



## INDIVIDUAL CONSULTANT PROCUREMENT NOTICE

Date: **13 March 2013**

**Country:** Republic of Moldova

**Description of the assignment:** National Consultant on Inter-Municipal Cooperation

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

**Period of assignment/services:** Starting from April 5<sup>th</sup> 2013, estimated workload up to 160 days during 12 months.

Proposals should be submitted **on-line** by pressing “Apply on-line” link, no later than **24 March 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 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. JILDP 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.

Innovative approaches, such as inter-municipal cooperation and other forms of partnerships, will be piloted to promote the territorial-administrative reform as stipulated in the Decentralization strategy and in the Government Action Plan. 10 clusters of municipalities will be assisted to pilot several forms of inter-municipal cooperation for common priority sectors and services, (e.g. education, social protection, environment and energy efficiency, water and sewerage, solid waste), around which clustering of municipalities will be encouraged. LPAs will be trained to develop partnerships: from planning and creating them, selecting the most appropriate model of cooperation to effectively managing and maintaining the selected public services. Moreover, the clusters of communities will be assisted in accessing regional development funds for better service provision and infrastructure upgrading.

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

The overall objective of the National Consultant in Inter-Municipal Cooperation (hereinafter Consultant) assignment is to provide substantive expert support in promoting and implementing Inter-municipal cooperation (IMC) in 10 clusters of municipalities throughout Moldova. More specifically, the Consultant will design and support the assessment of IMC potential and impact; will consult Project Manager regarding IMC project proposals, selection and implementation; will design and support the implementation of a ‘capacity building package’ to enhance capacities of LPAs and service providers in IMC field.

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, Public Policy, Public Law, Economics or other relevant fields;

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

- Professional working experience (at least 5 years) with substantial recent work experience local development projects with focus on service provision;
- Proven experience in IMC training/expertise, initiation and practical implementation;
- Experience with activities related to institutional strengthening, results based management, and related tool development and application;
- Previous experience in development assistance or related work for a donor organization, consulting company, or NGO. Previous experience in working with UN agencies or international organizations is an asset.

### **III. Competencies:**

- Demonstrated capacity of team-orientation work, excellent planning and organizational skills;
- Strong, research, communications and writing skills;
- Fluency in both oral and written English;
- 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 fully 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.

The Consultant will travel periodically to the assigned projects to the program grantees when needed. The JILDP project will provide the Consultant with the transportation means prior to duly agreed field trips.

## 6. EVALUATION

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

- University Degree in Public Administration, Public Policy, Public Law, Economics or other relevant fields
- Professional working experience (at least 5 years) with substantial recent work experience local development projects with focus on service provision
- Fluency in both oral and written English.

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, Public Policy, Public Law, Economics or other relevant fields	<i>(university degree – 20 pts, master degree – 40 pts)</i>	<b>40</b>
Professional working experience (at least 5 years) with substantial recent work experience local development projects with focus on service provision	<i>(5 years -50 pts, &gt; 5 years each year of such experience - 10 pts - up to - 80 pts.)</i>	<b>80</b>
Proven experience in IMC training/expertise , initiation and practical implementation	<i>(each year of such experience - 20 pts., up to - 80 pts. )</i>	<b>80</b>
Previous experience with international organization/companies	<i>(each year of such experience - 10 pts., up to - 50 pts. )</i>	<b>50</b>
Experience with activities related to institutional strengthening, results based management, and related tool development and application;	<i>(each year of such experience - 10 pts., up to - 30 pts. )</i>	<b>30</b>
Fluency in both oral and written English.	<i>(basic – 10 pts, advanced – 20 pts)</i>	<b>20</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**