



## INDIVIDUAL CONSULTANT PROCUREMENT NOTICE

Date: **18 December 2013**

**Country:** Republic of Moldova

**Description of the assignment:** Two National Consultants to develop the Ex-ante analysis of the "Fostering the return of Moldovan migrant workers from abroad" policy draft

**Programme name:** UNDP / IOM / UN WOMEN Joint Pilot Programme "Mainstreaming of Migration into Development in Moldova" (MOMID)

**Period of assignment/services:** 25 working days during January 2014

Proposals should be submitted online by pressing the "Apply Now" button no later than **26 December 2013**.

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

In the context of implementing the National Strategy in the field of migration and asylum, mainstreaming of migration into the process of public policies development, as well as finalization of certain actions regarding migration from the Government Activity Plan, the Ministry of Labor, Social Protection and Family (MLSPF) aims to develop a public policies document regarding the return and reintegration of Moldovan migrants. The Ex-ante analysis of the "Fostering the return of Moldovan migrant workers from abroad" shall provide a range of options, which will serve as actions for the policy promoted by the Government of the Republic of Moldova with regard to migration.

Within the framework of the "Mainstreaming of Migration into Development in Moldova" (MOMID) project, United Nations Development Programme (UNDP), in cooperation with Diaspora Relations Bureau (DRB), State Chancellery (SC) and International Organization for Migration (IOM), announces an open competition to recruit 2 (two) local consultants for provision of a thorough Ex-ante analysis for public policy proposal "Fostering the return of Moldovan migrant workers from abroad", in order to support and strengthen the capacities of the Ministry of Labor, Social Protection and Family (MLSPF).

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

### 2. SCOPE OF WORK

Working in a team, the National Consultants (hereinafter: "Consultants") are sought to develop the Ex-ante analysis (hereinafter: "Policy") with the view to ensure elaboration of a public policy draft based on evidences, in accordance with the new requirements for policy documents elaboration and provision of a set of recommendations for proper implementation and promotion of the state policies regarding migration issue. The Consultants may share the fields of expertise, one focusing on the problem analysis and the other on the impact analysis, an issue to be discussed during the interviews and contract negotiation.

In this respect, the Consultants' tasks will include, but will be not limited to, the following tasks:

- Carrying-out of a comprehensive desk review to get acquainted with the results of previous studies undertaken in Moldova so far, as well as analyzing other available resources on the topic, printed or electronic, such as: best practices, reports, methodologies, legislative and policy documents, international standards and guidelines, statistical survey data etc.; As a result, the Consultants are expected to propose a draft structure of the Policy and discuss it with the Programme Team;
- Conducting bilateral interviews with the relevant in-country stakeholders with the view to discuss ideas and options for the elaboration of the Policy. Support the Ministry of Labor, Social Protection and Family during all stages of the Ex-ante analysis of public policy draft, inclusively at the stage of public consultations;
- Ensure coordination and constructive collaboration with all stake-holders/involved parties and strengthen management capacities of public policies regarding migration, return and reintegration.

### 3. REQUIREMENTS FOR EXPERIENCE AND QUALIFICATIONS

#### 1. Academic Qualifications:

- University degree in social science or other required discipline (public administration, business management, economic relations, finance, sociology, research, etc.), Master Degree is an asset.

#### 2. Years of experience:

- At least 2 years of experience in providing impact analysis on regulation, public policy elaboration and/or migration management. Experience of working with public national authorities in the area of strategic planning and sector development policies will be a strong asset.
- At least 2 years of proven experience in drafting strategic documents and analytical studies/reports in an accurate and concise manner, including execution of assessments, evaluations, analytical reports, preferably in the fields of economy, public administration, development and/or migration.

#### 3. Competencies:

- Strong knowledge of best practices in migration, return and reintegration of migrants;
- Proven experience in drafting strategic documents and analytical studies/reports in an accurate and concise manner;
- Competencies in cost-benefit, cost-efficiency analysis;
- Good analytical, organizational and facilitation skills;
- Experience as a diaspora member/migration experience is an asset;
- Fluency in written and spoken English and Romanian, good command of Russian (deliverables and drafts thereof may be provided in Romanian);
- Computer literacy and ability to effectively use the office technology equipment and IT tools.

#### 4. Personal Qualities and other requirements:

- Good interpersonal skills, solid judgment/decision making, initiative and creativity;
- Self-starter, diplomatic, self-disciplined and responsible;
- Cultural and gender sensitivity.

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

Interested individuals must submit, besides a cover letter explaining how applicants respond to each of the qualification requirements and why he/she is the most suitable for the work, the following documents/information to demonstrate their qualifications:

1. Personal information (as a detailed CV or as a Personal History Form/P11) including records on past experience in similar projects/assignments and concrete outputs obtained, and at least 3 references;
2. Technical Proposal: Provide a brief (max. 2 pages) methodology on how they will approach and conduct the work, incl. the stakeholders envisaged to be consulted;
3. Financial proposal (in USD), specifying a total lump sum amount and a breakdown per working days and other related expenses.

### 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 all related costs e.g. fees, phone calls, etc.) and the 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, consultants will be short-listed based on the following minimum qualification criteria:

- University degree in social science or other required discipline (public administration, business management, economic relations, finance, sociology, research, etc.), Master Degree is an asset.
- At least 2 years of experience in providing impact analysis on regulation, public policy elaboration and/or migration management. Experience of working with public national authorities in the area of strategic planning and sector development policies will be a strong asset.
- At least 2 years of proven experience in drafting strategic documents and analytical studies/reports in an accurate and concise manner, including execution of assessments, evaluations, analytical reports, preferably in the fields of economy, public administration, development and/or migration.

The short-listed individual consultants will be further evaluated based on the following methodology:

### Cumulative analysis

The award of the contracts shall be made to the individual consultants whose offers have 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	Max.Points Obtainable
<b><u>Technical</u></b>		
1. University degree in social science or other required discipline (public administration, business management, economic relations, finance, sociology, research, etc.), Master Degree is an asset;	University Degree – 40 pts, Master's – 50 pts	50
2. At least 2 years of experience in providing impact analysis on regulation, public policy elaboration and/or migration management. Experience of working with public national authorities in the area of strategic planning and sector development policies will be a strong asset;	2 years - 35 pts, Experience with public authorities – 15 pts	50
3. At least 2 years of proven experience in drafting strategic documents and analytical studies/reports in an accurate and concise manner, including execution of assessments, evaluations, analytical reports, preferably in the fields of economy, public administration, development and/or migration;	Large – 30-40 pts, to some extent – 10-30 pts, No-0 pts	40
4. Strong knowledge of best practices in migration, return and reintegration of migrants;	Large – 30-40 pts, to some extent – 10-30 pts	40
5. Proven experience in drafting strategic documents and analytical studies/reports in an accurate and concise manner;	Large – 20-30 pts, to some extent – 10-20 pts, No-0 pts	30
6. Competencies in cost-benefit, cost-efficiency analysis;	Large – 20-30 pts, to some extent – 10-20 pts, No-0 pts	30
7. Good analytical, organizational and facilitation skills;	Large – 10-20 pts, to some extent – 05-10 pts	20
8. Experience as a diaspora member/migration experience is an asset;	Large – 10-15 pts, to some extent – 05-10 pts,	15
9. Fluency in written and spoken English and Romanian, good command of Russian;	Romanian – 05 pts, English – 05 pts, Russian – 05 pts	15
10. Computer literacy and ability to effectively use the office technology equipment and IT tools.	Large – 05-10 pts, to some extent – 05 pts	10
<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;		<b>200</b>

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 candidates will be those who accumulated the highest aggregated score (technical scoring + financial scoring).

#### **ANNEXES:**

**ANNEX 1 – TERMS OF REFERENCES (TOR)**

**ANNEX 2 – INDIVIDUAL CONSULTANT GENERAL TERMS AND CONDITIONS**