



INDIVIDUAL CONSULTANT PROCUREMENT NOTICE

Date: 01 July 2019

Country: Republic of Moldova

Description of the assignment: INTERNATIONAL CONSULTANT / Cultural Heritage Expert

Project name: European Union - Confidence Building Measures V Programme

Period of assignment/services: August 2019 – November 2021, estimated workload: up to 70 working days

Proposals should be submitted online by pressing the "Apply Now" button no later than **22 July 2019**.

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

In 2019 the UNDP Moldova launched the fifth phase of the European Union Confidence Building Measures Programme (EU-CBM V), funded by the European Union and implemented by the UNDP Moldova. The overall goal of the Program is to increase confidence between both banks of the Nistru River by ensuring socio-economic development through involvement of local authorities, civil society organizations, private actors, and other community stakeholders.

The EU CBM programme is focused on 4 specific fields: promoting business development; support to community development and cross river platforms of cooperation; preserving cultural and historical heritage and assistance to media development and cooperation.

Culture is essential for the development of any society. Culture may have a strong dynamic and transformative force for social transformation on both banks. The activities under this component will provide support to the cultural sector with a focus on historical heritage with a view to investing in the country's future and facilitating development and conflict settlement.

Cultural and Historical heritage component focuses on conservation-restoration of historical monuments of national importance and on conservation-restoration of smaller scaled historical heritage endangered projects, which are considered to have a national interest for both banks (Confidence building measures dimension).

Two Flagship projects to undergo conservation-restoration under EU-CBM programme are: Bender Fortress located in Transnistrian region and Chisinau Circus located in capital of Moldova.

Since the Programme started in January 2019, synergies were established with EU-funded TWINNING programme whose experts provided series of seminars on conservation-restoration practices as well as conducted preliminary assessments of both Flagship project sites.

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

WORK

The major objective of present assignment is to provide guidance, strategic advice and support to EU CBM V Programme in the conceptualization, initiation and operationalization of Cultural heritage component of the programme.

The scope of work will consist of consulting on relevant International procedures for Cultural Heritage component implementation, both for identified Flagship projects and yet to be selected smaller scale cultural heritage projects, providing a clear guidance for short term and long term interventions, participation in developing of relevant TORs, supervision and monitoring of both design and conservation/restoration works.

The expected outputs of the present assignment are:

- Provision of specific technical expertise for identification, contracting, supervision and monitoring of subcontractors to elaborate masterplans, conduct technical expertise and develop technical design, and perform conservation/rehabilitation works at two Flagship Projects – Bender Fortress and Chisinau Circus;

Assistance in implementation of Cultural Heritage component (conceptualization, identification of focus areas, development of selection criteria for grant support of 10 small scale cultural heritage objects; provide support in the evaluation and implementation process).

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

3. REQUIREMENTS FOR EXPERIENCE AND QUALIFICATIONS

1. Academic Qualifications:

- Master's Degree (or equivalent) in Architectural Conservation/Architecture; Economics applied to Cultural heritage; Land Use Planning/Urban Planning; Archeology or other relevant field;

2. Years of experience:

- At least 10 years of progressive professional international experience (expertise, management position, consultancy, advising, etc.) in the area of Cultural Heritage conservation;
- Possession of relevant professional licenses *[if any, please, submit copies]*;
- At least 5 records of practical experience in developing masterplans/conservation programmes/supervision of conservation works for cultural heritage sites;
- Experience of work in Moldova and/or South East European Countries is an advantage;
- Experience of work with international organizations/projects, including UN and/or European ones;
- Proven experience in strategic programming and project proposal drafting.

3. Competencies:

- Experience of work in multifaceted environment, that requires to combine and formulate common goals and crystalize win-win ideas and approaches;
- Ability to meet deadlines and prioritize multiple tasks;
- Excellent writing, editing, and oral communication skills in English, knowledge of Romanian and/or Russian is an asset.

4. Personal Qualities and other requirements:

- Good interpersonal skills, solid judgment/decision making, initiative and creativity;
- Ability to analyse, plan, communicate effectively orally and in writing, draft reports, organize and meet expected results, adapt to different environments (cultural, economic, political and social);

- 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.

The UN Moldova is committed to workforce diversity. Women and men, persons with different types of disabilities, LGBT, Roma and other ethnic, linguistic 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 how applicant responds to each of the qualification requirements and why he/she is the most suitable for the work;
 - (ii) Provide conceptual approach for assignment implementation;
2. Financial proposal - in USD, specifying a total lump sum amount and the number of anticipated working days;
3. Personal information (as a detailed CV or as a Personal History Form /P11) including records on past experience in similar projects/assignments and concrete outputs obtained, and at least 3 references.
4. Copies of relevant professional licenses (if any).

5. FINANCIAL PROPOSAL

The financial proposal shall specify a total lump sum amount. The payment for services will be made post factum on a lump-sum deliverables basis, as per contract, after the work has been accepted by the EU-CBM Programme Manager. In order to assist the requesting unit in the comparison of offers, the financial proposal will include a breakdown of this lump sum amount (including fee per day, total and all-inclusive travel costs per each mission to Moldova [include a breakdown of airfare/economy class only, per diem, accommodation, airport transfer], mobile phone costs, number of anticipated working days, etc.).

Travel

The consultant is expected to undertake up to **5 missions** (5 days each) to Moldova (by airplane).

All envisaged travel costs must be included in the financial proposal. This includes all travel to join duty station. In-house transportation to/from flagship sites will be provided by UNDP. 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.

Individual contractor who is over 65 years of age will be required, prior to contract signature, to undergo full medical examination and obtain medical clearance from an UN-approved doctor or his/her own preferred physician. The medical examination shall be issued and submitted to UNDP Moldova upon request.

6. EVALUATION

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

- Master's Degree (or equivalent) in Architectural Conservation/Architecture; Economics applied to Cultural heritage; Land Use Planning/Urban Planning; Archeology or other relevant field;
- At least 10 years of progressive professional international experience in the area of Cultural Heritage conservation;

The long-listed individual consultants will be further short-listed based on the criteria outlined below.

Criteria	Scoring	Maximum Points Obtainable
Short-listing		
<ul style="list-style-type: none"> • Master's Degree (or equivalent) in Architectural Conservation/Architecture; Economics applied to Cultural heritage; Land Use Planning/Urban Planning; Archeology or other relevant field 	Master's – 20 pts, PhD – 30 pts	30
<ul style="list-style-type: none"> • Possession of relevant professional licenses (if any) [confirmed by their copies] 	Certifications available– 10 pts	10
<ul style="list-style-type: none"> • At least 10 years of progressive professional international experience in the area of Cultural Heritage conservation 	10 years –10 pts, each additional year – 4 pts, up to max. add. - 20 pts	30
<ul style="list-style-type: none"> • At least 5 records of practical experience in developing (leading role or participating in) masterplans/conservation programmes/supervision of conservation works for cultural heritage sites 	5 records –30 pts, each additional record – 4 pts, up to max add. - 20 pts	50
<ul style="list-style-type: none"> • Former experience in Moldova and/or South East European Countries is an advantage 	no evidence – 0 pts; 1 record of experience in Moldova – 10 pts, 1 record of experience in South East European Countries (other than Moldova) – 10 pts; each additional record 2.5 pts up to max. add. - 10 pts	30
<ul style="list-style-type: none"> • Experience of work with international organizations/projects, including UN and/or European ones 	no evidence – 0 pts; 1 record – 5 pts, each additional record 1 pt up to max. add. 5 pts	10
<ul style="list-style-type: none"> • Proven experience in strategic programming and project proposal drafting in the area of Cultural Heritage 	no evidence – 0 pts; 1 record – 10 pts, each additional record 2 pts up to max. 10 pts	20
Short-listing scoring		180

Following the short-listing, **five candidates** which obtained the highest scoring will be invited for interview, which will be evaluated as follows:

Criteria	Scoring	Maximum Points Obtainable
Interview (via Skype)		
<ul style="list-style-type: none"> • Conceptual approach for assignment implementation is well detailed and meets the ToR requirements and expected results (oral presentation) 	None – 0 pts, limited – 20 pts, good – 40 pts, strong – 80 pts	80

<ul style="list-style-type: none"> • Demonstrated experience in in the area of Cultural Heritage conservation and development developing masterplans/conservation programmes/supervision of conservation works for cultural heritage sites (oral presentation) 	Limited – 20 pts, good – 40 pts, strong – 80 pts	80
<ul style="list-style-type: none"> • Good interpersonal skills, solid judgment/decision making, initiative and creativity 	None – 0 pts, limited – 10 pts, good – 15 pts, strong – 20 pts	20
<ul style="list-style-type: none"> • Ability to analyse, plan, communicate effectively organize and meet expected results, adapt to different environments (cultural, economic, political and social) 	None – 0 pts, limited – 10 pts, good – 20 pts, strong – 30 pts	30
<ul style="list-style-type: none"> • 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 	Up to a maximum 10 pts.	10
<ul style="list-style-type: none"> • Fluency in English. Knowledge of Romanian and/or Russian will be an asset 	each language 10 pts	30
Interview Scoring		250

The total maximum obtainable **technical score** would be 250 points for interview.

Cumulative analysis:

The award of the contract shall be made to the individual consultant whose offer has been evaluated and determined as:

- responsive/compliant/acceptable, and
- 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% (250 points);

* Financial Criteria weight – 40% (167 points).

Only candidates obtaining a minimum of 175 points after conducting interviews would be considered for the Financial Evaluation.

Financial Evaluation Scoring	
<p>Evaluation of submitted financial offers will be done based on the following formula: $S = F_{min} / F * 200$ S – score received on financial evaluation; F_{min} – the lowest financial offer out of all the submitted offers qualified over the technical evaluation round; F – financial offer under consideration.</p>	167

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