



INDIVIDUAL CONSULTANT PROCUREMENT NOTICE

Date: **07 February 2013**

Country: Republic of Moldova

Description of the assignment: National Consultant in LPA Capacity Building

Project name: Joint Integrated Local Development Programme

Period of assignment/services: Starting from February 25th 2013, estimated workload up to 200 days during 12 months.

Proposals should be submitted **on-line** by pressing "Apply on-line" link, no later than **15 February 2013**.

Requests for **clarification only** must be sent by standard electronic communication to the following e-mail: 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 explicitly acknowledges that decentralization represents an essential item on the reform agenda of the country. The goal is to provide quality services to women and men equitably - including the rights of persons from vulnerable groups - through building autonomous and democratic local governments, able to manage efficiently their responsibilities. Thus, on April 5, 2012 the Parliament of the Republic of Moldova adopted the National Decentralization Strategy that represents the main policy document in the field of local public administration and establishes the national mechanisms to ensure genuine local autonomy.

Prior to Strategy's approval, the Government has benefited from the support provided by the Joint Integrated Local Development Programme/JILDP implemented by UNDP and UN Women and funded by the Government of Sweden and UNDP. Given the stringent need to further advance with the implementation of the Decentralization Strategy, and building on the successful cooperation with the Joint Integrated Local Development Programme, the State Chancellery together with United Nations have designed a new Programme phase to support the implementation of the Decentralization Strategy at policy and local levels.

The Overall Objective of the Programme is to support better and equitable service provision and sustainable local development, facilitated by the improved legal and institutional framework resulting from the implementation of the National Decentralization Strategy. The Immediate Objectives of the Programme are:

- To support the Government in improving the policy and legal framework as mandated by the National Decentralization Strategy to ensure local autonomy, availability of resources, and more effective local

management for better and equitable service provision.

- To improve the capacity of Local Public Authorities/LPAs to deliver efficient, equitable and accessible local public services, to facilitate sustainable development and foster social inclusion.

The interventions at the local level (20 target communities) will aim at developing models of operational local governments - 'champions of change' - by providing support to implement changes in the operation and structure of local governments in line with the changes brought by the Decentralization strategy. JILDLP will assist LPAs in improving their capacity and operations, will support target communities and their local authorities to provide quality public services to achieve sustainable economic and social development, in the main areas affected by the Decentralization strategy.

In order to efficiently implement the designed systems and procedures, the Programme will work to consolidate the LPA's capacities in the above-mentioned areas along three dimensions: i) improvement of individual professional capacities through training of municipal officials and local administration staff in strong cooperation with the Academy of Public Administration and CALM; ii) strengthening of institutional capacity, through the introduction of improved methods and organizational arrangements for delivery of quality services and managing municipal public resources and iii) build-up of systemic capacity for effective and cooperative intergovernmental relations between local authorities and the central level authorities and administration.

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

JILDLP/UNDP seeks National Consultant in LPA Capacity Building (hereinafter Consultant) in order to design and support the implementation of a 'capacity building package' to enhance good governance and local public management in specified areas: planning and financial management including gender responsive budgeting, tax collection, property, procurement, human resource management and others as required. Such tools as training programs, on-going coaching and mentoring; benchmarking and peer review will be used.

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

3. REQUIREMENTS FOR EXPERIENCE AND QUALIFICATIONS

I. Academic Qualifications:

- University Degree in public policy, economics, public administration, management, or other relevant fields

II. Years of experience:

- Professional working experience (at least 3 years) with substantial recent work experience directly related to capacity development.
- Close familiarity with the concepts as well as experience with activities related to institutional strengthening, results based management, and related tool development and application
- Experience in training design and delivery and development of indicators for learning results is an added advantage
- Proven experience in working with the international organizations (successful experience in working with UN agencies is an asset);
- Knowledge of Public Administration System of Moldova, Decentralization Reform. Experience of other countries in this area is an advantage.
- Previous experience in development assistance or related work for a donor organization, consulting company, or NGO. Previous experience with UNDP is a very strong advantage;

III. Competencies:

- Demonstrated capacity of team-orientation work, excellent planning and organizational skills;

- Strong, research, communications and writing skills;
- Knowledge of English language is required;
- Sensitivity and respect for human rights and gender equality;
- Ability to achieve results and deadlines in a timely manner, maintaining a high standard throughout.

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.

6. EVALUATION

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

- University degree in public policy, economics, public administration, management, or related areas.
- At least 3 years of experience directly related to capacity development;
- At least 3 years of progressively responsible experience in institutional strengthening, results based management, and related tool development and application.

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% (210 pts);

* Financial Criteria weight – 40% (140 pts).

Only candidates obtaining a minimum of 147 points would be considered for the Financial Evaluation.

Criteria	Scoring	Maximum Points Obtainable
Technical		
University degree public policy, economics, public administration, management, or related areas.	<i>(university degree – 20 pts, master degree – 40 pts)</i>	40
Experience directly related to capacity development	<i>(3 years -30 pts, > 3 years each year of such experience - 10 pts - up to - 60 pts.)</i>	60
Experience in institutional strengthening, results based management, and related tool development and application	<i>(3-4 years -30 pts, >4 years – 40 pts)</i>	40
Previous experience with international organization/companies	<i>(each year of such experience - 10 pts., up to - 30 pts.)</i>	30
Knowledge of English language	<i>(basic – 20 pts, advanced – 40 pts)</i>	40
Maximum Total Technical Scoring		210
Financial		
Evaluation of submitted financial offers will be done based on the following formula: $S = F_{min} / F * 140$ 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.		140

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