



INDIVIDUAL CONSULTANT PROCUREMENT NOTICE

Date: **16 April 2019**

Country: Republic of Moldova

Description of the assignment: 7 National Consultants to facilitate local development activities in 25 target communities (Lot 1/ Lot 2/ Lot 3/ Lot 4/ Lot 5/Lot6/Lot7)

Project name: Migration and Local Development Project (MiDL)

Period of assignment/services: May 2019 – March 2021, estimated workload 370 days.

Proposals should be submitted **on-line** by pressing “Apply on-line” link, no later than **30 April 2019**.

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

Migration still remains an overwhelming issue in the Republic of Moldova, with a decisive impact both, at national and local level. According to various sources, overall 1/4 of the country's population is still residing abroad. The rural area of the country is particularly affected, as it loses its economically active population in favor of international labor migration and with it, its long-term development perspective. On the other side, remittances continue to make a difference and create significant dependence.

The Moldovan Government (GoM) acknowledges that, if addressed and managed properly, human mobility can also bring many opportunities, changes and improvements in the country. Due to the Swiss development support, the GoM migration policy focus shifted from a management and control perspective to capitalizing on the opportunities provided by migration.

Building on the positive experience from 2016-2019, a new 4-year (2019-2022) phase of 'Migration and Local Development Project' has been decided to be implemented, with the financial support being provided by the Swiss Agency for Cooperation and Development.

The Overall Goal of this continuation is maximizing the impact of migration on the socio-economic development through an improved institutional framework and engaged Diaspora.

A special focus of the project will consist in devising and piloting of tailor-made and innovative solutions to

boost local economic development in the Republic of Moldova, through promoting of an active engagement of private sector and building effective partnerships between local public authorities and local businesses. In this context, MiDL will pursue the economic empowerment of 35 pilot municipalities from all regions of Moldova, which will be selected through a nationwide transparent process.

Within the context of MiDL new phase implementation, there will be selected 35 target-municipalities (from all regions of Moldova) to be supported to actively engage with local public sector, aiming to promote innovative and efficient local economic development initiatives, which will result in increased local opportunities related to new jobs and income generation.

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

MiDL/UNDP is seeking 7 qualified and experienced national consultants to facilitate the process of capacity building of targeted LPAs to actively engage private sector and migrants into local development process:

- Setting up local participatory project implementation mechanism in each target locality
- Perform preparatory activities to enhance the engagement of local actors in each target locality
- Conduct a Rapid Participatory Appraisal of local economic opportunities in each target locality
- Support local actors to harness the existing economic opportunities within a systemic implementation framework
- Complex support for establishing and building capacities of HTAs in 35 target communities to be able to engage with various stakeholders, to support LPAs in implementing local development initiatives aiming to contribute to their native locality.
- Support to partner LPAs and other local actors to effectively communicate with migrants and engage them in local development decision making process in a meaningful way.
- On-going support and coaching to local public and private actors, in each target locality

The present Assignment consists of **7 (seven) LOTs**. One consultant may apply for more LOTs and selected consultants will be contracted to work in maximum one LOT.

Lots	Geographical coverage	Number of target-localities	Average distance from Chisinau to target localities
Lot 1	Central part of Moldova	5	50
Lot 2	Centre-western part of Moldova	5	80
Lot 3	Centre-eastern part of Moldova	5	80
Lot 4	North-Eastern part of Moldova	5	150
Lot 5	North-Western part of Moldova	5	150
Lot 6	South-Eastern part of Moldova	5	150
Lot 7	South-Western part of Moldova	5	150

Important: In the case the application for more than 1 (one) LOT, it should be submitted separate proposal (including financial proposal) for each LOT

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

3. REQUIREMENTS FOR EXPERIENCE AND QUALIFICATIONS

Education:

- University degree in the relevant field (*economics, development studies, sociology, public administration, etc.*).

Experience:

- At least 5 years of practical experience in the field of local development (working with public and/or private actors).
- Proven experience related to promoting of local economic development initiatives.
- Proven experience in assisting the implementation of investment projects to support local public and/or private actors (inclusively grants).
- Proven experience in facilitation, coaching, mentoring and/or delivering trainings to local actors.
- Knowledge of migration situation in the country and experience in diaspora and migration programing will be considered an asset.

Competences:

- Good knowledge of Moldovan rural area context;
- Knowledge and skills of MS Office, including Word, Excel, PowerPoint;
- Excellent command of Romanian and Russian, and basic knowledge of English language;

Abilities:

- Demonstrated capacity of team-orientation work, excellent planning and organizational skills;
- Good communication and writing skills
- Sensitivity and respect for human rights and gender equality
- Ability to achieve results and deadlines in a timely manner, maintaining a high standard throughout;

4. DOCUMENTS TO BE INCLUDED WHEN SUBMITTING THE PROPOSALS

Interested individual consultants must submit the following documents/information to demonstrate their qualifications:

1. CV with at least 3 references persons;
2. Cover letter, stating their interest in and qualifications for the consultancy (mentioning the lot)
3. Financial offer (1) fee per consultancy day in community, including transport costs; 2) fee per consultancy day in the office).

The United Nations Development Programme 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.

5. FINANCIAL PROPOSAL

The financial proposal shall specify a total lump sum amount, and payment terms around specific and measurable (qualitative and quantitative) deliverables (in installments). Payments are based 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 (fee per day * days) of this lump sum amount (including fee, taxes, per diems, and number of anticipated working days). The overall assignment will involve working: in the field (65%) and in the office (35%), with payments made, as per submitted reports.

#	Inputs	Number of days	Cost (including fee, taxes, travel to localities, per diem, communication, etc)	Total
1	Working days in the office			
2	Working days in the field			
Total				

Travel

All envisaged travel costs must be included in the financial proposal. 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 the case of unforeseeable travel, 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.

6. EVALUATION

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

- University degree in the relevant field (economics, development studies, sociology, public administration, etc.).
- At least 5 years of practical experience in the field of local development (working with public and/or private actors).
- Fluency in Romanian and Russian;

Experience:

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>		
University degree in the relevant field (economics, development studies, sociology, public administration, etc.).	(university degree – 15 pts, master degree – 25 pts)	25
At least 5 years of practical experience in the field of local development (working with public and/or private actors).	(5 years -up to 40 pts; each additional year – 2 pts, up to maximum of 50 pts.)	50
Proven experience related to promoting of local economic development initiatives.	(up to 5 related projects - 30 pts., each additional related project – 5 pts, up to maximum 60 points).	60
Proven experience in assisting the implementation of investment projects to support local public and/or private actors (inclusively grants).	(up to 5 related projects - 30 pts., each additional related project – 5 pts, up to maximum 60 points).	60
Proven experience in facilitation, coaching, mentoring and/or delivering trainings to local actors.	(at least 5 years - 30 pts., each additional year - 5 pts., up to – 60 pts.)	60
Knowledge of migration situation in the country and experience in diaspora and migration programing will be considered an asset.	(at least 3 years - 15 pts., each additional year - 5 pts., up to – 30 pts.)	30
Fluency in Romanian and Russian. Basic knowledge of English.	(Romanian – 5 pts., Russian- 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