



INDIVIDUAL CONSULTANT PROCUREMENT NOTICE

Date: **28 November, 2013**

Country: Republic of Moldova

Description of the assignment: National consultant to coordinate the activities of the Rezina Regional SYSLAB Center (to be locally recruited)

Project name: Innovative Entrepreneurship for Sustainable Employment

Duty Station: Rezina, Moldova

Period of assignment/services: December 2013 – December 2014, with possibility of extension up until 2015

Application instructions: Proposals should be submitted **on-line** by pressing the “**Apply on-line**” link, no later than **8 December, 2013**.

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

The development of human capital is viewed as a prerequisite for an inclusive and sustainable economic growth. Moreover, it is increasingly seen at the cornerstone for both advanced and emerging economies seeking to speed up economic development and address the challenges posed by the global economic crisis.

From the development perspective, the labor plays critical role for Moldova's socio-economic modernization, as it is one of the few resources available in the country. However, long hailed as a country with abundant labor resources, Moldova has increasingly found that labor (mostly as quality, but also quantity) has become its major development constraint, with Moldova's labor endowment suffering considerably in the last two decades. The prospects for the quantity of labor force available in the future are not necessarily brighter given continuous outward migration and dire demographic outlook.

This loss in the labor force was only partly offset by the improvements in the labor productivity, which remained the lowest in the CEE and Western CIS region. Capital and skill endowments are amongst chief determinants of the labor productivity. In their turn, the skill endowment is largely dependent not only on the quality of the country's education system, but also on training programs

provided by various institutions.

The Innovative Entrepreneurship for Sustainable Employment Project was designed to establish career centers in four most important regions of Moldova with the goal to train and assist qualified unemployed and graduates in obtaining relevant employment in Moldova, preventing brain-waste, as well as brain-drain, and supporting economic growth of the country. One training center will be established in Chisinau and three centers will be established in the regions of Moldova.

For the training Centre to be established in Rezina, a Coordinator of the Centre, a carrier advisor and an assistant will be recruited.

For detailed information about the focus of the SYSLAB Project, please refer to Annex 1 – Terms of Reference.

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

The Local Coordinator of the SYSLAB Centre in Rezina, in close cooperation with Project Manager, will ensure the provision of development services and products of the highest quality and standards to national counterparts and clients, applying HRBA and GE approaches. The Coordinator will independently and proactively implement the SYSLAB system, acting as a visible and trusted leader and ensuring coaching for all participants. More specifically, he/she will be responsible for the achieving and implementing the following:

Key deliverables:

Deliverables	Deadlines
Actively participate to all trainings on the implementation of the SYSLAB methodology, to be coordinated and conducted by the staff of the SYSLAB Centre in Chisinau; in particular, take active part to the incipient training on SYSLAB methodology planned for January 2014	31 January 2014
Prepare, with the support of the Project, the detailed Work Plan for the SYSLAB Rezina Centre, to reflect scope of activities, timing, sequencing, costs, human resources and other inputs	17 January 2014
Ensure revision/up-date of the Annual Work Plan (at least once during the Project implementation year)	18 July 2014
Maintain close communication with the SYSLAB Project and SYSLAB Head office in Norway, including on period progress reports	On monthly basis, January – December 2014
Establish cooperation with the local employment agency, local academia, private sector and similar interventions, to promote employment of beneficiaries in SYSLAB Rezina Centre (the Project will facilitate the process of signature of MoUs with the respective institutions)	14 February 2014
Coordinate recruitment of beneficiaries for the SYSLAB Centre, also based on the established cooperation relations with relevant local stakeholders, including employment agency, local academia, private	On continuous basis, January – December

sector, etc.	2014
Organize monthly visibility events involving local media and relevant local stakeholders (in particular presentations and workshops to disseminate information on the Centre's activities and opportunities offered by the SYSLAB Centre)	At least one relevant event each month
Coordinate the organization of all meetings, workshops, recruitment events, trainings and other activities that are indispensable to the implementation of the standard SYSLAB methodology ; provide quarterly narrative report on all such undertakings	On monthly basis, January – December 2014
Coordinate the SYSLAB Rezina local team, to consist of one Career Advisor and one Office Assistant; ensure that the capacities and knowledge of the team are constantly updated and improved, with the support from the Project and SYSLAB Head office in Norway	On monthly basis, January – December 2014
Develop and conduct trainings and courses relevant to participant's skills and motivation; coordinate reception, evaluation and advising of people with business ideas; organize staff interviews, motivation seminars, "management by walking around", among others.	On monthly basis
Develop quarterly narrative progress report to contain key results and achievements, particularly in terms of recruitment of direct beneficiaries, employment results and business start-up results, as well as key risks and obstacles encountered (based on standard template of the Project)	At the end of each quarter
Develop and share with the management of the Project the final annual narrative report for the SYSLAB Rezina Center	By 12 December 2014

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

3. REQUIREMENTS FOR EXPERIENCE AND QUALIFICATIONS

I. Academic Qualifications:

- University Degree in public administration, economics, social sciences law or related areas. Master Degree would be an advantage. Additional training and certification in project management would be a strong asset.

II. Experience:

- At least three (3) years of progressively responsible experience is required at the national level in the local/regional economic development, entrepreneurship promotion, carrier development or related fields, preferably in an international organization, national agency, national ministry, local public administration, non-governmental organization/think-tank, or private sector. Practical experience with similar interventions/projects is a strong asset;
- Previous experience in development assistance or related work for a donor organization, governmental institutions, NGO/think-tank or private sector / consulting firm is a strong advantage;

III. Competencies and Skills:

- Strong communication and teamwork skills;
- Experience in the usage of computers and office software packages (MS Word, Excel, etc).
- Fluency in both oral and written English, Romanian and Russian is a must;
- Working knowledge of one or more additional languages relevant for Moldova, including Bulgarian, Gagauzian, Romani, Ukrainian or sign language would be an asset.

4. DOCUMENTS TO BE INCLUDED WHEN SUBMITTING THE PROPOSALS

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

1. Cover letter, explaining why he/she is the most suitable for the work;
2. Financial proposal;
3. Personal CV including past experience in similar projects and at least 3 references, or fully 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. Payments to the Individual Consultant are made in equal installments, monthly, based on the submission and approval of the time sheets (monthly) and quarterly activity reports. The Consultant is required to be present at work Monday-Friday, from 8:30 to 17:30. 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 monthly fee and number of anticipated working days/month, taxes, mobile phone calls, etc.).

Travel to Chisinau SYSLAB Centre is envisaged under this consultancy, which will be agreed with the Project Manager in advance and covered by the project.

6. EVALUATION

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

- University Degree in public administration, economics, social sciences law or related areas;
- At least three (3) years of progressively responsible experience at the national level in the local/regional economic development, entrepreneurship promotion, carrier development or related fields.

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 public administration, economics, social sciences law or related areas. Master Degree would be an advantage. Additional training and certification in project management would be a strong asset	(University degree – max 35 pts, Master's – max 40 pts, PhD's – max 45 pts; training and certification in project management – additional max. 5 pts)	50
Interview		
Three (3) years of progressively responsible experience is required at the national level in the local/regional economic development, entrepreneurship promotion, carrier development or related fields, preferably in an international organization, national agency, national ministry, local public administration, non-governmental organization/think-tank, or private sector. Practical experience with similar interventions/projects is a strong asset.	(3 years – max 50 pts, >3 years – max 55 pts; experience with similar projects – additional max. 10 pts)	65
3 years of progressively responsible experience in consulting or facilitating business start-ups, including at the level of business incubators and/or start-up consultancy companies	(3 years – max 50 pts, >3 years – max 55 pts)	55
Previous experience in development assistance or related work for a donor organization, governmental institutions, NGO/think-tank or private sector / consulting firm	(max 30 pts.)	30
Strong communication and teamwork skills	(max 35 pts.)	35
Experience in the usage of computers and office software packages (MS Word, Excel, etc)	(max 35 pts.)	35
Fluency in both oral and written English, Romanian and Russian; Working knowledge of one or more additional languages relevant for Moldova, including Bulgarian, Gagauzian, Romani, Ukrainian or sign language would be an asset	(Romanian–max 7 pts., Russian – max 7 pts, English - 10 pts.; other languages –2 pts for each additional language, up to additional max 6 pts)	30
Maximum Total Technical Scoring		300
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 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