



## INDIVIDUAL CONSULTANT PROCUREMENT NOTICE

Date: **05 September 2013**

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**Country:** Republic of Moldova

**Description of the assignment:** National Consultant on Local Economic and Business Development

**Project name:** Joint Integrated Local Development Programme

**Period of assignment/services:** Starting from October 01<sup>st</sup> 2013, estimated workload up to 200 days during 18 months.

Proposals should be submitted **on-line** by pressing "Apply on-line" link, no later than **18 September 2013**.

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

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### 1. BACKGROUND

The Government of Moldova explicitly acknowledges that decentralization represents an essential item on the reform agenda of the country. The goal is to provide quality services to women and men equitably - including the rights of persons from vulnerable groups - through building autonomous and democratic local governments, able to manage efficiently their responsibilities. Thus, on April 5, 2012 the Parliament of the Republic of Moldova adopted the **National Decentralization Strategy** that represents the main policy document in the field of local public administration and establishes the national mechanisms to ensure genuine local autonomy. Prior to Strategy's approval, the Government has benefited from the support provided by the Joint Integrated Local Development Programme/JILDLP implemented by UNDP and UN Women and funded by the Government of Sweden and UNDP. Given the stringent need to further advance with the implementation of the Decentralization Strategy, and building on the successful cooperation with the Joint Integrated Local Development Programme, the State Chancellery together with United Nations have designed a new Programme phase to support the implementation of the Decentralization Strategy at policy and local levels.

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. JILDLP will support LPAs capacity to plan for, invest in and deliver quality services, as well as set up the stage for local economic development and incentives for local investments, jobs' creation and income-generating activities, which will ultimately lead to sustainable rural development and economic growth. Upon a thorough assessment of local economic potential and growth opportunities, LPAs will be assisted to promote investment opportunities and to interact with businesses. The activities will include the identification and creation of an enabling environment for rural business development, as well as

identification, development and implementation of innovative income generating activities. An enabling business environment will entail the LPA's offering: information for investors regarding economic opportunities and conditions to establish local business; permissive local normative frameworks; one-stop shops for interacting with local authorities (issuance of licenses, permits, etc.); availability of locally-owned resources like land and buildings for establishment and operation of local businesses; Availability of local utilities and services etc. Based on the previous JILD P experience, the empowerment of women and men particularly representing the most vulnerable groups will remain the key element for local development along with improved local governance and local service provision. Thus, the Programme will support the development of income generating activities and provide opportunities for re-investment of remittances, and provide training to develop skills to initiate and manage income generating economic activities.

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

The overall objective of the **National Consultant in Local Economic and Business Development** (hereinafter Consultant) assignment is to provide substantive expertise in design, implementation and monitoring of initiatives in the field of strengthening local economic potential and growth opportunities at local level. Specialized companies will be contracted to implement the activities in each of JILD P 20 target communities.

More specifically, the Consultant will design and support the assessment of local economic and business potential in 20 JILD P target communities; will design a 'capacity building package' for LPAs to develop an enabling local business environment and will support contracted companies in its implementation; will assist with expert advice and monitor contracted companies in provision of business start-up trainings in 20 communities and in initiation and running of at least 20 rural businesses.

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

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

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

- University Degree in Business Administration, Economy, Public Administration, or other relevant fields;

### **II. Years of experience:**

- At least 5 years of professional working experience in the field of rural business development, local economic development, local public administration;
- Proven training/expertise in rural economic development, including experience in practical experience in supporting rural business development, small business start-up;
- Previous experience in development assistance or related work for a donor organization, consulting company, or NGO. Previous experience in working with UN agencies is an asset.

### **III. Competencies:**

- Demonstrated capacity of team-orientated work, excellent planning and organizational skills;
- Strong, research, communications and writing skills
- Knowledge of Romanian, Russian and English languages is required
- Sensitivity and respect for human rights and gender equality
- Ability to achieve results and deadlines in a timely manner, maintaining a high standard throughout

#### **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 duly 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 day \* 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 Business Administration, Economy, Public Administration, or related areas.
- At least 5 years of professional working experience in the field of rural business development, local economic development, local public administration;

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
<b><u>Technical</u></b>		
University degree public policy, economics, public administration, management, or related areas.	<i>university degree – 20 pts, master degree – 30 pts)</i>	<b>30</b>
Experience directly related to rural business development, local economic development, managing business development grant schemes	<i>5 years -40 pts; more than 5 years – 10 pts for each additional year, maximum 80 pts.)</i>	<b>80</b>
Training expertise in rural economic development, including elaboration of training modules and delivery	<i>each year of such experience - 10 pts., up to - 50 pts.</i>	<b>50</b>
Previous experience with international organization/companies	<i>(each year of such experience - 10 pts., up to - 30 pts. )</i>	<b>30</b>
Fluency in English, Romanian and Russian orally and in writing	<i>(Romanian and Russian – 5 pts each; English – 10 pts)</i>	<b>20</b>
Interview	<i>(50 – demonstrated technical knowledge and experience; 10 – communication/ interpersonal skills; 10 – initiative; 10 – sensitivity and respect for human rights and gender equality; 10 – capacity of team orientation work)</i>	<b>90</b>
<b>Maximum Total Technical Scoring</b>		<b>300</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 * 200</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>200</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**