



## INDIVIDUAL CONSULTANT PROCUREMENT NOTICE

Date: **06 February 2013**

**Country:** Republic of Moldova

**Description of the assignment:** National Consultant to provide secretarial and logistic services to the Parity Commission on Decentralization

**Project name:** Joint Integrated Local Development Programme

**Period of assignment/services:** Starting from February 25<sup>th</sup> 2013, estimated workload up to 240 days during 12 months.

Proposals should be submitted **on-line** by pressing “Apply on-line” link, no later than **14 February 2013**.

Requests for **clarification only** must be sent by standard electronic communication to the following e-mail: [constantin.elisei@undp.org](mailto:constantin.elisei@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 Government of Moldova (State Chancellery) in partnership with the UNDP and UN Women are implementing the Joint Integrated Local Development Programme (JILDP) funded by the Government of Sweden. The JILDP was designed to improve the policy framework, as well as to support the administrative systems and procedures focused on efficient transfer of competencies to Local Public Administrations (LPAs), decentralization and promotion of LPAs' role in decision making. It also helps in building the capacity of LPAs to plan, implement and monitor their strategic plans and improve local public service delivery, involving civil society and community efforts and participation. Actions in the project seek to secure positive change in areas of human rights, tackling social exclusion and ensuring gender equality. Since 2010 the programme is implemented with human rights based approach and gender equality as the core elements in each of four key components: (1) Policy Advisory and Advocacy, (2) Local Self-Governance and Participation, (3) Community Empowerment, (4) Transnistria and Security zone.

The main results achieved in the programme activities:

- The Parity Commission on Decentralization (PCD) was established to coordinate the Decentralization reform
- Ten thematic Working Groups of the PCD were created under line ministries, including in the Ministry of Finance, and are comprised of the representatives of Central Government, LPAs and civil society
- The Parliamentary Special Commission on Decentralization was established by the Parliament of Moldova at the meeting from 29 July 2011 in order to amend and supplement the legal framework for decentralization and strengthening local autonomy
- The National Decentralization Strategy was designed through a participatory process and was approved by the Parliament at the meeting from April 5, 2012.

JILDP/UNDP will assist the Parity Commission on Decentralization and State Chancellery in development of the legal and regulatory framework in order to create a favourable environment for the implementation of the decentralization reform.

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

The objective of this assignment is to assist the State Chancellery in ensuring the qualified secretarial support for the smooth and efficient activity of the Parity Commission on Decentralisation and its Working Groups according to **functional** responsibilities and obligations set up within the State Chancellery and regulations approved by the Government.

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

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

### **I. Academic Qualifications:**

- University degree in Public Administration/ International Relations/ Mass Media Communications or related fields;

### **II. Years of experience:**

- At least three years of experience in administrative work, or other substantive area is required;
- At least three years of progressively responsible experience in interpretation/ translation with a national/international organization;
- Previous experience in development assistance or related work for a donor organization, consulting company, or NGO is compulsory. Previous experience with UNDP is a very strong advantage;
- Experience in the usage of computers and office software packages (MS Word, Excel, Outlook etc) and advance knowledge of spreadsheet and database packages

### **III. Competencies:**

- Demonstrated capacity of team-orientation work, excellent planning and organizational skills;
- Strong communication and inter-personal skills; including the ability to effectively communicate with persons from a variety of backgrounds;
- Ability to achieve results and deadlines in a timely manner, maintaining a high standard throughout.
- Fluency in both oral and written English, Romanian and Russian is a must;

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

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

1. Proposal explaining why they are the most suitable for the work;
2. Financial proposal;
3. Personal CV including past experience in similar projects and at least 3 references, or dully filled Personal History Form P11

## 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 fee, taxes, per diems, 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. No travel is envisaged under this assignment.

## 6. EVALUATION

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

- University degree in Public Administration/ International Relations/ Mass Media Communications or related fields.
- At least three years of experience in administrative work, or other substantive area is required;
- At least three years of progressively responsible experience in interpretation/ translation with a national/international organization;

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
<b><u>Technical</u></b>		
University degree in Public Administration/ International Relations/ Mass Media Communications or related fields	<i>(university degree – 20 pts, master degree – 30 pts)</i>	<b>30</b>

Experience in administrative work, or other substantive area	(3-4 years -30 pts, >4 years – 40 pts)	<b>40</b>
Previous experience in development assistance or related work for a donor organization, consulting company, or NGO is compulsory. Previous experience with UNDP is a very strong advantage;	(each year of such experience - 10 pts., up to - 30 pts. )	<b>30</b>
Experience in interpretation/translation with a national/international organization	(3 years -30 pts, >4 years- 40 pts.)	<b>40</b>
Experience in the usage of computers and office software packages (MS Word, Excel, etc) and advance knowledge of spreadsheet and database packages	(basic – 20 pts, advanced – 40 pts)	<b>40</b>
Interview	(40 – demonstrated technical knowledge and experience; 40 – fluency in oral English; 15 – communication/interpersonal skills; 15 – initiative; 10 – creativity/ resourcefulness)	<b>120</b>
<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**