



## INDIVIDUAL CONSULTANT PROCUREMENT NOTICE

Date: **17 May 2013**

**Country:** Republic of Moldova

**Description of the assignment:** National Consultant on MDG 2 and 3 - education and empowerment of women

**Project name:** Policy Analysis/NHDR with PTTF funds

**Period of assignment/services:** May 31 – September 13, 2013

Proposals should be submitted online by pressing the "Apply Now" button no later than [24 May 2013](#).

Requests for **clarification only** must be sent by standard electronic communication to the following e-mail: [dumitru.vasilescu@undp.org](mailto: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

Since the signature of the Millennium Declaration back in 2000, the Republic of Moldova made significant progress in certain dimensions of human well-being, economy, governance and management of ecosystems, while in others, more sustained effort and consolidated action is needed to achieve the national targets by 2015. For national MDG2 and MDG6, Moldova is close to missing the set targets and acceleration efforts by all key stakeholders are required. Moreover, the sustainability of the already achieved results in reducing poverty and some other inter-linked domains is still fragile. This is due to the ongoing political instability, difficulties in the implementation of planned reforms, limited sustainability and inclusiveness of economic growth, growing disparities and inequalities between rural and urban areas, and a series of external factors. An overall updated presentation of the key achievements and challenges in the implementation of the national MDG agenda is provided in the recent policy brief developed by the UNDP Moldova Policy Unit<sup>1</sup>.

Successful implementation of the national MDG agenda requires active engagement of all relevant stakeholders, ranging from central and local authorities, civil society organizations, development partners, and private sector. It requires consolidated efforts in ensuring the development of a resilient society and emergence of empowered citizens. Measurement of the progress in

<sup>1</sup> Analysis of the key achievements and challenges in the implementation of the national MDGs agenda, [http://www.undp.md/publications/MDG%20UPDATE%202012%20ENG%20\(2\).pdf](http://www.undp.md/publications/MDG%20UPDATE%202012%20ENG%20(2).pdf)

achievement of national MDG targets is therefore important and shall lead to identification of lagging domains and consulted solutions to accelerate progress.

The role of the upcoming National MDG Report for Moldova is to provide MDG evidence from the ground, highlight lessons learned during the implementation of the national MDG agenda, and maintain momentum towards the MDGs. With 2015 fast approaching, all countries that signed the Millennium Declaration are facing twin tasks of ensuring, from one hand, as much progress as possible in the implementation of the MDGs, while also articulating post-2015 development priorities. Countries shall be able to make best use of lessons learned from the last 15 years or so and project these into the future. The acceleration plans developed by the Governments, through the MAF or similar exercises, should be also taken into consideration, given their importance in ensuring the final push for the MDGs and motivation of all stakeholders to contribute.

Up to date, the Government of the Republic of Moldova, with the support from the United Nations, coordinated the development of two national progress reports on MDGs. In particular, the First MDG Report<sup>2</sup> was released in 2005 and the Second Report<sup>3</sup> launched back in 2010. Such analytical products were developed in a consultative and participatory manner and updated the key national stakeholders on the progress achieved and areas of concern that required more consistent efforts for getting the results back on track. Moreover, with the support from UNDP and WHO, the first MAF Report on MDG6<sup>4</sup> was developed to assist the governmental institutions to embark on fast-track solutions to accelerate progress in controlling HIV and TB, and reducing their incidence and related mortality. The national consultations over the vision for the development of the country beyond 2015 have ended and the final Post-2015 National Report will be released any time soon.

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

The Education and Empowerment of women area consultant shall, under the coordination and guidance from the team leader, strictly adhere to the *Guidelines for the production of MDG country reports*<sup>5</sup> and the *2013 Addendum* to named Guidelines<sup>6</sup>. In particular, following the additional required analytical focus of the 2013 Report, the area consultant and the rest of the team of area consultants shall provide in-depth analysis under the draft proposed structure of the national report and scope of the research undertakings (please refer to the detailed description in the Terms of Reference).

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

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

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

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<sup>2</sup> Millennium Development Goals in the Republic of Moldova, First Report, [http://www.undp.md/publications/doc/Millennium\\_ENG.pdf](http://www.undp.md/publications/doc/Millennium_ENG.pdf)

<sup>3</sup> Millennium Development Goals in the Republic of Moldova, Second Report, [http://www.undp.md/presscentre/2010/MDG%20Report%20II/MDG2\\_RM.pdf](http://www.undp.md/presscentre/2010/MDG%20Report%20II/MDG2_RM.pdf).

<sup>4</sup> [http://www.undp.org/content/dam/undp/library/MDG/MDG%20Acceleration%20Framework/MAF%20Reports/ECIS/MAF\\_eng\\_17-04-2013\\_WEB\\_new\\_verde.pdf](http://www.undp.org/content/dam/undp/library/MDG/MDG%20Acceleration%20Framework/MAF%20Reports/ECIS/MAF_eng_17-04-2013_WEB_new_verde.pdf)

<sup>5</sup> <http://www.undg.org/index.cfm?P=86>

<sup>6</sup> [http://www.undp.org/content/dam/undp/library/MDG/UNDG%20MDG%20Country%20Report%20Guidelines\\_2%20May2013.pdf](http://www.undp.org/content/dam/undp/library/MDG/UNDG%20MDG%20Country%20Report%20Guidelines_2%20May2013.pdf)

- Master's degree in Social Sciences or other related fields; alternatively, Bachelor's degree and a minimum of ten years of progressive experience in research on education and gender issues, socio-economic and related fields is mandatory.

## II. Years of experience:

- Proven extensive experience (at least 5 years) in conducting complex research on MDGs and areas connected to the implementation and monitoring of progress in national MDGs, in particular MDG2 and MDG3;
- Previous experience (at least 3 years) in coordinating and leading similar research projects at national or regional level.

## III. Competencies:

- Experience in drafting complex analytical products; previous experience with UNDP is a strong asset;
- Excellent skills in organizing and coordinating joint research activities, moderating working groups, organizing national level launching events;
- Developed skills in communication with various stakeholders in public and private sectors;
- Proficiency in written and spoken English. Knowledge of the Romanian and Russian is necessary.

## **4. DOCUMENTS TO BE INCLUDED WHEN SUBMITTING THE PROPOSALS**

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

### 1. Proposal:

- (i) Explaining why they are the most suitable for the work;
- (ii) Provide a brief methodology on how they will approach and conduct the work;

### 2. Financial proposal;

3. Personal CV including past experience in similar projects and at least 3 references, or dully filled Personal History Form (P-11).

## **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 (Annex A). 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 daily fee, number of anticipated working days, etc.).

Travel: Local transportation (car) in undertaking field visits and gathering needed data at local level will be provided by the Project. In the case of unforeseeable travel, payment of travel costs should be agreed upon, between the respective business unit and Individual Consultant, prior to travel and will be reimbursed.

## **6. EVALUATION**

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

- Master's degree in Social Sciences or other related fields; alternatively, Bachelor's degree and a minimum of ten years of progressive experience in research on education and gender issues, socio-economic and related fields is mandatory;
- At least 3 years of experience in coordinating and leading similar research projects at national or regional level.

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 –70% (350 pts);

\* Financial Criteria weight –30% (150 pts).

Only candidates obtaining a minimum of 245 points would be considered for the Financial Evaluation.

Criteria	Scoring	Maximum Points Obtainable
<b><u>Technical</u></b>		
Master's degree in Social Sciences or other related fields; alternatively, Bachelor's degree and a minimum of ten years of progressive experience in research on education and gender issues, socio-economic and related fields is mandatory	(Bachelor's + 10 years of experience – max 35 pts, Master's – max 40 pts, PhD's – max 45 pts)	45
Proven extensive experience (at least 5 years) in conducting complex research on MDGs and areas connected to the implementation and monitoring of progress in national MDGs, in particular MDG2 and MDG3	(5 years – 50 pts, >5 years – 60 pts)	60
Previous experience (at least 3 years) in coordinating and leading similar research projects at national or regional level	(3 years – 35 pts, >3 years – 45 pts)	45
Experience in drafting complex analytical products	(no – 0, yes – max 45 pts.)	45
Previous experience with UNDP is a strong asset	(no – 0, yes – max 30 pts.)	30
Excellent skills in organizing and coordinating joint research activities, moderating working groups, organizing national level launching events	(no – 0, yes – max 50 pts.)	50
Developed skills in communication with various stakeholders in public and private sectors	(no – 0, yes – max 40 pts.)	40
Proficiency in written and spoken English. Knowledge of the Romanian and Russian is necessary	(English – 25 pts; Romanian – 5 pts; Russian – 5 pts)	35

<b>Maximum Total Technical Scoring</b>	<b>350</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 * 150</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>150</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**