



INDIVIDUAL CONSULTANT PROCUREMENT NOTICE

Date: **12 February 2021**

Country: Republic of Moldova

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

Period of assignment/services: March - December 2021 (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 [1 March 2021](#).

Requests for **clarification only** must be sent by standard electronic communication to the following e-mail: laura.fiorotto@un.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 position is located in the Office of the United Nations Resident Coordinator UNRCO in the Republic of Moldova and reports to the UN Resident Coordinator.

With the 2030 Agenda for Sustainable Development as its core, and in response to the General Assembly Resolution 71/243 on the Quadrennial comprehensive policy review of operational activities for development of the UN system, the UN SG's report (December 2017) "Repositioning the United Nations development system to deliver on the 2030 Agenda: our promise for dignity, prosperity and peace on a healthy planet" puts forward a comprehensive proposal on further improvements to the resident coordination system to ensure more coherent, accountable and effective support to the 2030 Agenda. This was further reinforced by the General Assembly resolution 72/729 of 1 June 2018, which gave the Secretary General the mandate to implement the repositioning.

A reinvigorated resident coordinator system is at the center of a repositioned United Nations development system, and while the system has been instrumental in driving coherence on the ground over the past four decades, it is now insufficiently robust to respond to needs of the 2030 Agenda. The report stresses that resident coordinator offices will need to be adequately staffed to ensure sufficient substantive capacities to lead UN country teams. The national consultant will assist the RCO team in the implementation of the annual work plan's activities. The candidate will demonstrate capacities on administration, procurement, events organization, and logistics, plus a robust standing communications capacity within the RCO team.

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

Under the guidance and direct supervision of the RC and RCO Team Leader the incumbent assists in the effective and efficient management of the office through a range of actions contributing to implementation of the RCO Work Plan.

The consultant works in close collaboration with the RCO Team for effective achievement of results, anticipating and contributing to resolving complex issues and information delivery. The incumbent is expected to exercise full compliance with UNDP and RCO financial, procurement and administrative rules, regulations, policies and strategies, as well as implementation of the effective internal control systems.

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

3. REQUIREMENTS FOR EXPERIENCE AND QUALIFICATIONS

I. Academic Qualifications:

- First-level degree in economics, business management, international finance, or a related field;

II. Years of experience:

- At least 1 years of relevant administrative, procurement and/or finance experience is required;
- Previous experience in development assistance or related work for a UN agency, donor organization, consulting company, or NGO would be a very strong advantage;
- Knowledge of UNDP and/or international public procurement and finance processes 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 would be an asset;
- Experience in handling web-based management systems would be an asset;

III. Competencies:

- Ability to perform a variety of repetitive and routine tasks and duties related to general administration support, procurement, logistics, programme support, registry, etc. Screening, collecting and preparation of documentation, data input, filing provision of information;
- Good knowledge of administrative and finance rules and regulations;
- Detailed knowledge and understanding of administrative best practices and procedures, in-dept knowledge of office software applications relating to work processing data management presentation, as required;

- Collects and compiles data with speed and accuracy identifying what is relevant and discarding what is not, records it in an accessible manner and maintains data bases;
- Ensures correspondence, reports and documents comply with established UN standards and requiring minimal correction;
- Ability to produce accurate and well documented records conforming to the required standard;
- Reports to internal and external clients in a timely and appropriate fashion.

IV. 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.

UNRCO 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, business management, international finance, or a related field;
- At least one year of relevant administrative, procurement and/or finance experience 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:

- 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
Technical		
<ul style="list-style-type: none"> • University Degree in economics, business management, international finance, or a related field 	under-Master's – 30 pts, Master's – 40 pts	40
<ul style="list-style-type: none"> • At least one year of relevant administrative, procurement and/or finance experience is required; 	1 year – 30 pts, each additional year 10 pts, up to max. 60 points	60
<ul style="list-style-type: none"> • Previous experience in development assistance or related work for a UN agency, donor organization, consulting company, or NGO would be a very strong advantage 	no – 0, up to 1 year – 20 pts, each additional year 10 pts, up to max. 50 points	50

Interview: only the first five ranked applicants shall be further invited to the interview		
• Knowledge of UNDP and/or international public procurement and finance processes would be an asset;	None – 0 pts, limited – 10 pts, good – 20 pts, strong – 30 pts	30
• Experience in the usage of computers and office software packages (MS Word, Excel, etc.) and advanced knowledge of spreadsheet and database packages	None – 0 pts, limited – 10 pts, good – 20 pts, strong – 30 pts	30
• Experience in handling web-based management systems	None – 0 pts, limited – 10 pts, good – 20 pts, strong – 30 pts	30
• Detailed knowledge and understanding of administrative best practices and procedures, in-dept knowledge of office software applications relating to work processing data management presentation	None – 0 pts, limited – 10 pts, good – 20 pts, strong – 30 pts	30
• Fluency in English, Romanian and Russian orally and in writing	Each language 10 pts	30
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