



INDIVIDUAL CONSULTANT PROCUREMENT NOTICE

Date: **14 January 2013**

Country: Republic of Moldova

Description of the assignment: A pool of four Civil Society Consultants to support the Civil Society initiative on Confidence Building Working Groups; two from the right bank and two from the left bank of the Nistru River

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:

- A degree in economics, social protection, international relations, or a related discipline;

II. Years of experience:

- Practical experience in confidence building projects, conflict resolution or conflict analysis;
- At least 3 years of experience in being part of a complex, composite teams in similar settings;

III. Competencies:

- In-depth understanding of the issues that the WGs on Economy/Trade and/or Social issues/ Humanitarian Aid deal with and that both sides face and that could constitute solid ground for joint work between the two sides;
- At least 3 years of demonstrated expertise in negotiation processes, peace building etc.;
- Ability to conceptualize and put together an informal program for civil society, experts, Confidence Building working groups, professionals and researchers;
- Demonstrated experience in the current negotiations setting;
- Knowledge and in-depth understanding of the working environment, its sensitivities and the issues faced by both sides;
- Understanding of the economic/political and/or social/humanitarian challenges on both sides;
- Ability to propose ideas, conceptualize and design joint projects in their areas of expertise where non-political, development-focused work is possible within the settings of the Working Groups;
- Experience of prior work with Working Groups would constitute an advantage;
- Excellent public speaking and presentation skills;
- Proven analytical, reporting and communication skill;
- Flexibility, ability to work under tight deadlines;
- Ability to focus on goals and adapt processes to achieving goals.

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. Proposal:

- (i) Explaining why they are the most suitable for the work;
- (ii) Provide a brief methodology on how they will approach and conduct the work;

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 Individual Consultant 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 7 working days per month, but shall not exceed 84 days during the entire assignment.

Travel

The Individual Consultant 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

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:

- A degree in economics, social protection, international relations, or a related discipline Practical experience in confidence building projects, conflict resolution or conflict analysis;
- At least 3 years of experience in being part of a complex, composite team in similar settings.

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
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		Obtainable
Technical		
<ul style="list-style-type: none"> A degree in economics, social protection, international relations, or other area directly related to the areas of specialization; 	(Under-Master's – 20 pts., Master's – 30 pts.)	30
<ul style="list-style-type: none"> Practical experience in confidence building projects, conflict resolution or conflict analysis; 	(Each year of such work – 10 pts., up to 40 pts.)	40
<ul style="list-style-type: none"> At least 3 years of experience in being part of a complex, composite teams in similar settings; 	(3 years – 20 pts., more than 3 years– 40 pts.)	40
<ul style="list-style-type: none"> At least 3 years of expertise in negotiation processes, peace building etc.; 	(3 years – 20 pts., more than 3 years– 40 pts.)	40
<ul style="list-style-type: none"> Experience of prior work with Working Groups would constitute an advantage; 	(Yes –10 pts., no-0 pts.)	10
Interview		
<ul style="list-style-type: none"> Demonstrated technical knowledge and experience, in-depth understanding of the issues that the WGs on Economy/Trade and/or Social issues/ Humanitarian Aid deal with and that both sides face and that could constitute solid ground for joint work between the two sides; 	(Up to 55 pts.)	55
<ul style="list-style-type: none"> Ability to conceptualize and put together an informal program for civil society, experts, Confidence Building working groups, professionals and researchers; 	(Up to 20 pts.)	20
<ul style="list-style-type: none"> Demonstrated experience in the current negotiations setting; 	(Yes-20 pts., no-0 pts.)	20
<ul style="list-style-type: none"> Communication/ interpersonal skills; 	(Up to 15 pts.)	15
<ul style="list-style-type: none"> Initiative; 	(Up to 15 pts.)	15
<ul style="list-style-type: none"> Creativity/resourcefulness. 	(Up to 15 pts.)	15
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