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INDIVIDUAL CONSULTANT PROCUREMENT NOTICE

Date: 20 September 2018

Country: Republic of Moldova

Description of the assignment: National Consultant to support the implementation of “Ajutor Angajare” methodology at the level of the National Employment Agency

Project name: Private Sector Engagement for SDG Unit

Period of assignment/services: October 2018 - February 2019

Proposals should be submitted by pressing the "Apply Now" button no later than [September 24, 2018](#).

Requests for **clarification only** must be sent by standard electronic communication to the following e-mail: 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

Whilst Moldova has experienced significant economic growth and poverty reduction since its independence, internal labour market conditions are weak, with limited job creation and labour participation rates decreasing. The 2016 World Bank report suggests that job losses are increasing in Moldova, and employment patterns indicate reduced inclusivity, with women, those living in poverty and rural populations faring less well in the labour market, and growing disparities in job opportunities for those with primary education, compared to those with postsecondary education.

Decent Work and Economic Growth is one of the UN's Sustainable Development Goals. UNDP Moldova has launched several initiatives aimed at addressing this goal and improving outcomes for jobseekers. UNDP have been working closely with National Employment Agency, with a focus on improving inclusivity (by addressing regional disparities and labour market opportunities for returning migrants) and skills matching (seeking a greater overlap between vocational education and the real needs of the economy).

During 2013-2017, UNDP Moldova run one of its largest labour market initiatives: a network of career development centres, employing an approach based on a Norwegian model. The centres aimed to improve highly-motivated, highly-skilled jobseekers' job readiness, equipping them with job search skills. Jobseekers selected for the centres were entered into a programme, which involved an intensive training course, one-to-one mentoring, regular goal-setting exercises and feedback sessions, group work, all scheduled in a daily attendance program which simulated the structure of a working day.

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

The national consultant will support the PSE Unit with the implementation of employment intervention. The consultant will need to travel to all 14 Centres implementing the methodology (12 outside Chisinau), evaluate the level of methodology implementation, provide guidance and support in improving the level of methodology understanding and implementation. As well, the consultant will support with organizing joint meeting with the staff of employment centres, after jointly identifying the need for the meetings, and will support with developing targeted (motivational) communication messages for the employment advisors and job-seekers.

In all the stages of the assignment, the consultant will continuously interact with UNDP Project Management, National Employment Agency and Territorial Employment Centres implementing the amended consultations. Support materials will be provided to the consultant which include the methodology guidelines and intervention protocol.

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, Behavioural Science or other field from Social Sciences. Masters' 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 experimentation and/or monitoring and evaluation;
- At least one (1) year of experience in career development and counselling, human resource management and motivation, motivational communication, psychological counselling or related fields;
- Experience in dealing with the local job market and/or supporting unemployed people plan their career path and 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;
- Proficient user of computers and office software packages (MS Word, Excel, PPP or Prezi, etc).

III. Competencies:

- Knowledge of the national labor market policies and programs, local job-search resources and platforms, as well as trends on the national and regional labor market;
- Knowledge of the behavioural science and its applicability on the individual job counselling is a strong asset;
- Strong communication and teamwork skills;
- 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.

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. Offeror's Letter confirming Interest and Availability
4. Personal CV, 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

Travel is envisaged to 14 locations in Moldova, for monitoring and knowledge transfer purposes. The consultant shall opt for the most optimal transportation schedule, looking to accommodate visits to two centres per day, when it's possible to do so. An average price for public transportation shall be included in the financial offer and will be reimbursed by UNDP based on the real expenses incurred. Any joint meetings with employment specialists will take place in Chisinau. In case of additional unforeseen travel, this should be agreed in advance with UNDP management and costs reimbursed based on the valid travel documentation submitted.

The consultant shall undertake the monitoring visits in the following locations:

1. Basarabeasca
2. Ocnita
3. Criuleni
4. Causeni
5. Donduseni
6. Floresti
7. Leova
8. Straseni
9. Stefan Voda
10. Rezina
11. UTAG /Ceadâr Lunga
12. UTAG /Vulcănești
13. Chișinău / Ciocana
14. Chisinau/ Râșcani

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, Behavioural Science 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 experimentation and/or monitoring and evaluation.

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
<u>Technical</u>		
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
<u>Interview:</u>		
At least three (3) years of progressively responsible experience is required at the national or international level in the field of experimentation and/or monitoring and evaluation;	(3 years - 30 pts, each additional year of experience - 5 pts, up to a maximum of 50 pts.)	50
At least one (1) year of experience in career development and counselling, human resource management and motivation, motivational communication, psychological counselling or related fields;	(No - 0 pts., 1 year - 30 pts., each additional year of experience - 5 pts, up to 45 pts.)	45
Experience in dealing with the local job market and/or supporting unemployed people plan their career path and access relevant employment is a strong asset;	(No - 0 pts., Yes - up to max 35 pts.)	35
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 30 pts.)	30

Knowledge of the national labor market policies and programs, local job-search resources and platforms, as well as trends on the national and regional labor market;	(No - 0 pts., Yes - up to max 35 pts.)	35
Knowledge of the behavioral science and its applicability on the individual job counselling is a strong asset;	(No - 0 pts., Yes - up to max 25 pts.)	25
Strong communication and teamwork skills;	(No - 0 pts., Yes - up to max 10 pts.)	10
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	(No - 0 pts., Yes - up to max 10 pts.)	10
Proficient user of computers and office software packages (MS Word, Excel, PPP, Prezi, etc).	(Up to max 10 pts.)	10
Fluency in both oral and written Russian and Romanian. Knowledge of English is a strong advantage.	(Romanian - up to 5 pts; Russian - up to 5 pts; English - 5 pts.)	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