



INDIVIDUAL CONSULTANT PROCUREMENT NOTICE

Date: **7 May 2013**

Country: Republic of Moldova

Description of the assignment: Local Expert to the Customs Service of the Republic of Moldova

Project name: European Union High Level Policy Advice Mission to the Republic of Moldova (EUHLPAM)

Period of assignment/services: May 27, 2013 - September 30, 2013

Proposals should be submitted on-line by pressing the "Apply on-line" link, no later than 21 May 2013.

Requests for clarification only must be sent by standard electronic communication to the following e-mail: administrator@euhlpam.org. UNDP will respond by standard electronic mail and will send copies of the response, including an explanation of the query without identifying the source of inquiry, to all consultants.

1. BACKGROUND

The EU High Level Policy Advisory Mission (EUHLPAM) is a project financed by the European Union and implemented by the UNDP. The objective of the project is to support the Government to implement its reform agenda, the Government Activity Programme and the National Development Strategy Moldova 2020, and in particular to assist the Government to develop the capacities required for the preparation, negotiation and implementation of the EU-Moldova Association Agreement, including the Deep and Comprehensive Free Trade Area, and visa liberalization. Specifically, the project aims at strengthening the policy-making, strategic planning and policy management capacities of selected line Ministries and Agencies involved in the negotiation and implementation of the Association Agreement and visa liberalization and at enhancing stakeholders' knowledge and awareness of EU policies, legislation and regulations in sectors strategic to the conclusion of the Association Agreement including the Deep and Comprehensive Free Trade Area, and to the implementation of visa liberalization.

The support will be given to the Advisers in their efforts of designing, implementing and monitoring relevant policies and measures.

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

Description of responsibilities:

The Local Expert to the Customs Service of the Republic of Moldova will support the Advisers in their activities within the Mission's overall framework with specific focus on reform of processes and procedures to ensure that they align to EU best practice.

He/she will assist in reviewing policy documents and conduct independent research for needs assessments. Guidance, policy papers, reviews and recommendations will be provided to the Customs Service of the Republic of Moldova in the field of Customs policy/administration and reform for the purpose of supporting the implementation of the Government Activity Programme and the National Development Strategy Moldova 2020, and in particular to assist the Government to develop the capacities required for the preparation, negotiation and implementation of the EU-Moldova Association Agreement, including the Deep and Comprehensive Free Trade Area, and visa liberalization.

Key responsibilities

- Assisting the Advisors in their mission, with specific focus on the areas of Customs policy/administration and reform;
- Conducting research, collecting relevant data, documents and preparing background and policy papers, as well as draft legislative amendments together with the Advisors;
- Regular communication with Customs and staff of other related projects, participation in policy discussion meetings, staying aware of recent developments in the field of responsibility.

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

3. REQUIREMENTS FOR EXPERIENCE AND QUALIFICATIONS

I. Academic Qualifications:

- University or Master Degree in (Law, Economics, Public Policy and Management, or similar);

II. Years of Experience:

- Minimum 5 years of relevant professional experience in customs policy and/or administration and reform;

III. Competencies:

- Clear understanding of customs policy and legislation in Moldova;
- Understanding of the functioning of customs administration procedures;
- Knowledge of EU programs and policies;
- PC literacy, excellent writing and communication skills;
- Knowledge of European integration process is an asset.

IV. Language:

- Fluency in English, and Romanian;
- Good working knowledge of Russian is an asset.

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 and at least 3 references or the duly filled Personal History Form (P11).

5. FINANCIAL PROPOSAL

The financial proposal shall specify a daily lump-sum fee in US Dollars (USD). Payments are based upon submission and approval of monthly time-sheets and reports. In order to assist the requesting unit in the comparison of financial proposals, the financial proposal must include a single all-inclusive daily fee. For this assignment an effort of 14 working days per month is envisaged.

6. EVALUATION

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

- University or Master Degree in (Law, Economics, Public Policy and Management, or similar);
- Minimum 5 years of relevant professional experience in customs policy and/or administration and reform;

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 technical points would be considered for the Financial Evaluation.

	Criteria	Scoring	Maximum Points Obtainable
1.	University or Master Degree in (Law, Economics, Public Policy and Management, or similar)	(Master degree-40 pts; University degree-<20 pts)	40
2.	Minimum 5 years of relevant professional experience in customs policy and/or administration and reform	(5 years - 30 pts; > 5 years – <40 pts)	40
3.	Clear understanding of customs policy and legislation in Moldova	(limited – <10 pts; satisfactory – <30 pts; extensive – <50 pts)	50
4.	Understanding of the functioning of customs administration procedures	(limited – <10 pts, satisfactory – <30 pts, extensive – <50 pts)	50
5.	Knowledge of EU programs and policies	(limited –<10 pts, satisfactory –<30 pts, extensive –<50 pts)	50
6.	Knowledge of European integration process is an asset	(limited –<10 pts, satisfactory –<20 pts, extensive –<40 pts)	40
7.	Excellent writing and communication skills	(no – 0 pts; limited –<10 pts, extensive –<30 pts)	30
	Maximum Total Technical Scoring		300
<u>Financial</u>			
Evaluation of submitted financial offers will be done based on the following formula: <u>S= Fmin / F * 200</u> 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