



## INDIVIDUAL CONSULTANT PROCUREMENT NOTICE

Date: 3 December 2012

**Country:** Republic of Moldova

**Description of the assignment:** Local Expert to the Ministry of Education

**Project name:** European Union High Level Policy Advice Mission to the Republic of Moldova (EUHLPAM)

**Period of assignment/services:** January 01, 2013- September 01, 2013 (with possibility of extension)

Proposals should be submitted online by email to [vacancies-moldova@undp.org](mailto:vacancies-moldova@undp.org), no later than **16 December 2012**.

Any request for clarification must be sent by standard electronic communication to the following e-mail: [nelea.bugaevski@euhlpam.org](mailto:nelea.bugaevski@euhlpam.org). UNDP will respond by standard electronic mail and will send copies of the response, including an explanation of the query without identifying the source of inquiry, to all consultants.

### 1. BACKGROUND

The overall objective of the project is to support the Government to implement its wider reform agenda, the Government Activity Programme and the National Development Strategy Moldova 2020, and in particular to assist the Government to develop the capacities required for the preparation, negotiation and implementation of the Association Agreement, including the Deep and Comprehensive Free Trade Area, and visa liberalization.

The specific objectives are to: Strengthen the policy-making, strategic planning and policy management capacities of selected line Ministries and State Agencies involved in the negotiation and implementation of the Association Agreement and visa liberalization; Enhance stakeholders' knowledge and awareness of EU policies, legislation and regulations in sectors strategic to the conclusion of the Association Agreement including the Deep and Comprehensive Free Trade Area, and to the implementation of visa liberalization. The EUHLPAM will achieve these objectives through the continued delivery of an optimal mix of policy, legal and institutional advice. The EUHLPAM will ensure that the Moldovan authorities have direct access to EU best practice and reform experience in order to strengthen policy design and implementation. The Mission is supported by nine local experts.

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

Main objectives in the period worked are:

- to support the Ministry of Education on policy making and strengthening its capacity in promoting the reforms committed to the National Development Strategy "Moldova- 2020" and EU Integration and Accession agenda in respect with Moldova's Association Agreement, Bologna Process and Lisbon Convention;
- to provide advice and inputs to the MoE on development and implementation of legislation, strategies and plans connected to the reforms of all levels of the Education system - early development education, general primary and secondary education, secondary vocational and specialised education as well as higher education;

- to support the institutional building capacity of MoE in regards to policy-making, strategic planning and policy management;
- to help the MoE to its elaborations with EU institutions and other international organisations working actively on development and implementation of reforms focusing on equal access to the quality education for all children, especially for those in need difficulties, development of deeper integration between education and labour market, development of lifelong education and training system.

### **Key Responsibilities:**

The EUHLPA local expert at the MoE shall work under coordination of the EUHLPA high-level adviser and the MoE in the areas outlined in the description of responsibilities section. In particular, the local expert shall:

- Conduct research, collect relevant documents and prepare background papers under the direction of the EUHLPA;
- Perform research and analysis of national legislation and policies relevant to the implementation of the Education sector reforms;
- Provide translations of relevant documents and legal texts from Romanian/Russian into English and vice versa;
- Assist and translate in meetings with local counterparts;
- Contribute to the drafting of policy and legal texts and recommendations for policy changes or legal amendments;
- Provide input and assistance on the development of projects, activities and initiatives relevant to the work of the MoE;
- Prepare debriefing and policy papers together with the EUHLPA and edit them in the Romanian/Russian language;
- Advance the work of the project during the high-level adviser's absence in Chisinau and make sure all emerging issues are dealt with promptly and accurately;
- Produce monthly activities and deliverables reports;
- Perform other tasks as assigned by the EUHLPA.

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

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

### **I. Qualifications:**

- Knowledge of Education system, its structure and legal framework;
- Excellent drafting and presentation skills;
- Computer proficiency, including knowledge of MS Office products (Word, Excel, Power Point).

### **II. Education:**

- A Master's degree in Public Policy, Public Administration, Social Science or other relevant field;

### **III. Experience:**

- Experience with working in international assistance projects;
- Preferably 10 years of relevant professional experience in the field of Education, University or relevant institutions;
- Experience in drafting strategies and action plans, including monitoring and evaluation tools;
- Experience in strategic planning and analysis for policy;
- Previous experience in public administration in Moldova would be an asset.

### **IV. Language:**

- Fluency in English, Romanian and Russian.

The work plans for the expert will contain specific objectives, a detailed description of the activities, expected outputs and results, supported by objectively verifiable indicators of achievement.

#### 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 the work;
2. Financial proposal;
3. Personal CV including past experience in similar projects and at least 3 references or the duly filled Personal History Form (P11).

#### 5. FINANCIAL PROPOSAL

The financial proposal shall specify a daily lump-sum fee in US Dollars (USD). Payments are based upon submission and approval of monthly time-sheets and reports. In order to assist the requesting unit in the comparison of financial proposals, the financial proposal must include a single all-inclusive daily fee. For this assignment an effort of 15 working days per month is envisaged.

#### 6. EVALUATION

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

- At least university degree in Public Policy, Public Administration, Social Science or other relevant field;
- At least 1 year of professional experience in the field of Education, University or relevant institutions;
- Experience in strategic planning and analysis for policy;
- Fluency in English, Romanian and Russian+ translation skills.

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% (70 pts);

\*Financial Criteria weight - 30% (30 pts).

Only candidates obtaining a minimum of 49 technical points would be considered for the Financial Evaluation.

	Criteria	Scoring	Maximum Points Obtainable
1.	Master's degree in Public Policy, Public Administration, Social Science or other relevant field	(fully compliant- 7 pts; other -4 pts)	7
2.	Years of relevant professional experience in the field of Education, University or relevant institutions	(10 years- 18 pts, each year less subtract 2 points)	18
3.	Excellent drafting and presentation skills	(yes - 3 pts; no -0)	3
4.	Experience in strategic planning and analysis for policy	Each year= 1 point	7
5.	Knowledge of Education system, its structure and legal framework	(high -10 pts; medium- 5 pts; no- 0)	10

6.	Experience in drafting strategies and action plans, including monitoring and evaluation tools	(high -10 pts; medium - 5 pts; no- 0)	10
7.	Fluency in Romanian and Russian Excellent command of the English language, including specialized terminology and translation skills	(EN/RO/RU +trans= 15 pts; EN/RO = 10 pts; EN/RU = 5 pts)	15
	<b>Maximum Total Technical Scoring</b>		<b>70</b>
<b><u>Financial</u></b>			
Evaluation of submitted financial offers will be done based on the following formula: $S = F_{min}/F * 30$ 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>30</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**