



INDIVIDUAL CONSULTANT PROCUREMENT NOTICE

Date: **16 August 2013**

Country: Republic of Moldova

Description of the assignment: International Expert to support the Civil Society initiative on Confidence Building Measures in the areas of Economy/Trade and Humanitarian Aid/Social issues (Team Leader)

Project name: "Support to Confidence Building Measures" Programme

Period of assignment/services: Up to 64 working days during September 2013 to April 2014

Proposals should be submitted online by pressing the "Apply Now" button no later than 02 September 2013.

Requests for **clarification only** must be sent by standard electronic communication to the following e-mail: natalia.djandjgava@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 "Support to Confidence Building Measures" Programme (SCBM Programme) is funded by the European Union and co-funded and implemented by the UNDP Moldova. The overall objective of the Programme is to build confidence between Chisinau and Tiraspol by involving local authorities, civil society organizations, business community and other stakeholders in joint work and spur economic and social development on both sides.

The SCBM Programme seeks, inter alia, to enhance the economic development and contribute to economic rapprochement between the two banks by promoting cross-river exchanges and expanding the range of business support services; empowering local communities and actors from both sides to participate in collaborative projects addressing pressing development needs and ensuring the delivery of essential public services; addressing common environmental development concerns; fostering civil society development by enhancing the capacity of NGOs to generate activities which promote cross-river collaboration and address key development needs.

The current phase of the SCBM Programme (April 2012 – March 2015) focuses on 5 key areas, which include a range of sub-projects with a strong focus on partnerships from both banks: business development, civil society, social infrastructure, environment and health.

The Civil Society Initiative falls under the Civil Society component (No 3.1) of the SCBM Programme, "Dialogues programme between experts, opinion leaders". It is intended to serve as a key mechanism to convene actors from both banks of the Nistru River, promote cooperation and encourage the development of joint solutions. It will succeed the pioneering Transnistrian Dialogues project (2006-11) which established informal platforms (workshops, seminars, study visits, etc.) for linking top-level decision makers, members of the technical working groups and professionals and experts from the

economic and social sectors on both sides of the Nistru River. The project will continue working with groups who have participated in Transnistrian Dialogues and will also expand to capture other segments of the society who may be interested in joint collaboration in a range of different sectors. The project will draw lessons from other projects, such as IMPACT, implemented in 2007-09.

This initiative will focus on dialogue between experts from both banks in order to work out development projects and will provide an analytical tool for elaboration of projects that may later be implemented on the ground.

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

The aim of the current initiative is to create an **informal platform** for **civil society leaders** and **experts to support, through dialogue, the initiation of mutually beneficial** development projects. The informal setting and environment under this project will enable the groups to identify and focus on non-political, developmental areas and concerns that are of strong interest to both sides, and work out, with the help of civil society, experts and UNDP project team, the modalities of turning them into workable projects that could be realistically implemented on the ground.

The ideas generated through these dialogues will be translated into specific confidence-building projects and blueprints for further development interventions, which will fill in the next phase of the CBM program. Following consultations with relevant stakeholders from both sides on the WGs that they would like to focus on, at the first stage this initiative will provide an informal platform for **Economy/Trade** and **Social Protection/ Humanitarian Aid processes**. Representatives of SCBM Working Groups could be involved in their capacity as experts who can provide a “reality check” on project ideas offered by the group and help to turn them into practical initiatives. At a later stage, other groups will be added to this informal civil society platform.

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

3. REQUIREMENTS FOR EXPERIENCE AND QUALIFICATIONS

I. Academic Qualifications:

- University degree in international relations, conflict resolution, political science, economics or a related discipline;

II. Years of experience:

- At least 5 years of practical experience and/or senior advisory role in confidence building projects, conflict resolution or conflict analysis;
- At least 3 years of experience in leading complex, composite teams in similar settings;
- Proven expertise in conflict and post-conflict situations in Europe and the former Soviet space;

III. Competencies:

- Proven ability to conceptualize and put together an informal program for civil society, experts, Confidence Building working groups, professionals and researchers;
- Proven familiarity with the Moldovan-Transnistrian setting; knowledge and in-depth understanding of the working environment, its sensitivities, economic and political challenges, ability to build solid ground for joint work between the two sides are strongly desirable ;
- Ability to propose ideas, conceptualize and design joint projects in areas where non-political, development-focused work is possible within the settings of the Working Groups;
- Excellent public speaking and presentation skills;
- Proven analytical and reporting skills, including skills in report-writing and communications;
- Flexibility, ability to work under tight deadlines;
- Ability to focus on goals and adapt processes to achieving goals;

- Knowledge of Russian language is a clear advantage.

4. DOCUMENTS TO BE INCLUDED WHEN SUBMITTING THE PROPOSALS

Interested individual consultants must submit the following documents/information in English 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 in USD;

3. Personal CV including past experience in similar projects and the contact details of at least 3 reference persons.

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 of this lump sum amount (including fee per day, number of anticipated working days, travel, per diem, mobile phone costs).

Travel

All envisaged travel costs must be included in the financial proposal. Expected travel during the assignment period includes at least 3 trips to the Duty Station (Inception, Concluding Working meetings, finalization of blueprints and their presentation) and one trip per each location of the research visit (2 trips in total). 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 international relations, conflict resolution, political science, economics or a related discipline;
- At least 5 years of practical experience or senior advisory role in confidence building projects, conflict resolution or conflict analysis;
- At least 3 years of experience in leading complex, composite teams in similar settings;
- Proven expertise in conflict and post-conflict situations in Europe and the former Soviet space.

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% (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
Technical		
University degree in international relations, conflict resolution, political science, economics or a related discipline	(Under-Master's – 20 pts., Master's – 30 pts.)	30
At least 5 years of practical experience or senior advisory role in confidence building projects, conflict resolution or conflict analysis	(Up to 30 pts.)	30
At least 3 years of experience in leading complex, composite teams in similar settings	(Up to 30 pts.)	30
Proven expertise in conflict and post-conflict situations in Europe and the former Soviet space	(Up to 30 pts.)	30
Interview		
Proven ability to conceptualize and put together an informal program for civil society, experts, Confidence Building working groups, professionals and researchers	(Up to 20 pts.)	20
Proven familiarity with the Moldovan-Transnistrian setting; knowledge and in-depth understanding of the working environment, its sensitivities, economic and political challenges, ability to build solid ground for joint work between the two sides are strongly desirable	(Up to 40 pts.)	40
Ability to propose ideas, conceptualize and design joint projects in areas where non-political, development-focused work is possible within the settings of the Working Groups	(Up to 30 pts.)	30
Excellent public speaking and presentation skills	(Up to 20 pts.)	20
Proven analytical and reporting skills, including skills in report-writing and communications	(Up to 20 pts.)	20
Flexibility, ability to work under tight deadlines, and to focus on goals and adapt processes to achieving goals	(Up to 10 pts.)	10
Knowledge of Russian language	(Up to 40 pts.)	40
Maximum Total Technical Scoring		300
Financial		
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;		200

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