



INDIVIDUAL CONSULTANT PROCUREMENT NOTICE

Date: **19 February 2013**

Country: Republic of Moldova

Description of the assignment: National Consultant for the mid-term evaluation of the Building Institutional Capacity of the Ministry of Foreign Affairs and European Integration Project

Project name: Building Institutional Capacity of the Ministry of Foreign Affairs and European Integration

Period of assignment/services: March – April 2013 (25 working days)

Proposals should be submitted online by pressing the "Apply Now" button no later than **March 5, 2013**.

Requests for **clarification only** must be sent by standard electronic communication to the following e-mail: victor.dragutan@undp.org. Please notice that this address is for information requests only; please do not send or copy your application package to this address.

1. BACKGROUND

The Government of Moldova, through its 2010 – 2014 Programme, regards European integration as a fundamental priority of its domestic and foreign policy. The responsible implementation of commitments, deriving from the European course, is perceived as the most efficient way to achieve political, economic and social modernization, and thus, European integration provides a strong context for reforms in a number of areas.

The Building Institutional Capacity of the Ministry of Foreign Affairs and European Integration Project was initiated in 2008¹ to respond to the needs of the Government and the MFAEI in implementing institutional reforms but also to assist in the process of regional cooperation and European integration. The intervention logic was based on the Central Public Administration Reform strategy, the 2008-2011 National Development Strategy and the development assistance frameworks of the project main donors.

The objective was to strengthen the institutional capacity of the Ministry of Foreign Affairs and European Integration so that it can exercise its functions in a more efficient manner, operate transparently and fulfil its European Integration commitments. In 2010 the project was expanded in order to provide an enhanced assistance to the Moldovan institutions involved in negotiating the Association Agreement between the European Union and the Republic of Moldova.

The current phase of the project, planned for 2012-2014, has continued with the overall objective of strengthening the institutional capacity of the MFAEI. Inter alia, it aims to contribute to the development of the capacities of the MFAEI and the Negotiation Team (comprising of representatives from different Moldovan public institutions) for European Integration, with immediate focus on negotiating the new

¹ See <http://www.undp.md/projects/MFAEI.shtml> for the original project document

legal framework of Moldova's relationship with the European Union – the Association Agreement, and, implicitly, its implementation.

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

The expected output for the National Consultant's assignment is to offer needed support in the work of an international consultant contracted to evaluate the results of the Project from the beginning of its implementation in 2008, until December 31st 2012, help identify and critically analyze the relevance of the project activities as well as the effectiveness of the implementation modalities. The evaluation will examine whether the activities, outputs and objectives lined out in the project document have been achieved and make recommendations on the way forward in the remaining implementation period until the end of 2014.

The Evaluation of the Building Institutional Capacity of the MFAEI Project will be conducted by two consultants, one international consultant and one National Consultant, working together as a team. The National Consultant is expected to work under the leadership of the International Consultant in the execution of this assignment, having the following responsibilities:

- Support the International Consultant in conducting a comprehensive desk review of the Project documentation in the period of 2008-2012;
- Organize interviews and meetings with relevant stakeholders and provide logistical support during the International Consultant's mission to Moldova;
- Provide all necessary assistance to the International Consultant in carrying out the Project evaluation and in drafting the final report and recommendations, including, but not limited to, by providing an analysis of the political, social and economic context and the related EU Integration process issues.

3. REQUIREMENTS FOR EXPERIENCE AND QUALIFICATIONS

I. Academic Qualifications:

- University / Master degree in Law, Public Administration or related field;

II. Years of experience:

- Proven technical experience in processes related to foreign policy-making, including experience in the field of European integration;
- Experience in working with government institutions, international organizations (successful experience in working with UN agencies is an asset);

III. Competencies:

- Good knowledge of the current status of Moldova-EU relations and the Moldovan Government's EU integration agenda, and familiarity with Moldovan public institutions and Civil Society Organizations dealing with foreign policy and EU integration;
- Strong analytical and drafting skills, ability to organize and meet expected results, adapt to different environments (cultural, economic, political and social);
- Demonstrated interpersonal and diplomatic skills, as well as the ability to communicate effectively with all stakeholders and to present ideas clearly and effectively;
- Fluency in English and Romanian; Russian will be an advantage;
- Computer literacy and ability to effectively use office technology equipment, IT tools.

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 he/she is the most suitable for the work; the consultant's understanding of the TOR and the objectives of the assignment, possible problems and how to overcome them.
2. Financial proposal;
3. Duly completed P11 form (and Personal CV) including past experience in similar projects and at least 3 references.

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 travel, per diems, and number of anticipated working days).

6. EVALUATION

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

1. University / Master degree in Law, Public Administration or related field;
2. At least 3 years of relevant professional experience in evaluation of development assistance projects, public administration or EU integration-related fields

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 215 points would be considered for the Financial Evaluation.

Criteria	Scoring	Maximum Points Obtainable
Technical		
<ul style="list-style-type: none"> University / Master degree in Law, Public Administration or related field; 	University degree – 30 pts; Master's – 40pts; PhD- 50 pts;	50
<ul style="list-style-type: none"> At least 3 years of relevant professional experience in evaluation of development assistance projects, public administration or EU integration-related fields; 	3-7 years – 40 pts, >7 years – 60 pts.;	60
<ul style="list-style-type: none"> Proven technical experience in processes related to foreign policy-making, including experience in the field of European integration 	Extensive – 40 pts.; Satisfactory -20 pts.; none- 0;	40
<ul style="list-style-type: none"> Experience in working with government institutions, international organizations (successful experience in working with UN agencies is an asset); 	Extensive – 40 pts.; Satisfactory - 20 pts.; none- 0;	40
<ul style="list-style-type: none"> Good knowledge of the current status of Moldova-EU relations and the Moldovan Government's EU integration agenda, and familiarity with Moldovan public institutions and Civil Society Organizations 	Extensive – 30 pts.; Satisfactory -15 pts.; none- 0;	30

dealing with foreign policy and EU integration;		
<ul style="list-style-type: none"> Strong analytic and drafting skills, ability to organize and meet expected results, adapt to different environments (cultural, economic, political and social); 	Yes – 20 pts.; No – 0	20
<ul style="list-style-type: none"> Demonstrated interpersonal and diplomatic skills, as well as the ability to communicate effectively with all stakeholders and to present ideas clearly and effectively; 	Yes – 20 pts.; No – 0	20
<ul style="list-style-type: none"> Fluency in English and Romanian; Russian will be an advantage 	English and Romanian-10 pts; English and Romanian and Russian – 20 pts.;	20
<ul style="list-style-type: none"> Computer literacy and ability to effectively use office technology equipment, IT tools. 	Yes – 20 pts.; No – 0	20
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).

Important notice

The applicant who has the statute of Government Official / Public Servant, prior to appointment will be asked to submit the following documentation:

- a no-objection letter in respect of the applicant received from the government, and;
- the applicant is certified in writing by the government to be on official leave without pay for the duration of the Individual Contract.

A retired government official is not considered in this case a government official, and as such, may be contracted.

ANNEXES:

ANNEX 1 – TERMS OF REFERENCES (TOR)

ANNEX 2 – INDIVIDUAL CONSULTANT GENERAL TERMS AND CONDITIONS