



INDIVIDUAL CONSULTANT PROCUREMENT NOTICE

Date: 03 June 2020

Country: Republic of Moldova

Description of the assignment: National Consultant to provide administrative, finance and logistics support

Project name: The Dniester Hydro Power Complex Social and Environmental Impact Study

Period of assignment/services: June - December 2020 (up to 18 days per month/ up to 126 working days per assignment)

Proposals should be submitted online by pressing the "Apply Online" button, no later than [16 June 2020](#).

Requests for **clarification only** must be sent by standard electronic communication to the following e-mail: ion.efros@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 project aims to support the Moldovan Government's efforts to avoid further environmental degradation and likely negative socio-economic impacts resulting from functioning the Dnestrovsk HPC, through provision of support in the course of the negotiation of inter Government Agreement between Moldova and Ukraine on functioning of Dnestrovsk Hydro Power Complex in Ukraine

The Overall Objective of the project is to protect and effectively manage the water resources of Dniester River in a sustainable and transboundary collaborative manner.

The Specific Objectives are:

- To ensure that Government of the Republic of Moldova is fully prepared for negotiations on the Agreement on functioning of the Dniester HPC.
- To contribute to public awareness raising and involvement in protection of the Dniester River.

Three outputs shall be produced under the Dniester Project. These are:

- Output 1. Detailed Study on current and potential environmental and socio-economic impacts on the territory of Moldova resulting from operation of the hydro power generation facilities on the Dniester River elaborated, and the findings widely distributed
- Output 2. Capacities of the Moldovan negotiation team enhanced
- Output 3. Public awareness raised, and transparency of the transboundary management of the Dniester River increased

Along above-mentioned objectives to be achieved, implementation of the Project shall also contribute to improvement of the Moldo-Ukrainian transboundary cooperation by providing at both parties better understanding of the management objectives for the large scale hydro power infrastructure based on the improved knowledge of long-term negative environmental and socio-economic impacts on the downstream region, water resources management in a transboundary context, and state of the art requirement and proper due diligence.

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

Under the guidance and direct supervision of the Project Manager the incumbent assists in the effective and efficient management of the project through a range of actions contributing to the design, planning, management and monitoring of project activities. The Project Assistant applies and promotes the principles of results-based management (RBM), as well as a client-oriented approach consistent with UNDP rules and regulations.

The Project Assistant works in close collaboration with the Programme, Operations, Communications and other project teams in the Country Office (CO) for effective achievement of results, anticipating and contributing to resolving complex programme/project-related issues and information delivery. The incumbent is expected to exercise full compliance with UNDP programming, financial, procurement and administrative rules, regulations, policies and strategies, as well as implementation of the effective internal control systems.

Administrative management and logistic support:

- Pro-actively contribute to day-to-day project implementation and ensure conformity to expected results and project work-plans;
- Provide support to international consultants in the implementation of their tasks for the achievement of project results (communication, contracts, agenda, visas, hotel reservations, etc);
- Maintain records on all project national consultants and their respective status (contracts, ToRs, time and attendance – if appropriate, etc.) in accordance with accepted policies and procedures;
- Prepare and issue contracts;
- Make pertinent logistical arrangements for the prompt and effective implementation of the programme activities;
- Draft minutes of Project Board, meetings with international and national consultants and other project related meetings;
- Assume overall responsibility for administrative matters of a more general nature, such as registry and maintenance of project files and records;
- Arrange external and internal meetings (including the meetings of the Project Board, Technical level, trainings, study trips as well as other relevant meetings etc.).
- Providing efficient general receptionist and information services;
- Organize missions, including arranging travel and hotel reservations, prepare travel authorizations, process requests for visas, identity cards and other documents.
- Work within the Project team to scan the Procurement and Finance records within the period specified under the project life.
- Package in archive boxes or files and arrange Procurement and Finance records according to the UNDP Moldova archiving guidelines and archiving plan;
- Prepare an inventory/assets list of the Procurement office records; retrieve all files earmarked for archiving storage.

Financial management:

- Prepare requests for advance of funds and/or direct payments;
- Monitor budget expenditures and maintain a proper record of approved project budgets and their revisions;
- Prepare proposals for budget revisions;
- Prepare and submit expenditure and programme budget status reports;

- Respond to queries from the beneficiary, donors and UNDP with respect to financial aspects of the project;
- Prepare recurring reports as scheduled and special reports as required for budget preparations;
- Advise and assist international advisors and national consultants on all aspects of allowances, travel claims and other financial matters and calculate payments due for claims and services;
- Undertake other financial and administrative tasks on an ad hoc basis;
- Ensure the appropriate **archiving of the Financial related documents** and transfer them to the Country Office archive focal point.

Procurement:

- In accordance with the Work Plan arrange for procurement of equipment, supplies and services;
- Ensure that contractual processes follow the stipulated UNDP procedures;
- Physically clear and ensure delivery of equipment and supplies procured for the various project sites;
- Maintain an equipment and spare inventory including verification and transfer when required;
- Ensure the appropriate **archiving of the Procurement related documents** and transfer them to the Country Office archive focal point;
- Other duties as assigned.

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

3. REQUIREMENTS FOR EXPERIENCE AND QUALIFICATIONS

I. Academic Qualifications:

- University Degree in economics, law, public administration or other related field;

II. Years of experience:

- At least two years of experience in administrative work, accounting, economics, or other substantive area is required;

III. Competencies:

- Previous experience in development assistance or related work for a donor organization, consulting company, or NGO is a very strong advantage.
- Previous experience with UN Agencies/UNDP would be an asset;
- Experience in the usage of computers and office software packages (MS Word, Excel, etc) and advanced knowledge of spreadsheet and database packages, experience in handling of web-based management systems;
- Ability to meet deadlines and prioritize multiple tasks;
- Strong communication and inter-personal skills, including the ability to effectively communicate with persons from a variety of backgrounds;
- Ability to enter new environments, adapt quickly and produce immediate results.

Language requirements:

- Fluency in oral and written English, Romanian and Russian are required.

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. CV and at least 3 names for a reference check;
2. Financial proposal (in USD), specifying a fee per day and total requested amount including all related costs, e.g. fees, per diems, travel costs, phone calls etc.;
3. Offeror's Letter confirming Interest and Availability.

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:

- University Degree in economics, law, public administration or other related field;
- At least two years of experience in administrative work, accounting, economics, or other substantive area is required.

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:

- 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% (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 economics, law, public administration or other related field | under-Master's – 60 pts, Master's – 70 pts | 70 |
| • At least two years of experience in administrative work, accounting, economics, or other substantive area is required; | 2 years – 60 pts, >2 years – 70 pts | 70 |
| • Previous experience in development assistance or related work for a donor organization, consulting company, or NGO is a very strong advantage | no – 0, up to 2 years – 40 pts, >2 years – 60 pts | 40 |
| • Previous experience with UN Agencies/UNDP would be an asset | each year of such work – 20 pts | 40 |
| • Experience in the usage of computers and office software packages (MS Word, Excel, etc) and advanced knowledge of spreadsheet and database packages, experience in handling of web-based management systems | No – 0, yes – 30 pts | 30 |
| • Fluency in English, Romanian and Russian orally and in writing | Romanian and Russian – 15 pts each; English – 20 pts | 50 |
| 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