



## INDIVIDUAL CONSULTANT PROCUREMENT NOTICE

Date: 23 January 2013

**Country:** Republic of Moldova

**Description of the assignment:** National Consultant on Community Infrastructure (part time)

**Project name:** "Support to Confidence Building Measures" Programme

**Period of assignment/services:** Up to 204 working days during February 2013 to February 2014 (with possibility of extension)

Proposals should be submitted by pressing the "Apply Now" button no later than [February 06, 2013](#).

Requests for **clarification only** must be sent by standard electronic communication to the following e-mail: [viorel.albu@undp.org](mailto:viorel.albu@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

The "Support to Confidence Building Measures" Project is a three-year initiative funded by the European Union, co-funded and implemented by the UNDP. The main objective of the project is to increase confidence between Chisinau and Tiraspol by involving municipalities and civil society organizations in confidence building projects.

The project includes activities in the fields of business development, civil society development, rehabilitation of infrastructure on both banks of Nistru River, environment, healthcare etc.

Among other thematic components, the SCBM Programme provides of support for a total of 40 community development projects in the right-bank Security Zone and Transnistrian region of Moldova, to improve access to and deliver essential public services, as well as promote confidence building and cooperation across the Nistru River.

Projects are focused on the rehabilitation of key social institutions, such as education, health facilities, and improvements to critical physical infrastructure, such as water supply, sewage networks and waste management. Each project aims at promoting **people-to-people contacts** and **cross-river** exchanges.

In order to ensure a tangible impact, the programme provides support to medium-sized infrastructural projects which will require a minimum budget of 50,000 USD, but not exceed 150,000 USD. Until the present 28 out of 40 infrastructural projects were selected and currently are implemented by the SCBM Programme team in partnership with LPA. The task of technical evaluation, local coordination, monitoring and commissioning of the reconstruction works for each specific project is delegated to a team of local engineers previously hired by the SCBM Programme. The role of the Consultant is to ensure the efficient coordination of reconstruction works for a number of fifteen infrastructural projects from

security zone through a team of local engineers and in close collaboration with LPA.

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

Under the Community Development and Social Infrastructure Project, the Consultant will assist the Project team in overall coordination of assigned infrastructural projects through a team of local technical engineers.

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

## **3. REQUIREMENTS FOR EXPERIENCE AND QUALIFICATIONS**

### I. Education:

- Higher education in Civil Engineering/ Construction and / or Architecture;
- Specialized technical certification in the related field

### II. Years of experience:

- At least three years of progressively coordination experience is required at the national or international level in the areas of community development/infrastructure rehabilitation work. (Experience of work in Security Zone or in the Transnistrian region and/or in programmes financed by European Commission is an advantage);
- Experience in community-oriented programmes, project design, implementation, and monitoring and evaluation;
- Work experience with UN Agencies and/or international organizations is an advantage;

### III. Competencies:

- Good computer skills. User knowledge of specialised software: Microsoft Office, MS Word, Excel spreadsheets, WinSmeta 2000 etc.
- Fluency in oral and written Romanian, Russian. Good knowledge of English.
- Personal qualities: responsibility, ability to meet deadlines and prioritize multiple tasks, good interpersonal and communication abilities, organizational skills, creative approach in solving problems, punctuality and flexibility.

## **4. DOCUMENTS TO BE INCLUDED WHEN SUBMITTING THE PROPOSALS**

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

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

## **5. FINANCIAL PROPOSAL**

The financial proposal will be established in USD and will specify the daily all-inclusive fee. The payment for services provided by the Consultant under the SCBM Programme will be made post factum on a lump-sum basis (once a month), as per contract, and after the work will be accepted by the SCBM Project 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 17 working days per month, but shall not exceed 204 days during the entire assignment.

## **Travel**

The contractor will travel periodically to the assigned infrastructural projects to the program grantees when needed. The SCBM Programme will provide the contractor with the transportation means prior to duly agreed fields trips.

## **6. EVALUATION**

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

- Higher education in Civil Engineering/ Construction and / or Architecture;
- At least three years of progressively coordination experience is required at the national or international level in the areas of community development/infrastructure rehabilitation work.

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.

<b>Criteria</b>	<b>Scoring</b>	<b>Max. Points Obtainable</b>
<b><u>Technical</u></b>		
Higher education in Civil Engineering/ Construction and / or Architecture	(under-Master's – 40 pts, Master's – 60 pts)	60
At least three years of progressively coordination experience is required at the national or international level in the areas of community development/infrastructure rehabilitation work	(3 years – 40 pts, >3 years –60 pts.)	60
Specialized technical certification in related fields	(no – 0, one certificate – 30 pts., > 1 - 40 pts.)	40
Experience in community-oriented programmes, project design, implementation, and monitoring and evaluation	(Up to 40 pts.)	40
Work experience with UN Agencies and/or international organizations is an advantage	(Up to 15 pts.)	15
<b><u>Interview</u></b>		
Good computer skills. User knowledge of specialised software: Microsoft Office, MS Word, Excel spreadsheets, WinSmeta 2000;	Microsoft Office, MS Word, Excel – 10pts., WinCmeta 2000 – 20 pts.	30
Fluency in oral and written Romanian, Russian. Good knowledge of English.	Each language 5 pts.	15
Responsibility, ability to meet deadlines and prioritize multiple tasks	10pts.	10
Communication/ interpersonal skills	10pts.	10

Organizational skills/ punctuality/ flexibility	10pts.	10
Creative approach in solving problems	10pts.	10
<b>Maximum Total Technical Scoring</b>		<b>300</b>
<b><u>Financial</u></b>		
Evaluation of submitted financial offers will be done based on the following formula: <b><math>S = F_{min} / F * 200</math></b> 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.		<b>200</b>

#### 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**