



INDIVIDUAL CONSULTANT PROCUREMENT NOTICE

Date: **09 April 2013**

Country: Republic of Moldova

Description of the assignment: National Consultant on Awareness Raising and Facilitation of Inter-Municipal Cooperation Activities in Telenesti district

Project name: Joint Integrated Local Development Programme

Period of assignment/services: Starting from April 29th 2013, estimated workload up to 20 days during 2 months.

Proposals should be submitted **on-line** by pressing "Apply on-line" link, no later than **19th of April 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 Overall Objective of the JILDP 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.

Being supported by UNDP-Moldova, Telenesti town revitalized in 2008 its solid waste management service. Within a 2 years period, the newly-created municipal waste management company succeeded to ensure its financial and technical sustainability, and became one of the most representative national 'best practices' in the field.

In 2010 Telenesti town and other six neighbourhood rural communities agreed to initiate an inter-municipal cooperation (IMC) to ensure a regional coverage of the waste management service delivery. The emerging IMC initiative has been generously granted by the Government of Moldova with 8.5 million MDL assistance package [regional ecological dump, 200 containers installed in 6 villages, 1 garbage track].

Nevertheless, like other over 20 similar projects supported by the Government, the partner-municipalities are facing significant difficulties in setting up the legal, financial and institutional arrangements for establishing a functional waste management IMC. In 2012, partnering with *Think*

Globally Develop Locally UNDP Project of Bratislava Regional Centre, JILDIP provided assistance for an effective organization of Telenesti waste management IMC mechanism, and its transformation in a demonstrative model to be replicated.

The prerequisite of creating a model IMC mechanism in the solid waste management area is the increased awareness among all waste producers and public institutions of the new solid waste service system. To achieve programme objectives JILDIP/UNDP seeks an experienced short-term consultant to organize an information and raising awareness campaign in the field of solid waste management for inhabitants from Telenesti district.

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

The overall objective of the National Consultant on Awareness Raising and Facilitation of Inter-Municipal Cooperation Activities in Telenesti district (hereinafter Consultant) assignment is to facilitate the process of raising awareness at local level in the field of solid waste management for the inhabitants of four villages (Inesti, Verejeni, Banesti, Budai) from Telenesti district. More specifically, the Consultant will design promotional materials, organize and facilitate local events and support local authorities from the four villages to implement successfully the IMC process and the awareness campaign at local level.

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

3. REQUIREMENTS FOR EXPERIENCE AND QUALIFICATIONS

I. Academic Qualifications:

- University Degree in Communication, Public Administration or other relevant fields

II. Years of experience:

- Experience of developing and performing communication materials
- Experience in conducting raising awareness campaigns in solid waste management area will be a considerable asset
- Proven experience of work at local level, with local public authorities
- Experience of organizing and conducting public hearings
- Previous experience or related work for a donor organization, consulting company, or NGO. Previous experience in working with UN agencies is an asset.

III. Competencies:

- Demonstrated capacity of team-orientation work, excellent planning and organizational skills
- Strong communication and writing skills
- 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 JILDLP project will provide the Consultant with the transportation means prior to duly agreed fields trips.

6. EVALUATION

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

- University Degree in Communication, Public Administration or other relevant fields
- Professional working experience (at least 3 years) of developing and performing communication materials

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
<u>Technical</u>		
University Degree in Communication, Public Administration or other relevant fields	<i>(University – 20 pts, Master's – 40 pts)</i>	40
Experience of developing and performing communication materials and conducting raising awareness campaigns.	<i>(each year of such experience– 10 pts; up to 40 pts)</i>	40
Proven experience of work at local level, with local public authorities, experience of organizing and conducting public hearings will be an asset	<i>(each year of such experience – 10 pts; up to 40 pts)</i>	40

Proven experience in working with international organizations (successful experience in working with UN agencies is an asset)	<i>(each year of such experience – 10 pts; up to 30 pts)</i>	30
Knowledge of solid waste management area.	<i>(no – 0, yes – 20 pts.)</i>	20
Fluency in English, Romanian and Russian orally and in writing	<i>(Romanian and Russian – 20 pts; English – 10 pts)</i>	30
Interview (demonstrated technical knowledge and experience; communication/ interpersonal skills; initiative; creativity/ resourcefulness)	<i>(40 – demonstrated technical knowledge and experience; 25– communication/ interpersonal skills; 20 – initiative; 15– creativity/ resourcefulness)</i>	100
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).

ANNEXES:

ANNEX 1 – TERMS OF REFERENCES (TOR)

ANNEX 2 – INDIVIDUAL CONSULTANT GENERAL TERMS AND CONDITIONS