



## INDIVIDUAL CONSULTANT PROCUREMENT NOTICE

Date: **24 April 2013**

---

**Country:** Republic of Moldova

**Description of the assignment:** National Consultants to facilitate local development activities

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

**Period of assignment/services:** Starting from June 1<sup>st</sup> 2013, estimated workload up to 55 days per community during 24 months.

Proposals should be submitted **on-line** by pressing "Apply on-line" link, no later than **14 May 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 Overall Objective of **Joint Integrated Local Development Programme (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/LPA to deliver efficient, equitable and accessible local public services, to facilitate sustainable development and foster social inclusion.

The interventions at the local level (30 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 LPA in improving their capacity and operations, will support target communities and their local authorities to provide quality and equitable public services to achieve sustainable human-centered and gender-responsive economic and social development, in the main areas affected by the Decentralization Strategy.

In order to efficiently implement the designed systems and procedures, the Programme will work to consolidate the LPA capacities in the above-mentioned areas along three dimensions: i) improvement of individual professional capacities through training of municipal officials and local administration staff in strong cooperation with the Academy of Public Administration and CALM; ii) strengthening of institutional capacity, through the introduction of improved methods and organizational arrangements for delivery of quality services and managing municipal public resources and iii) build-up of systemic capacity for effective

inter-municipal cooperation (IMC) and intergovernmental relations between local authorities and the central level authorities and administration.

To facilitate the interventions in the 30 target localities JILDP is seeking 5 teams composed of 2 consultants each to act as the primary operational units in the field. A team will comprise two consultants with different profiles and tasks to be performed in the same locality. As the programme has two implementing partners, one of the consultants will be contracted by UNDP (under this ToR) and another one by UN Women (under a different ToR).

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

The **overall objective** of the National Consultants assignment (hereinafter Consultants) is to facilitate the process of capacity building of local public authorities and support them in implementation of local development activities in JILDP target localities.

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

## **3. REQUIREMENTS FOR EXPERIENCE AND QUALIFICATIONS**

### **I. Academic Qualifications:**

- University degree in the relevant field (development studies, social science, public administration, politics, law etc.).

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

- At least 5 years of practical experience of community development work with local public authorities and local community groups;
- Proven experience of developing and delivering training modules, particularly in local governance field;
- Proven experience in performing similar activities and assignments;
- Proven experience in NGO sector, partnership development, capacity building, training etc.

### **III. Competencies:**

- Good knowledge of Moldovan rural area context;
- Knowledge and skills of MS Office, including Word, Excel, PowerPoint;
- Excellent command of Romanian and Russian, and basic knowledge of English language;
- Competence in one or more of the minority languages relevant for Moldova, including Romani, Gagauz, Ukrainian, Bulgarian or other languages is an asset.
- Demonstrated capacity of team-orientation work, excellent planning and organizational skills;
- Good 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. **The Consultant shall mention for what LOT or LOT's he submits the application.**
2. Financial proposal **with LOT's specification.**
3. 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 [1. fee per consultancy day in community, including transport costs; 2. fee per consultancy day in the office] of this lump sum amount** (including fee, taxes, per diems, and number of anticipated working days).

**If Consultant applies for more than one LOT, he shall submit separate financial proposal for each LOT.**

### Travel

All envisaged travel costs must be included in the financial proposal. This includes all travel to join duty station/repatriation travel.

All travel expenses are the consultant's responsibility and **shall be included in the consolidated financial offer.**

## 6. EVALUATION

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

- University degree in the relevant field (development studies, social science, public administration, politics, law etc.);
- At least 3 years of practical experience of community development work with local public authorities and local community groups;

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% (330 pts);

\* Financial Criteria weight – 40% (220 pts).

Only candidates obtaining a minimum of 231 points would be considered for the Financial Evaluation.

Criteria	Scoring	Maximum Points Obtainable
<b><u>Technical</u></b>		
University Degree in development studies, social science, public administration, politics, law or other relevant fields	<i>(under-Master's – 20 pts, Master's – 30 pts)</i>	30
Experience of community development work with local public authorities and local community groups	<i>(each year of experience – 10 pts; up to 60 pts)</i>	60
Experience of developing and delivering training modules, particularly in local governance field	<i>(each year of experience – 10 pts; up to 50 pts)</i>	50

Proven experience and knowledge of specific regions, as per each LOT region	<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
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; sensitivity and respect for human rights and gender equality; capacity of team-orientation work.	<i>(40 – demonstrated technical knowledge and experience; 15 – communication/ interpersonal skills; 15 – initiative; 10 – sensitivity and respect for human rights and gender equality; 10 – capacity of team-orientation work)</i>	90
<b>Maximum Total Technical Scoring</b>		<b>330</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 * 220</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>220</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**