



INDIVIDUAL CONSULTANT PROCUREMENT NOTICE

Date: **7 March 2013**

Country: Republic of Moldova

Description of the assignment: National expert to evaluate the applications to the GRANT SCHEME PROGRAMME (GSP-2013) under the Aid for Trade Project, Moldova

Project name: Wider Europe Aid for Trade

Period of assignment/services: 22-29 March, 2013

Application instructions:

Proposals should be submitted by pressing the "Apply Now" button below no later than [15 March, 2013](#).

Requests for **clarification only** must be sent by standard electronic communication to the following e-mail: dumitru.vasilescu@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 "Improving Trade and Productive Capacities of Moldovan Fresh Fruit Producers" project is funded by the Aid for Trade regional initiative and implemented by the United Nations Development Programme in Moldova. The project helps fresh fruit producers and exporters to improve their international competitiveness and market access externally, both in the CIS and in the EU markets. The Project focuses on the promotion and pilot implementation of new technologies and practices that have the greatest potential to address the needs of the fresh fruits sector in terms of (1) improving product quality, (2) insuring product safety, (3) reducing unit costs and (4) increasing product shelf life.

In order to meet this goal the „Improving Trade and Productive Capacities of Moldovan Fresh Fruit Producers" announced an Expression of Interest for Grants and collected several proposals from producers and exporters in fresh fruits. Such project proposals will be evaluated and the selected projects will be implemented between March - November 2013.

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

The objective of this consultancy service is to independently evaluate the project proposals received under

the Aid for Trade GRANT SCHEME PROGRAMME (GSP-2013) and submit a detailed evaluation report and selection recommendations to the Project Board. Based on such recommendations the Board will decide on the allocation of grants to those projects that are most sensitive to the GSP-2013 objectives and that best reflect the needs of the producers and exporters.

For detailed information, including scope of work, expected output and deliverables, please refer to Annex 1 – Terms of Reference.

3. REQUIREMENTS FOR EXPERIENCE AND QUALIFICATIONS

I. Academic Qualifications:

- University degree in Agronomy, Horticulture and/or other relevant fields. Graduates in other areas, with consistent knowledge of the agrifood and food processing industries, may also apply.

II. Experience:

- Extensive experience (at least 5 years) in the implementation/administration of projects focused on promotion of modern technologies in the fresh fruits segment;
- Extensive knowledge (at least 5 years) of the advanced technologies and equipments in fresh fruits production and export promotion.

III. Competencies and Skills:

- Skills in analyzing, generalizing, and systematizing information;
- Developed skills in communication with various stakeholders in public and private sectors;
- Excellent skills in organizing and coordinating diverse activities;
- Proficiency in written and spoken English, Romanian and Russian.

4. DOCUMENTS TO BE INCLUDED WHEN SUBMITTING THE PROPOSALS

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

1. Cover letter, explaining why they are the most suitable for the work;
2. A brief methodology on how they will approach and conduct the work;
3. Financial proposal;
4. 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 daily fee and number of anticipated working days).

Travel is not envisaged under this assignment. 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 Agronomy, Horticulture and/or other relevant fields;
- 5 years of experience in the implementation/administration of projects focused on promotion of modern technologies in the fresh fruits segment

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 Agronomy, Horticulture and/or other relevant fields	(Bachelor's – max 30 pts, Master's – max 35 pts, PhD's – max 40 pts)	40
Extensive experience (at least 5 years) in the implementation/administration of projects focused on promotion of modern technologies in the fresh fruits segment	(5 years – max 40 pts, >5 years – max 50 pts)	50
Excellent skills in organizing and coordinating diverse activities	(up to 50 pts.)	50
<u>Interview</u>		
Extensive knowledge (at least 5 years) of the advanced technologies and equipments in fresh fruits production and export promotion	(up to 60 pts.)	60
Skills in analyzing, generalizing, and systematizing information	(up to 40 pts.)	40
Developed skills in communication with various stakeholders in public and private sectors	(up to 30 pts.)	30
Proficiency in written and spoken English, Romanian and Russian	(up to 30 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