

INDIVIDUAL CONSULTANT PROCUREMENT NOTICE

Date: 08.05.2018

Country: Republic of Moldova

Description of the assignment: Capacity building consultant on employment and labour migration issues

Project name: Migration and Local Development Project (MiDL)

Period of assignment/services: May– November 2018, estimated workload up to 40 working days

Proposals should be submitted **on-line** by pressing “Apply on-line” link, no later than 21 May, **12:00**.

Requests for **clarification only** must be sent by standard electronic communication to the following e-mail: zinaida.adam@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 Government of Moldova explicitly acknowledges its commitment to generate employment and link migration and development at the local level. Institutions at all government levels are becoming increasingly aware that migration is one of factors affecting development; this is especially true for emigrants and their potential to support the home communities through local essential service improvement (water, sanitation, education, health and social services), skill and knowledge transfer and income generating opportunities.

Given the stringent need to further advance with the implementation of the Decentralization Strategy and embedding migration aspects into development processes, the State Chancellery together with United Nations Development Programme have designed a new Programme phase of the Integrated Migration and Local Development Programme. The project is designed to support Central Public Authorities (CPAs) and LPAs to develop and implement strategic policies, methodologies and procedures related to temporary, permanent and circular migration and link them to local development processes, which will enable further design and implementation of joint service improvement and income-generating initiatives, ensuring equal access for women, children, young people the elderly, the disabled, and other population groups in selected localities. Moreover, the project is developed as a replicable approach with potentials for scaling up, with intensive capacity building and strengthening of national and local public authorities to better plan, manage, budget, and implement public service management with participation of community members, including migrants.

Thus, as seen above, integrating migration into local development requires a systematic, tangible and programmatic approach. The current project is proposed based on the results achieved during the implementation of 3 phases of JILDLP (2007-2015), which has put a series of methodological approaches and strategic frameworks in place. It supports integrated and systematic local development planning and

management, by tackling both central and local levels.

The Overall Objective of the Programme is: *Communities affected by migration benefit from improved essential local services, namely water and sanitation, health, social and education services, and have access to income-generating opportunities, including improved employment reintegration support for returnees.*

Considering the specific local development context, the current situation and needs, the project sets out two primary outcomes:

Outcome 1: The Ministry of Health, Labour and Social Protection (MHLSP) and the National Employment Agency (NEA) have mandates, capacities and resources to provide qualitative employment reintegration services to all returnees.

Outcome 2: Local public authorities have the capacities and resources to engage with community members, including migrants, and to promote knowledge transfer from abroad with a view to improving local essential services and offering opportunities for income-generating activities.

Working toward achieving the first outcome mentioned above, MIDL has provided support to the MLSPF, in developing and promoting the National Employment Strategy and its Matrix of Actions for 2017-2021, in cooperation with ILO (as part of the first Policy Component of MiDL). This strategic document contributes directly to the implementation of the National Action Plan for the Implementation of the RM-EU Association Agreement on the creation and implementation of strategic employment policies, the Government's Activity Program as well as advancing the Agenda 2030 in Moldova. The National Employment Strategy aims at developing a "dynamic, flexible and inclusive" labour market, by interpolating economic policies on productive and inclusive jobs creation and education policies on adequate skills development, a modernized NEA and active labour market measures, while integrating gender aspects, accounting for, and capitalizing on the benefits of migration. In this context, a Labour Market Observatory was created as part of the National Employment Agency in charge of performing in-depth analysis of the Moldovan labour market to support policy making. This specific activity shall contribute to fortifying the analytical capacity of NEA's newly created Labour Market Observatory in the field of labour migration.

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

UNDP Moldova is seeking a National Consultant to provide support in strengthening the data analysis, research and analytical capacity of NEA's Labour Market Observatory in the field of labour migration.

Short description of tasks to be performed:

- Provide support to NEA's Labour Market Observatory in performing a comprehensive mapping of all available sources - covering the issue of labour migration and its impact on the Moldovan labour market (temporary, circular and return labour migration, immigration).
- Provide support to NEA's Labour Market Observatory and staff in developing a model analytical report on the labour migration and its impact on the Moldovan labour market.
- Provide support to NEA staff to review and analyse the monthly, quarterly and annual reports.
- Capacity building of NEA's Labour Market Observatory and Staff.

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

3. REQUIREMENTS FOR EXPERIENCE AND QUALIFICATIONS

I. Qualifications:

- University/Master Degree in Economics or related social sciences, Employment/Job promotion Policies, Labour Migration, Public Policy or related areas.

II. Experience:

- At least 4 years of professional working experience in the field of employment, labour migration, migration, macroeconomic analysis, job creation, etc;
- Proven experience in developing analytical reports, applying advanced research methods on labour market, labour migration, employment promotion, job creation, macro-economic analysis, other relevant fields;
- Proven experience in working with and providing support and consultancy to governmental institutions in relevant fields;
- Previous experience in development assistance or related work for a donor organization, consulting company, or NGO.

III. Competencies:

- Demonstrated capacity of team-orientation work, excellent planning and organizational skills;
- Strong research, communications and writing skills;
- Fluency in Romanian and Russian, English (will be considered an advantage);
- Ability to achieve results and deadlines in a timely manner, maintaining a high standard throughout;
- Sensitivity and respect for sustainable development, human rights and gender equality; proven commitment to the core values of the United Nations, respecting differences of culture, gender, religion, ethnicity, nationality, language, age, HIV status, disability, and sexual orientation, or other status

The United Nations Development Programme in Moldova is committed to workforce diversity. Women, persons with disabilities, Roma and other ethnic or religious minorities, persons living with HIV, as well as refugees and other non-citizens legally entitled to work in the Republic of Moldova, are particularly encouraged to apply.

4. DOCUMENTS TO BE INCLUDED WHEN SUBMITTING THE PROPOSALS

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

1. Proposal:

- a. explaining ***how the applicant responds to each of the qualification requirements*** and why he/she is the most suitable for the work (particularly providing details on the previously implemented similar projects and assignments and previous experience in the fields related to this consultancy as described in the terms of reference); and the consultant's ***technical approach*** to the tasks to be performed under this assignment – 1-2 pages;

2. Personal information (Personal History Form/P11) including records of past experience in similar projects/assignments and concrete outputs obtained with the three references;

3. Financial proposal in (USD, specifying a total lump sum amount) as described below.

4. Offeror's Letter confirming Interest and Availability

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 travel, per diems, and number of anticipated working days).

Travel

No travel costs are envisaged by this assignment.

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. UNDP should not accept travel costs exceeding those of an economy class ticket. Should the IC wish to travel on a higher class she/he should do so using their own resources.

6. EVALUATION

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

- University Degree in Economics or related social sciences, Employment/Job promotion Policies, Labour Migration, Public Policy or related areas.
- At least 4 years of professional working experience in the field of employment, labour migration, migration, macroeconomic analysis, job creation, etc.

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).

Technical evaluation will be based on a thorough desk review of applications.

Only candidates obtaining a minimum of 70% score of the technical evaluation (at least 210 points) would be considered for the Financial Evaluation.

Criteria	Scoring	Maximum Points Obtainable
<u>Technical</u>		
University/Master Degree in Economics or related social sciences, Employment/Job promotion Policies, Labour Migration, Public Policy or related areas.	(university degree – 30 pts, master degree – 50 pts)	50
At least 4 years of professional working experience in the field of employment, labour migration, migration, macroeconomic analysis, job creation, etc.	(4 years - 40 pts; each additional year – 5 pts, up to maximum of 55 pts.)	55
Proven experience in developing analytical reports, applying advanced research methods on labour market, labour migration, employment promotion, job creation, macro-economic analysis, other relevant fields.	(1 project - 15 pts; each additional project – 10 pts, up to maximum of 75 pts.)	75

Proven experience in providing support and consultancy to governmental institutions in relevant fields.	(1 project - 15 pts; 2 projects – 25pts, more than 2 projects - 35 pts.)	35
Previous experience in development assistance or related work for a donor organization, consulting company, or NGO.	(1 project - 5 pts., 2-3 projects – 15 pts., more than 4 projects- 25 pts.)	25
Fluency in Romanian and English, knowledge of Russian is considered an advantage.	(Romanian - 10 pts, English – 10 pts., Russian – 10 pts)	30
Written Technical Proposal		
Proven research, writing skills and understanding of task, the proposed approach is adopted and appropriate for the tasks included in the Terms of reference	limited - <5 points; satisfactory - <15; strong – 30 points	30
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; 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