concept/document drafting skills - up to 30 pts.;</li> <li>• Demonstrable strong management skills in planning and reporting - up to 30 pts.;</li> <li>• Understanding of human rights integration (right of everyone to take part in cultural life) in the priority spheres of the assignment is an advantage - up to 25 pts.;</li> <li>• Effective communication and strong analytical skills, ability to facilitate discussions - up to 25 pts.;</li> <li>• Knowledge of and ability to transfer Russian expertise in the priority spheres of the assignment - up to 15 pts.;</li> <li>• Working knowledge of Russian, English, French for the purposes of the assignment, knowledge of one or more additional languages relevant for Moldova, including Romanian, Bulgarian, Gagauzian, and Romani, Russian, Ukrainian or sign language (Russian, English, French, Romanian – 3 pts. each, any other mentioned languages – 2 pts. each, max – 15 pts.).</li> </ul>	140
<b>Maximum Total Technical Scoring</b>		<b>300</b>
<b>Financial</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		<b>200</b>

technical evaluation round; F – financial offer under consideration.	
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#### Winning candidate

The winning candidate will be the candidate, who has accumulated the highest aggregated score (technical scoring + financial scoring).

\* Under-represented groups in the UN Moldova are persons with disabilities, LGBT, ethnic and linguistic minorities, especially ethnic Gagauzians, Bulgarians, Roma, Jews, people of African descent, people living with HIV, religious minorities, especially Muslim women, refugees and other non-citizens.

#### **ANNEXES:**

**ANNEX 1 – TERMS OF REFERENCES (TOR)**

**ANNEX 2 – INDIVIDUAL CONSULTANT GENERAL TERMS AND CONDITIONS**