



INDIVIDUAL CONSULTANT PROCUREMENT NOTICE

Date: **06 June 2019**

Country: Republic of Moldova

Description of the assignment: **Team of three National Experts:** one National Team Leader, one Data Analysis Expert and one Technical Expert to support promotion of sustainable procurement in the health sector of Moldova

Project name: Sustainable Health in Procurement Project – SHiPP

Period of assignment/services: July –September 2019

Proposals should be submitted **online by pressing the "Apply Online" button**, no later than **14 June 2019**.

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

To promote compliance with environmental and social standards, the Sustainable Procurement in the Health sector initiative (SPHS) was officially established in May 2012 in Copenhagen, Denmark. The aim of the initiative is to promote sustainable procurement of health commodities and to contribute to greener health systems and inclusive green economies.

UNDP and Health Care without Harm (HCWH) have identified public procurement in the health sector as a key entry point for promoting more sustainable production and consumption patterns in line with SDG12 principles. The role of sustainable procurement in preventing and minimizing the environmental impact of health sector operations is well acknowledged and at the same time the sustainable procurement practices have the capacity to reduce a significant proportion of the health sector's greenhouse gas emissions (GHG).

Against this background, UNDP is seeking to recruit a team of three experts to assess the current procurement practices in the health sector and the level of readiness to advance with the sustainable procurement initiatives in compliance with the provisions of the chemicals and waste related Multilateral Agreements to which the Republic of Moldova is Party. The assessment will entail review of the national data/national data set analysis with reference to sustainable products/public procurement within the health sector, interviewing of the relevant stakeholders and provision of recommendations on sustainable procurement actions in the health sector related to chemicals of concern. The recruited team will be

composed of one Team Leader, one Technical Expert and one Data Analysis Expert.

For details please see the ToRs.

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

The overall objective of the assignment is to analyze the existing procurement practices within the health sector of Moldova with reference to the HCWH provisional list of chemicals of concern (to be confirmed and agreed at initial stage with the national counterpart/UNDP. Such data can include procurement records, import and usage data of medical devices and consumables used in the healthcare sector, the existing alternatives and their replacement options based on international practice, to check if the pharmaceutical production market in Moldova includes chemicals regulated by Rotterdam Convention (analysis of biocide registry of the Republic of Moldova), including data on relevant to the project waste streams management within the health sector.

Upon carrying out the existing assessment, the team of experts will deliver an updated national baseline report on use of potentially harmful substances in the health procurement sector in the Republic of Moldova and relevant recommendations for product replacement.

3. REQUIREMENTS FOR EXPERIENCE AND QUALIFICATIONS

Team Leader:

Academic Qualifications:

- University degree in field of environment, biochemical or chemical engineering, or another related field;

Competencies, skills and work experience:

- Minimum 10 years of national and/or international consulting experience and/or policy drafting and analysis in the field of environment, chemicals and waste management or another related fields;
- Minimum 3 years of experience in environment policy drafting and analysis, strategic planning and monitoring;
- Engaged in at least 2 chemicals and waste management related projects in a management position;
- Engaged in at least 2 ratification of and/or reporting exercises on international/multilateral environment agreements on behalf of the Republic of Moldova;
- Proven research and analytical skills (provide links to or copies of at least two papers/reports/analysis in chemicals and waste management fields);
- Fluency in Romanian and Russian is required. Good command of written and spoken English would be an advantage;

Data Analysis expert:

Academic qualifications:

- University degree in the field of management, public policy, international relations or another related field;

Competencies, skills and work experience:

- Minimum 7 years of national and/or international consulting experience and/or policy drafting and analysis in the field of environmental protection;
- Minimum 1-year experience in elaboration of the data analysis reporting;
- Demonstrated track record in research and data analysis (provide links to or copies of at least two papers/reports/analysis in environment field);
- Engaged in at least 1 environment protection project in a data analyzing capacity;
- Fluency in Romanian and Russian is required. Good command of written and spoken English would be an advantage.

Technical Expert:

Technical Expert:

Academic qualifications:

- University degree in the field of environment protection, economy, management or another related field;

Competencies, skills and work experience:

- Minimum 2 years of experience in engaging with central and local public authorities in preparation of studies, reviews, sectoral recommendations in the environmental protection field;
- Engaged in at least 1 environment protection project in a technical expert capacity;
- Proven analytical and reporting skills (provide links to or copies of at least two papers/reports/analysis in environment protection field);
- Fluency in Romanian and Russian is required. Good command of written and spoken English would be 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.

UNDP 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. 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 (if applicable);

2. Financial proposal;

3. Personal CV including past experience in similar projects and at least 3 references.

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 will include a breakdown of this lump sum amount (including fees, taxes, travel costs, accommodation costs, communication, and number of anticipated working days).

Each applicant must submit an individual financial proposal for the position applied.

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.

No travel is envisaged under this assignment.

6. EVALUATION

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

Team Leader:

- University degree in field of environment, biochemical or chemical engineering, and other related field;
- Minimum 10 years of national and/or international consulting experience and/or policy drafting and analysis in the field of environment, chemicals and waste management or another related fields;

Data Analysis expert:

- University degree in the relevant field of management, public policy, international relations or other related field;
- Minimum 7 years of national and/or international consulting experience and/or policy drafting and analysis in the field of environmental protection;

Technical Expert:

- University degree in the field of environment protection, economy, management or other related field;
- Minimum 2 years of experience in engaging with central and local public authorities in preparation of studies, reviews, sectoral recommendations in the environmental protection field;

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 evaluation:</u>		
Team Leader:		
<ul style="list-style-type: none"> University degree in field of environment, biochemical or chemical engineering, or another related field; 	University degree - 10 pts Masters degree – 20 pts	20 pts
<ul style="list-style-type: none"> Minimum 10 years of national and/or international consulting experience and/or policy drafting and analysis in the field of environment, chemicals and waste management or another related fields; 	10 years – 80 pts Each additional year – 10 pts	120 pts
<ul style="list-style-type: none"> Minimum 3 years of experience in environment policy drafting and analysis, strategic planning and monitoring; 	No experience – 0 pts Limited – 20 pts Extensive – 40 pts	40 pts
<ul style="list-style-type: none"> Engaged in at least 2 chemicals and waste management related projects in a management position; 	No experience – 0 pts Limited – 20 pts Extensive – 40 pts	40 pts
<ul style="list-style-type: none"> Engaged in at least 2 ratification of and/or reporting exercises on international/multilateral environment agreements on behalf of the Republic of Moldova 	No experience – 0 pts Limited – 20 pts Extensive – 40 pts	40 pts
<ul style="list-style-type: none"> Proven research and analytical skills (provide links to or copies of at least two papers/reports/analysis in chemicals and waste management fields); 	No experience – 0 pts Limited – 10 pts Extensive – 25 pts	25 pts
<ul style="list-style-type: none"> Fluency in Romanian and Russian is required. Good command of written and spoken English would be an advantage; 	Each language – 5 pts	15 pts
Maximum Total Technical Scoring		300 pts
<u>Financial evaluation:</u>		
Evaluation of submitted financial offers will be done based on the following formula: <u>$S = F_{min} / F * 200$</u> 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 pts

Criteria	Scoring	Maximum Points Obtainable
Technical evaluation:		
Data Analysis expert		
<ul style="list-style-type: none"> University degree in the field of management, public policy, international relations or another related field; 	University degree - 10 pts Masters degree – 20 pts	20 pts
<ul style="list-style-type: none"> Minimum 7 years of national and/or international consulting experience and/or policy drafting and analysis in the field of environmental protection; 	7 years – 50 pts Each additional year – 10 pts	120 pts
<ul style="list-style-type: none"> Minimum 1-year experience in elaboration of the data analysis reporting; 	No experience – 0 pts 1 year – 10 pts Each additional year – 10 pts	70 pts
<ul style="list-style-type: none"> Demonstrated track record in research and data analysis (provide links to or copies of at least two papers/reports/analysis in environment field); 	No experience – 0 pts Limited – 20 pts Extensive – 40 pts	40 pts
<ul style="list-style-type: none"> Engaged in at least 1 environment protection project in a data analyzing capacity; 	No experience – 0 pts Limited – 15 pts Extensive – 35 pts	35 pts
<ul style="list-style-type: none"> Fluency in Romanian and Russian is required. Good command of written and spoken English would be an advantage. 	Each language – 5 pts	15 pts
Maximum Total Technical Scoring		300 pts
Financial evaluation:		
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 pts

Criteria	Scoring	Maximum Points Obtainable
Technical evaluation:		
Technical Expert:		
<ul style="list-style-type: none"> University degree in the field of environment protection, economy, management or another related field; 	University degree - 15 pts Masters degree – 30 pts	30 pts
<ul style="list-style-type: none"> Minimum 2 years of experience in engaging with central and local public authorities in preparation of studies, reviews, sectoral recommendations in the environmental protection field; 	2 year – 40 pts Each additional year – 20 pts	160 pts
<ul style="list-style-type: none"> Engaged in at least 1 environment protection project in a technical expert capacity; 	No experience – 0 pts Limited – 25 pts Extensive – 50 pts	50 pts

<ul style="list-style-type: none"> Proven analytical and reporting skills (provide links to or copies of at least two papers/reports/analysis in environment protection field); 	No experience – 0 pts Limited – 15 pts Extensive – 30 pts	30 pts
<ul style="list-style-type: none"> Fluency in Romanian and Russian is required. Good command of written and spoken English would be an advantage. 	Each language – 10 pts	30 pts
Maximum Total Technical Scoring		300 pts
<u>Financial evaluation:</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 pts

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