



INDIVIDUAL CONSULTANT PROCUREMENT NOTICE

Date: 27 February 2020

Country: Republic of Moldova

Description of the assignment: Team of National Consultants (3 consultants) for supporting Municipality of Chisinau in assessment the efficiency of the Transport Department activities

Project name: Moldova Sustainable Green Cities Project

Period of assignment/services: 105 working days till July 2020 (Lead Consultant – 47 working days, Financial Consultant – 16 working days, HR Consultant – 42 working days).

Proposals should be submitted online by pressing the "Apply Online" button, indicating which position is applied for (Lead Consultant, or Financial Consultant, or HR Consultant), no later than **March 11, 2020**.

Requests for **clarification only** must be sent by standard electronic communication to the following e-mail: alexandru.rotaru@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 objective of the project is to activate investments in low carbon green urban development based on integrated urban planning approach by encouraging innovation, participatory planning and partnerships between a variety of public and private sector entities.

As a tool for this, the project will support the design, launching, and establishment of the Green City Lab (hereafter GCL) to become the leading knowledge management and networking platform, clearing house, an inter-mediator of finance and a source of innovations and expertise to catalyze sustainable low carbon green city development in Moldova with a mission to transform Chisinau and other urban centers in Moldova into modern green and smart European cities with improved quality of life for their citizens, while also demonstrating opportunities for sustainable economic growth.

The Green City Lab is expected to be a self-sustaining entity, operating on a commercial basis (as part of the UNDP in initial stage and linked to municipality on a later stage), that does not rely on technical assistance funding alone, so that by the end of the project it can continue to operate and grow.

The direct global environment benefits of the project are expected to reach at least 200,000 tons of CO₂, resulting from the concrete pilot/demonstration projects in the building energy efficiency, transport and waste sectors. These are complemented by project's indirect GHG emission reduction impact at the estimated amount of 2.4 million tons of CO₂ by scaling up, replicating and mainstreaming the project results and activities, including those of the Green City Lab.

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

The purpose of the consultancy is to provide technical assistance to Chisinau Municipality to assess the effectiveness and efficiency of the work of the Municipal General Department of Transport and Roads (including subordinated municipal enterprises), and their capacity to provide quality transport and road planning and maintenance related services in line with international standards and national and municipal strategic goals (e.g. Public transport development strategy for 2015-2025 years). The result of the assessment will provide specific recommendations for the further strengthening of the work of the department and will further support the implementation of the recommendations. Specific focus will be placed on developing also robust institutional reforming and human resource strengthening recommendations and roadmaps.

The consultancy is expected to be carried out within the period March – July 2020, comprising of several stages: completion of sector specific assessments by 30th April 2020 and development of follow up sector specific, institutional and human resource recommendations and roadmaps by 15th of July 2020. Specific deliverables for each assignment are outlined below. The final deliverables will be validated and endorsed by Chisinau Municipality and UNDP.

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

3. REQUIREMENTS FOR EXPERIENCE AND QUALIFICATIONS

For Lead Consultant

Technical Annex 1: Assessment of Municipal General Department of Transport and Roads (including subordinated municipal enterprises), development of a Roadmap for restructuring, including the elaboration of internal Regulations

I. Academic Qualifications:

- Advanced university degree in Public Administration, Transport or related fields.

II. Years of experience:

- At least (5) five years of experience as a researcher/ evaluator of projects/ policies/ strategies, formulation of sector plans, planning of programmes and coordination of research work (specific examples should be presented with the application);
- Proven experience in assessment and/or evaluation of sectoral strategies implemented nationwide and/or at local level in one of the following areas: health, education/ early education, child protection, social assistance, youth and adolescents' strategies, preferably within a middle-income country context (specific examples should be presented with the application);
- Proven experience in international and regional policies and best practices in the areas of transport and mobility is a strong asset;
- Experience in working with UNDP and/or other UN Agencies will be an asset;
- Demonstrated work experience in the field of the ECA region including Moldova is a strong asset.

III. Competencies:

- Technical evaluation skills to be applied to the assessments e.g. knowledge on evaluation/assessment designs with focused questions; evaluation approaches and methods; and the analytical skills to interpret findings and to formulate conclusions and recommendations;
- Proven knowledge of Human Rights Based Approach and Result-based Management;
- Excellent command of English, both oral and written; working command of Romanian is a strong asset.

For Financial Consultant

Technical Annex 2 - Financial Analysis of Sector Specific allocations and expenditures

I. Academic Qualifications:

- An advanced University Degree in Economics, Public Policy, Governance, Fiscal Reform, or other relevant areas.

II. Years of experience:

- A minimum of 5 years of professional experience in Public Finance Management, and Budget Analysis;
- Demonstrated experience in collecting public budget data and analyzing budgetary and policies;
- Experience in working with UNDP and/or other UN Agencies will be an asset;
- Demonstrated experience in the field of the ECA region including Moldova is a strong asset;

III. Competencies:

- Excellent command of English, both oral and written; working command of Romanian is a strong asset.

For HR Consultant

Technical Annex 3 – Development of Analytical Report & Roadmap for Strengthening Human Resources (including development of the roadmap, internal Regulations, JDs and HR management tools).

I. Academic Qualifications:

- Master's Degree in Human Resources Management, Labour Law, Business Administration, Psychology or another relevant field. Bachelor and at least 10 years of relevant experience will be also acceptable.
- HRM Certification is an asset.

II. Years of experience:

- Minimum of 10 years of work experience in Human Resources Management and/or Development;
- Experience in strategic planning and organizational development including development of human resources strategies;
- Experience with the implementation of performance appraisal systems;
- Experience in Human Resources Management within a Moldovan public institution will be an asset;
- Proven experience in the recruitment procedures within Moldovan public sector;
- Experience in working with UNDP and/or other UN Agencies will be an asset;
- Demonstrated experience in the field of the ECA region including Moldova is a strong asset.

III. Competencies:

- Strong analytical skills, including legal analysis, organizational and interpersonal skills;
- Excellent report writing skills;
- Proven ability to design and deliver trainings;
- Excellent command of English, both oral and written; working command of Romanian is a strong asset.

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. Offeror's Letter confirming Interest and Availability;
3. Financial proposal;
4. Personal CV including past experience in similar projects and at least 3 references.

5. FINANCIAL PROPOSAL

Lump sum contracts

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).

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:

For the Lead Consultant

Technical Annex 1.1: Assessment of Municipal General Department of Transport and Roads (including subordinated municipal enterprises), development of a Roadmap for restructuring, including the elaboration of internal Regulations

- Advanced university degree in Public Administration, Transport or related fields;
- At least (5) five years of experience as a researcher/ evaluator of projects/ policies/ strategies, formulation of sector plans, planning of programmes and coordination of research work (specific examples should be presented with the application).

For the Financial Consultant

Technical Annex 1.2 - Financial Analysis of Sector Specific allocations and expenditures

- An advanced University Degree in Economics, Public Policy, Governance, Fiscal Reform, or other relevant areas;
- A minimum of 5 years of professional experience in Public Finance Management, and Budget Analysis.

For the HR Consultant

Technical Annex 1.3 – Development of Analytical Report & Roadmap for Strengthening Human Resources (including development of the roadmap, internal Regulations, JDs and HR management tools).

- Bachelor's Degree in human resources management, Labour Law, Business Administration, Psychology or another relevant field;
- Minimum of 10 years of work experience in Human Resources Management and/or Development.

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.

For the Lead Consultant

Technical Annex 1.1: Assessment of Municipal General Department of Transport and Roads (including subordinated municipal enterprises), development of a Roadmap for restructuring, including the elaboration of internal Regulations

Criteria	Scoring	Maximum Points Obtainable
<u>Technical</u>		
Advanced university degree in Public Administration, Transport or related fields	<i>University degree – 40 pts, Master's – 50 pts</i>	50
At least (5) five years of experience as a researcher/ evaluator of projects/ policies/ strategies, formulation of sector plans, planning of programmes and coordination of research work (specific examples should be presented with the application)	<i>5 years -50 pts; more than 5 years – 10 pts for each additional year, up to max 100 pts</i>	100
Proven experience in assessment and/or evaluation of sectoral strategies implemented nationwide and/or at local level in one of the following areas: health, education/ early education, child protection, social assistance, youth and adolescents' strategies, preferably within a middle-income country context (specific examples should be presented with the application)	<i>Up to 2 years – up to 40 pts, 2-4 years – up to 60 pts; more than 4 years – up to 85 pts</i>	85

Proven experience in international and regional policies and best practices in the areas of transport and mobility is a strong asset	<i>Each year of such work – 5 pts</i>	20
Experience in working with UNDP and/or other UN Agencies will be an asset	<i>Yes – 15 pts, No – 0 pts</i>	15
Demonstrated work experience in the field of the ECA region including Moldova is a strong asset	<i>Each year of such work – 5 pts</i>	15
Excellent command of English, both oral and written; working command of Romanian is a strong asset	<i>English language – 10 pts Romanian language – 5 pts</i>	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

For the Financial Consultant

Technical Annex 1.2 - Financial Analysis of Sector Specific allocations and expenditures

Criteria	Scoring	Maximum Points Obtainable
Technical		
An advanced University Degree in Economics, Public Policy, Governance, Fiscal Reform, or other relevant areas	<i>University degree – 50 pts, Master's – 60 pts</i>	60
A minimum of 5 years of professional experience in Public Finance Management, and Budget Analysis	<i>5 years -50 pts; more than 5 years – 10 pts for each additional year, up to max 100 pts</i>	100
Demonstrated experience in collecting public budget data and analyzing budgetary and policies	<i>Up to 2 years – up to 40 pts, 2-4 years – up to 60 pts; more than 4 years – up to 80 pts</i>	80
Experience in working with UNDP and/or other UN Agencies will be an asset	<i>Yes – 15 pts, No – 0 pts</i>	15
Demonstrated experience in the field of the ECA region including Moldova is a strong asset	<i>Each year of such work – 10 pts</i>	30
Excellent command of English, both oral and written; working command of Romanian is a strong asset	<i>English – 10 pts Romanian – 5 pts</i>	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

For the HR Consultant

Technical Annex 1.3 – Development of Analytical Report & Roadmap for Strengthening Human Resources (including development of the roadmap, internal Regulations, JDs and HR management tools).

Criteria	Scoring	Maximum Points Obtainable
Technical		
Master's Degree in Human Resources Management, Labour Law, Business Administration, Psychology or another relevant field. Bachelor and at least 10 years of relevant experience will be also acceptable	<i>Bachelor-Degree – 30 pts, Master's – 40 pts</i>	40
HRM Cetification is an asset	<i>Yes – 10 pts, No – 0 pts</i>	10
Minimum of 10 years of work experience in Human Resources Management and/or Development	<i>10 years – 50 pts more than 10 years – 10 pts for each additional year – up to 80</i>	80
Experience in strategic planning and organizational development including development of human resources strategies	<i>each year of such work – 10 pts</i>	30
Experience with the implementation of performance appraisal systems	<i>each year of such work – 10 pts</i>	30
Experience in Human Resources Management within a Moldovan public institution will be an asset	<i>each year of such work – 10 pts</i>	30
Proven experience in the recruitment procedures within Moldovan public sector	<i>each year of such work – 5 pts</i>	20
Experience in working with UNDP and/or other UN Agencies will be an asset	<i>Yes – 15 pts, No – 0 pts</i>	15
Demonstrated experience in the field of the ECA region including Moldova is a strong asset	<i>Each year of such experience – 10 pts</i>	30
Excellent command of English, both oral and written; working command of Romanian is a strong asset	<i>English – 10 pts Romanian – 5 pts</i>	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

ANNEX 3 – FINANCIAL PROPOSAL TEMPLATE & OFFEROR'S LETTER CONFIRMING INTEREST AND AVAILABILITY