

INDIVIDUAL CONSULTANT PROCUREMENT NOTICE

Date: **15 May 2013**

Country: Republic Moldova

Description of the assignment: GEF Small Grants Programme Assistant/Translator

Project name: GEF Small Grants Programme Moldova

Period of assignment/services (if applicable): 6 months, up to 130 working days (June-November 2013)

Proposal should be submitted online by pressing the "Apply Now" button no later than **May 24, 2013**.

Requests for **clarification only** must be sent by standard electronic communication to the following e-mail: MarinaMin@unops.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

Founded in 1991, the Global Environment Facility (GEF) is a financial mechanism that provides grants to developing countries and those with economies in transition. Funds are used for projects and activities that aim to protect the global environment related to the GEF focal areas: biodiversity, climate change, international waters, land degradation, chemicals and ozone layer. It was in recognition of the essential role of local communities in conserving biodiversity, reducing the likelihood of adverse climate change, and protecting international waters that led to the launching of the Global Environment Facility-Small Grants Programme (GEF/SGP) by UNDP in 1992.

SGP recognizes that environmental degradation such as the destruction of ecosystems and the species that depend upon them, increasing levels of carbon dioxide and other greenhouse gases in our atmosphere, pollution of international waters, land degradation and the spread of persistent organic pollutants are life-threatening challenges that endanger us all. However, poor and vulnerable communities - SGP's primary stakeholders- are most at risk because they depend on access to natural resources for their livelihoods and often live in fragile ecosystems.

The purpose of the programme is to assist NGOs and local communities to improve natural environment, while supporting those communities' members who are vulnerable to them.

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

Under the guidance and direct supervision of the National Coordinator, the incumbent will ensure the provision of translation, administrative and logistical services to GEF SGP Moldova, national counterparts and stakeholders.

The Programme Assistant/Translator works in close collaboration with the GEF SGP Moldova National Coordinator and other project teams in the Country Office (CO) for effective achievement of results, anticipating and resolving complex project-related issues and information delivery.

3. REQUIREMENTS FOR EXPERIENCE AND QUALIFICATIONS

I. Academic Qualifications:

- University degree in English language, international relations, economy, or related areas.

II. Years of experience:

- At least two years of experience in administrative work, or other substantive area is required;
- At least two years of progressively responsible experience in interpretation/ translation with a national/international organization;
- Fluency in both oral and written English, Romanian and Russian is a must;
- Previous experience in development assistance or related work for a donor organization, consulting company, or NGOs is compulsory. Previous experience with UNDP is a very strong advantage;
- Experience in the usage of computers and office software packages (MS Word, Excel, Outlook etc.) and advance knowledge of spreadsheet and database packages;
- Demonstrated capacity of team-orientation work, excellent planning and organizational skills;
- Strong communication and inter-personal skills; including the ability to effectively communicate with persons from a variety of backgrounds;
- Ability to achieve results and deadlines in a timely manner, maintaining a high standard throughout.

III. Competencies:

- *Professionalism*: understanding of the functions and organization of the work; demonstrated ability to apply good judgment in the context of assignments given, shows pride in work and in achievement; demonstrates professional competence; shows persistence when faced with difficult problems and challenges; remains calm in stressful situations.
- *Communication*: speaks and writes clearly and effectively; listens to others and respond appropriately; asks questions to clarify and exhibits interest in having two-way communication; tailors language, tones and style to match audience; demonstrates openness in sharing information and keeping people informed.
- *Planning & Organizing*: develops clear goals that are consistent with the objectives; identify priority activities and assignments; allocates appropriate amount of time and resources for completing work; monitors and adjust actions when necessary.
- *Accountability*: takes ownership of all responsibilities and honors commitments; operates in compliance with organizational regulations and rules.
- *Achieving Results*: manages time to ensure work is completed to deadlines and targets; prioritizes to ensure important deadlines are met; manages obstacles to getting work done.
- *Team work*: regularly assists others in their work; has supportive and cooperative relationships with other colleagues in the team; complements the work of other team members.
- *Commitment to continuous learning*: learns new things and keeps knowledge and skills up to date; volunteers for training and development; explains new methods of work to colleagues and voluntarily shares useful information.
- *Languages*: oral and written proficiency in Romanian/Russian and English.

4. DOCUMENTS TO BE INCLUDED WHEN SUBMITTING THE PROPOSALS.

Interested individual consultants must submit the following documents/information to demonstrate their qualifications:

1. Financial proposal
2. Personal CV/ P11 form including experience in similar projects and at least 3 references.

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 travel, 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.

6. EVALUATION

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

- University degree in English language, international relations, economy, or related areas;
- At least 2 years of experience in administrative work, or other substantive area;

- At least 2 years of progressively responsible experience in interpretation/ translation with a national/international organization.

The short-listed individual consultants will be further evaluated based on the following methodology:

Cumulative analysis

The award of the contracts shall be made to the individual consultants whose offers have 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 points would be considered for the Financial Evaluation.

Criteria	Scoring	Maximum Points Obtainable
<u>Technical</u>		
University degree in English language or international relations, economy	(university degree - 20 pts, master degree - 30 pts)	30
Experience in administrative work, or other substantive area	(2-4 years – up to 20 pts, >4 years - up to 30 pts)	30
Previous experience with international organization/companies	(>1 year – up to 10 pts)	10
Experience in interpretation/translation with a national/international organization	(2-4 years –up to 20 pts, 5 years- up to 30 pts, >5 years - up to 40 pts)	40
Experience in the usage of computers and office software packages (MS Word, Excel, etc) and advance knowledge of spreadsheet and database packages	(basic - up to 20 pts, advanced - up to 30 pts)	30
Interview	(up to 30 - demonstrated technical knowledge and experience; up to 40 - fluency in oral English; up to 10 - communication/ interpersonal skills; up to 10 - initiative; up to 10 - creativity/ resourcefulness)	100
Fluency in English, Romanian and Russian oral and in writing	(written test)	60
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 candidates will be those who accumulated the highest aggregated score (technical scoring + financial scoring).

ANNEXES:

ANNEX 1 - TERMS OF REFERENCES (TOR)

ANNEX 2 - INDIVIDUAL CONSULTANT GENERAL TERMS AND CONDITIONS