



INDIVIDUAL CONSULTANT PROCUREMENT NOTICE

Date: **31 July 2013**

Country: Republic of Moldova

Description of the assignment: National Consultants (two) on provision of technical assistance for community development projects.

Project name: Joint Integrated Local Development Programme

Period of assignment/services: Starting from August 20th 2013, estimated workload up to 140 days each LOT during 10 months.

Proposals should be submitted **on-line** by pressing “Apply on-line” link, no later than **11 August 2013**.

Requests for **clarification only** must be sent by standard electronic communication to the following e-mail: 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/LPAs to deliver efficient, equitable and accessible local public services, to facilitate sustainable development and foster social inclusion.

The interventions at the local level (20 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 implementation of community development projects targeting improvement of local public services in 20 target localities JILDP, is seeking highly qualified technical consultancy.

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

The overall objective of the **National Consultant on provision of technical assistance for community development projects** (hereinafter Consultant) is to provide qualified technical assistance during the entire cycle of community development projects' elaboration, implementation monitoring and evaluation.

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

3. REQUIREMENTS FOR EXPERIENCE AND QUALIFICATIONS

I. Academic Qualifications:

- University Degree in civil engineering, architecture or other relevant fields;

II. Years of experience:

- At least five years of professional working experience in the civil engineering field;
- At least three years of work within community development programs;
- Proven experience in working with the international organizations (successful experience in working with UN agencies is an asset);

III. Competencies:

- Knowledge of civil engineering, local construction norms and standards, building laws;
- Practice and abilities in implementation of community development programs;
- A strong client-service orientation;
- High level of responsibility and organization capacities;
- Computer proficiency, including knowledge of MS Office products (Word, Excel, Power Point);
- Proficiency in Romanian and Russian.

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 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 (*fee per consultancy day in office * days; fee per consultancy day in field * days*) of this lump sum amount (including fee, taxes, 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, individual consultants will be short-listed based on the following minimum qualification criteria:

- University Degree in civil engineering and / or architecture;
- At least three years of work within community development programs;

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 points would be considered for the Financial Evaluation.

Criteria	Scoring	Maximum Points Obtainable
<u>Technical</u>		
University Degree in civil engineering, architecture or other relevant fields;	<i>university degree – 20 pts, master degree – 30 pts)</i>	30
At least five years of professional working experience in the civil engineering field;	<i>5 years -40 pts; more than 5 years – 10 pts for each additional year, maximum 100 pts.)</i>	100
At least three years of work within community development programs	<i>3 years -30 pts; more than 3 years – 10 pts for each additional year, maximum 80 pts.)</i>	80
Proven experience in working with the international organizations, successful experience in working with UN agencies.	<i>(each year of such experience - 10 pts., up to - 40 pts.)</i>	40
Computer proficiency, including knowledge of MS Office products, ability to use Internet	<i>(basic – 20 pts, advanced – 30 pts)</i>	30
Fluency in Romanian and Russian orally and in writing	<i>(Romanian and Russian – 10 pts. each;)</i>	20
Maximum Total Technical Scoring		300
<u>Financial</u>		
Evaluation of submitted financial offers will be done based on the following formula: $S = F_{min} / F * 200$		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.	
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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