



INDIVIDUAL CONSULTANT PROCUREMENT NOTICE

Country: Republic of Moldova

Title of the assignment: National Consultant to provide support in creation of National Association for Local Action Groups as part of the EU LEADER/CLLD approach implementation

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: September 2018 - November 2018 (up to 35 working days)

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.

SARD 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.

Specific background

The component 1 of the Programme focuses on the enhancement of the capacities of local communities to create, develop and manage basic public services, as well as to rehabilitate small-scale social infrastructure to address agriculture and rural development priorities.

Because of their local knowledge and mandate, local governments, civil society and other organisations are the best placed to identify needs and constraints of target/vulnerable groups and to provide them with access to services. The Community Mobilisation for Empowerment approach¹ is used and updated in line with the EU LEADER and Community-Led Local Development (CLLD) approach.

The SARD Programme provides training and support for the creation, functioning and management of the cross-sector or commodity-specific 8 Local Action Groups (LAGs) in rural villages from targeted regions. The programme helps with all necessary human resource development, legal aspects, identification of co-financing and governance. The SARD Programme, starting from August 2016 initiated pilot EU LEADER

¹<http://www.md.undp.org/content/moldova/en/home/library/poverty/community-mobilization-for-empowerment-of-vulnerable-women-and-m.html>

approach activities through a series of sensitizing and mobilizing activities both during regional and national seminars and round tables, and study tours to 5 EU countries to learn from their LEADER experiences. As a result, first 8 Local Action Groups were created in the ATU Gagauzia, Taraclia district and neighboring districts. SARD provided grants to these LAGs to support their operation and finance first rural development projects.

Besides SARD pilot activities there was a noticeable progress last year in promoting and initiation of LEADER/CLLD approach throughout Moldova, namely:

- LEADER Coordination Committee under the aegis of Ministry of Agriculture, Regional; Development and Environment (MARDE) was created, including National NGOs, Donor projects, Agency for Payments in Agriculture (AIPA); the committee conducts regular meetings to shape up National LEADER programme;
- MARDE initiated 2 legislation initiatives to streamline introduction of LEADER approach to Moldovan Grounds as well as support registration and provision of financial support to newly established LAGs
- The National Agricultural and Rural Development Strategy (ARDS) has included in the list of actions, point 3.3.2 "Creation and operationalization of Local Action Groups of rural development, based on best practices and principles of EU LEADER Programme (pilot activity)".
- Several informational campaigns and study tours were organized by Donors and local NGOs;
- In addition to established by SARD 8 Local Action Groups in Gagauzia, Taraclia district and neighbouring districts at least 7 more LAGs were created in the other parts of Moldova, using SARD methodology.

In line with the above SARD Programme seeks an experienced national consultant to support establishment and registration of a national association for the LAGs in Moldova – name of the association will be decided by the members.

2. SCOPE OF WORK, EXPECTED OUTPUTS AND TARGET COMPLETION

The scope of work will consist of providing a clear guidance for establishment and registration of the national association for LAGs.

The expected output of the present assignment is:

- ✓ Analysis of EU experience in setting up to LAGs Associations and recommendation on the best model to be used in Moldova;
- ✓ Mapping the potential members of the national association for LAGs, preparatory visits and meetings conducted;
- ✓ Set of complete Association documents package completed;
- ✓ General Assembly conducted, Governing bodies elected and association is registered.

KEY ACTIVITIES

In order to achieve the stated objective, the following activities are to be addressed:

- Based on consultancy provided by the European Expert for Rural Development, conduct an analysis of the legal and regulatory framework related to LAGs Association in EU countries on registration and functioning;
- In line with national legislation, identify a model which can be adapted to the legal, financial, programming and LAG situation in Moldova and propose the best form and method of associating of Moldovan LAGs and relevant other stakeholders;
- Based on the results of the preparatory meetings and consultations with future members and other relevant stakeholders define concrete criteria for potential members of national association for LAGs, as main criteria being organizations active in rural development active in contributing to further development of the LEADER/CLLD approach;
- Consulting the results with all stakeholders, including SARD, ministry, donors;
- Conduct in-country visits and mapping potential members of the national association for LAGs according with the defined criteria; mobilize potential members and develop their capacity on

- networking;
- In constant coordination with potential future members, as well as under guidance and supervision of SARD / European Expert for Rural Development and relevant officials of MARDE develop a set of needed documents:
 - ✓ Statute
 - ✓ Internal rules
 - ✓ Organigram
 - ✓ Name versions
 - ✓ 2-year work plan, communication plan and financial plan;
- Organize preparatory meetings for establishment of the national association for LAGs;
- Facilitate organization and conducting of the first General Assembly to approve the statutes and elect board, president and auditing committee and the action plan;
- Complete association registration procedures.

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

3. REQUIREMENTS FOR EXPERIENCE AND QUALIFICATIONS

I. Academic Qualifications:

- *University Degree in Law, Public administration or related areas.*

II. Working experience:

- *At least 5 years of proven previous experience in NGO sector (agricultural, rural and SME development areas) and institutional development;*
- *Previous experience in working with local stakeholders and NGOs - training, coaching, strategy development;*
- *Previous working experience in elaboration of assessments and studies (agricultural, rural and SME development areas).*

III. Competencies:

- *A solid experience in the areas of NGOs registration*
- *Practical experience in organization management,*
- *Demonstrated capacity of team-orientation work, excellent planning and organizational skills;*
- *Membership in Legal/Professional Bodies/Associations as well as possession of Specialized relevant licenses and certificates is a strong advantage;*
- *Strong, research, communications and writing skills;*
- *Fluency in Romanian and Russian, English is an advantage;*
- *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.*

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 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 and total lump sum amount for the assignment;
3. Offeror's Letter confirming Interest and Availability

5. FINANCIAL PROPOSAL

The financial proposal shall specify a total lump sum amount for the assignment and the remuneration rate per day. The remuneration rate per day should be all-inclusive and shall cover fee, taxes, travel costs, accommodation costs, communication, etc. 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 (for up to 10 visits throughout Moldova – from North to South) 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.

EVALUATION

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

- University Degree in Law, Public administration or related areas.
- At least 5 years of proven previous experience in NGO sector (agricultural, rural and SME development areas), and institutional development

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 of applications.

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

Criteria	Scoring	Maximum Points Obtainable
Degree in Law, Public administration or related areas.	University Degree– 20 pts; Master degree– 40 pts; PHD degree - 50	50
At least 5 years of proven previous experience in NGO sector (agricultural, rural and SME development areas), and institutional development	5 years – 40 pts, each additional year – 5 pts, up to additional 30 pts; (up to max 70 pts)	70
Membership in Legal Professional bodies/Associations;	Associations memberships: 2 (two) – 20 points, each additional – 5 pts, (up to max 40 pts)	40
Specialized licenses and certificates;	Specialized licenses, certificates – 5 points for each; (up to max 20 pts)	20
Work experience in Public Associations development and registration	3 projects – 40 points, each additional project - 5 points; (up to max 50 pts);	50
Work Experience with UNDP or other International Funded Institutions on legal and public administration related projects;	3 projects – 30 points, each additional project 5 points; (up to max 40 pts)	40
Excellent command of written and spoken Romanian and Russian; English is an advantage	Romanian, Russian – 11 pts each; English – 8 pts	30
Maximum Total Technical Scoring		300
Financial		
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