



INDIVIDUAL CONSULTANT PROCUREMENT NOTICE

Date: 16 April 2013

Country: Republic of Moldova

Description of the assignment: Individual national consultant(s) to deliver trainings and training materials to producers and exporters in fresh fruits, members of the Aid for Trade beneficiary associations, for topics of major interest, as per the list of training listed in the current TOR

Project name: Improving Trade and Productive Capacities of Moldovan Fresh Fruit Producers

Period of assignment/services: Depending on the specific indicative period of the training (see Annex 2)

Application instructions: Proposals should be submitted **on-line** by pressing the “Apply on-line” link, no later than 24 April, 2013.

Important note: individual consultant(s) shall clearly stipulate to which LOT(s) they apply, please refer to Annex 2.

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, in collaboration with Moldovan Investment and Export Promotion Organization (MIEPO). 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. At same time, it provides tailored trainings on various topics that will contribute to better implementation of modern technologies, increased export capacities and knowledge of foreign markets, improved communication and negotiation skills, among others. It also supports the producers and exporters to participate to international and regional trade fairs and exhibitions, so that to promote local produce and get into direct contacts with producers and exporters of similar commodities and technologies from other countries and regions.

In order to meet its overall goal, the Project announces a competition for individual national experts able to deliver tailored trainings on the topics listed under Annex 2 to the current TOR, on the basis of the European or international best practices, by using and adapting modern teaching curriculum and combining theoretical session with fully or partially demonstrative sessions on the ground.

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

The objective of this consultancy service is to select and hire independent national consultants to develop new or adapt existing teaching modules and train Moldovan producers and exporters in fresh fruits on the topics listed under Annex 2 to the current TOR. Trainings shall be tailored to the needs of the local producers, mandatorily include theoretical and demonstrative sessions. Trainers shall take into consideration the best available regional or international teaching/training practices in the field and rely on well-structured teaching modules and materials.

The trainings component of the Project is directly linked to the ongoing Aid for Trade GRANT SCHEME PROGRAMME (GSP-2013), through which the Project will support producers to implement modern technologies aiming at (1) improving product quality, (2) insuring product safety, (3) reducing unit costs and (4) increasing product shelf life. This means that national consultant(s) shall closely collaborate and interact with producers, which are part of such Programme, and tailor the training modules so that to incorporate relevant subjects and demonstrative exercises.

For detailed information, 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. Post graduate education will be considered as a strong asset;
- National or international certification(s) in training or ToT(s) is a strong asset.

II. Experience:

- Proven extensive experience (at least 5 years) in the implementation/administration of training activities for producers and exporters in fresh fruits;
- Minimum of 3 years of proven experience in trainings on the specific selected topic(s), as per Annex 2 to the current TOR;
- Proven extensive knowledge of the advanced technologies and equipments in fresh fruits production and export promotion.

III. Competencies and Skills:

- Skills in delivering high-standard trainings tailored to the specific needs of the target audience; flexibility and creativity in delivering trainings and seminars;
- Developed skills in communication with various stakeholders in private sectors;
- Excellent skills in organizing and coordinating training activities;
- Proficiency in written and spoken Romanian and Russian. Knowledge of English will be a strong asset.

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. The list with the LOT number(s) of interest;
4. Financial proposal;
5. Personal CV including past experience in similar projects and at least 3 references, or duly filled Personal History Form (P11).

5. FINANCIAL PROPOSAL

The financial proposal will specify the daily fee. The fee shall include all expenses (ex. communication costs, taxes, per diem, etc), excluding travel and accommodation costs. Payments are made to the Individual Consultant based on the number of days worked.

Travel and accommodation costs related to delivering of the trainings in the regions, if any, will be covered by the project. Printing of training materials will be ensured by the project.

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;
- At least 5 years of extensive experience in the implementation/administration of training activities for producers and exporters in fresh fruits.

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 Agronomy, Horticulture and/or other relevant fields. Post graduate education will be considered as a strong asset	(Bachelor's – max 30; Master's – max 35 pts, PhD's – max 40 pts)	40

National or international certification(s) in training or ToT(s)	(yes – max 20 pts, no – 0 pts)	20
At least 5 years of proven extensive experience in the implementation/administration of training activities for producers and exporters in fresh fruits	(5 years – max 20 pts, >5 years – max 30 pts)	30
Minimum 3 years of proven experience in trainings on the specific selected topic(s), as per Annex 2 to the current TOR	(3 years – max 40 pts, >3 years – max 45 pts)	45
Excellent skills in organizing and coordinating training activities	(up to 30 pts.)	30
Proven extensive knowledge of the advanced technologies and equipments in fresh fruits production and export promotion	(up to 40 pts.)	40
Skills in delivering high-standard trainings tailored to the specific needs of the target audience	(up to 30 pts.)	30
Flexibility and creativity in delivering trainings and seminars	(up to 20 pts.)	20
Developed skills in communication with various stakeholders in private sectors	(up to 20 pts.)	20
Proficiency in Romanian and Russian. Knowledge of English - a strong asset.	(Romanian and Russian – max 20 pts., English– additional max 5 pts)	25
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