



INDIVIDUAL CONSULTANT PROCUREMENT NOTICE

Date: **14 January 2013**

Country: Republic of Moldova

Description of the assignment: Logistics Administrator to support the Civil Society initiative on Confidence Building Working Groups

Project name: "Support to Confidence Building Measures" Programme

Period of assignment/services: Up to 84 working days during February 2013 to February 2014

Proposals should be submitted online by pressing the "Apply Now" button no later than 4 February 2013.

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

"Support to Confidence Building Measures" Programme (SCBM Programme) is funded by the European Union and co-funded and implemented by the UNDP Moldova. The overall objective of the Programme is to build confidence between Chisinau and Tiraspol by involving local authorities, civil society organizations, business community and other stakeholders in joint work and spur economic and social development on both sides.

The SCBM Programme seeks, inter alia, to enhance the economic development and contribute to economic rapprochement between the two banks by promoting cross-river exchanges and expanding the range of business support services; empowering local communities and actors from both sides to participate in collaborative projects addressing pressing development needs and ensuring the delivery of essential public services; addressing common environmental development concerns; fostering civil society development by enhancing the capacity of NGOs to generate activities which promote cross-river collaboration and address key development needs.

The current phase of the SCBM Programme (April 2012 – March 2015) focuses on 5 key areas, which include a range of sub-projects with a strong focus on partnerships from both banks: business development, civil society, social infrastructure, environment and health.

The current initiative falls under the Civil Society component (No 3.1) of the SCBM Programme, which reads:

Dialogues programme between experts, opinion leaders

This flagship initiative will be a key mechanism to convene actors from both banks of the Nistru River, promote cooperation and encourage the development of joint solutions. It will succeed the pioneering Transnistrian Dialogues project (2006-11) which established informal platforms (workshops, seminars,

study visits, etc.) for linking top-level decision makers, members of the technical working groups and professionals and experts from the economic and social sectors on both sides of the Nistru River. The project will continue working with groups who have participated in Transnistrian Dialogues and will also expand to capture other segments of society who may be interested in joint collaboration in a range of different sectors. The project will draw lessons from other projects, such as IMPACT implemented in 2007-2009.

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

The aim of the current initiative is to create an **informal platform** for **civil society leaders** and **experts** to support CBM Working groups. The informal setting and environment under this project will enable the groups to identify and focus on non-political, developmental areas and concerns that are of strong interest to both sides, and work out, with the help of civil society, experts and UNDP project team, the modalities of turning them into workable projects that could be realistically implemented on the ground.

The ideas generated through these dialogues will be translated into specific confidence-building projects and blueprints for further development interventions, which will fill in the next phase of the CBM program. Following consultations with relevant stakeholders from both sides on the WGs that they would like to focus on, at the first stage this initiative will provide an informal platform for **Economy/Trade** and **Social Protection/ Humanitarian Aid groups**. At a later stage, other groups will be added to this informal civil society platform.

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

3. REQUIREMENTS FOR EXPERIENCE AND QUALIFICATIONS

I. Academic Qualifications:

- Degree in Business Management, Economics, Management, international relations, journalism or a related field, or training in administration, logistics, procurement, project management or a related discipline;

II. Years of experience:

- 3 years of experience in administrative work and logistics;
- Working experience in providing administrative assistance in organizing and coordinating project events, reservations, national and international travels arrangements, hotel booking etc.;
- Experience in projects financed by European Commission, or other international organizations, including UN Agencies will be considered an advantage;

III. Competencies:

- Computer literacy and knowledge of office software packages (MS Word, Excel, Outlook etc.);
- Strong communication and inter-personal skills, including the ability to effectively communicate with persons from diverse backgrounds;
- Fluency in oral and written English, Romanian and Russian;
- Ability to meet deadlines, prioritize multiple tasks and work under pressure, responsibility, initiative, flexibility.

4. DOCUMENTS TO BE INCLUDED WHEN SUBMITTING THE PROPOSALS

Interested individual consultants must submit the following documents/information either in English, Russian, or Romanian to demonstrate their qualifications:

1. Cover letter, explaining why they are the most suitable for this position;
2. Financial proposal;
3. Personal CV including past experience in similar projects and the contact details of at least 3 reference persons.

5. FINANCIAL PROPOSAL

The financial proposal will be established in USD and will specify the daily fee for the consulting services and communication costs. . The payment for services provided by the Logistics administrator under the SCBM Programme will be made post factum on a lump-sum basis (once in 2-3 months according to deliverables completed), as per contract, and after the work will be accepted by the SCBM Programme Manager in accordance with the deliverables schedule agreed prior to the signature to the contract. The payments shall be processed based on the daily fee rate according to the total number of worked days during that particular period, which is expected to be on average of 7 working days per month, but shall not exceed 84 days during the entire assignment.

Travel

The Logistics Administrator accommodation and transportation costs to and from the events locations to take place out of his/her residence within this assignment will be covered by UNDP, if need be
In the case of unforeseeable travel, payment of travel costs including tickets, lodging and terminal expenses should be agreed upon, between the SCBM Programme Manager 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:

- Degree in Business Management, Economics, Management, international relations, journalism or a related field, or training in administration, logistics, procurement, project management or a related discipline;
- 3 years of experience in administrative work and logistics;
- Working experience in providing administrative assistance in organizing and coordinating project events, reservations, national and international travels arrangements, hotel booking etc.

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</u>		
• Degree in Business Management, Economics, Management, international relations, journalism or a related field, or training in administration, logistics, procurement, project management or a related discipline;	(Degree, or diploma – 30, degree, or diploma, plus training – 40 pts.)	40
• 3 years of experience in administrative work and logistics;	(3 years – 20 pts., more than 3 years– 30 pts.)	30

Working experience in providing administrative assistance in organizing and coordinating project events, reservations, national and international travels arrangements, hotel booking etc.;	(Every year of such experience-10 pts., up to 40 pts.)	40
Experience in projects financed by European Commission, or other international organizations, including UN Agencies will be considered an advantage;	(Every year of such experience-10 pts., up to 40 pts.)	40
<u>Interview</u>		
Demonstrated technical knowledge and experience;	(Up to 50 pts.)	50
Computer literacy and knowledge of office software packages (MS Word, Excel, Outlook, etc.;	(Up to 20 pts.)	20
Strong communication and interpersonal skills; including the ability to effectively communicate with persons from diverse backgrounds;	(Up to 20 pts.)	20
Fluency in oral and written English, Romanian and Russian;	(Romanian and Russian – 20 pts.; English – 10 pts.)	30
Initiative;	(Up to 10 pts.)	10
Creativity/resourcefulness;	(Up to 10 pts.)	10
Ability to meet deadlines, prioritize multiple tasks and work under pressure, responsibility, initiative, flexibility.	(Up to 10 pts.)	10
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