



INDIVIDUAL CONSULTANT PROCUREMENT NOTICE

Date: **18 April 2019**

Country: Republic of Moldova

Description of the assignment: 1 Capacity building Consultant on Diaspora, Migration and Development and Labour Migration issues for public authorities and Hometown Associations.

Project name: Migration and Local Development Project (MiDL)

Period of assignment/services: May 2019 – October 2022, estimated workload 125 days.

Proposals should be submitted **on-line** by pressing "Apply on-line" link, no later than **30 April 2019**.

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

Migration still remains an overwhelming issue in the Republic of Moldova; with a decisive impact both, at national and local level. According to various sources, overall 1/4 of the country's population is still residing abroad. The rural area of the country is particularly affected, as it loses its economically active population in favor of international labor migration and with it, its long-term development perspective. On the other side, remittances continue to make a difference and create significant dependence.

The Moldovan Government (GoM) acknowledges that, if addressed and managed properly, human mobility can also bring many opportunities, changes and improvements in the country. Due to the Swiss development support, the GoM migration policy focus shifted from a management and control perspective to capitalizing on the opportunities provided by migration.

Within the period of 2015-2018, with the support of SDC and UNDP, the Moldovan Government succeeded to successfully devise, enhance and spill over an innovative and effective tailor-made national DMD model of migrants' engagement into local development process, pursuing the improvement of basic local services, creating jobs and income generating activities. Within the piloting phase, 38 communities (representing over 10% of the country population and located in all regions of Moldova) have been supported to pioneer a new DMD model, which resulted in improved local infrastructure and local services with tangible benefit for over 310,000 citizens.

Building on the previous positive experience at local level, the UNDP is implementing a new phase of 'Migration and Local Development Project' (MiDL Project) during 2019-2020. Overall Goal of this continuation is maximizing the impact of migration on the socio-economic development through an improved institutional framework and engaged Diaspora. In this context, the project shall pursue two Outcomes:

Outcome 1: Moldovan labour, potential, actual and returning migrants benefit from comprehensive employment support services;

Outcome 2: Community members, including migrants are meaningfully engaged in the local development process.

To that end, the project envisages a comprehensive, tailor-made and multi-layered capacity building support for its beneficiaries to enable them to achieve the objectives and goals of the project. More specifically, MiDL shall target three categories of beneficiaries. For Outcome 1, MiDL shall work with the MSMSP and National Employment Agency and its territorial structures (NEA/TEA) strengthen stakeholders' capacities to design and deliver human-centred employment services and raise awareness among migrants and their families about the risk and advantages of labour migration, benefits and opportunities of reintegration in Moldova. For Outcome 2, MiDL shall work with: a) Hometown associations, and b) local public authorities – local migration focal points, in the area of Diaspora, Migration and Development (DMD).

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

UNDP Moldova is seeking a National Consultant who will design a comprehensive capacity building program for: a) the National Employment Agency and its territorial employment offices in the field of labour migration; b) hometown associations (NGOs) and c) local public authorities – local migration focal points. The Consultant will contribute to the successful achievement of the both project Outcomes by building the capacity and improving knowledge of local stakeholders in the field of DMD and Labour Migration.

Requirements for capacity building program and trainings to be designed and delivered under this assignment:

- Have a clear and comprehensive content,
- Be adjusted to the level of knowledge and understanding of the target groups,
- Meet the professional development needs of the target groups,
- Include tailor-made interventions for various target groups and different learning tracks for various target groups,
- Designed for practitioners, have a practical and applicative character,
- Apply interactive, adult-learning and dynamic training techniques,
- Reflect gender, vulnerability, disability, inclusiveness, and human rights aspects throughout the course content,
- Include a list of additional relevant readings and study materials.

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

3. REQUIREMENTS FOR EXPERIENCE AND QUALIFICATIONS

Education:

- University/master's degree in Public Policy, Social Science, Migration, Labour Migration, Employment or related areas.

Experience:

- At least 5 years of professional working experience in the field of labour migration, migration, employment, etc;
- Proven experience in developing and delivering capacity building activities to public institutions in the field of labour migration, migration, employment or other connected fields;
- Proven capacity of developing analytical reports, conducting research in the field of migration, labour migration, employment, etc;
- Proven experience in working with, providing support and consultancy to governmental institutions, employment agencies in relevant fields;
- Previous experience in development assistance or related work for a donor organization, consulting company, or NGO.

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. CV with at least 3 contact references;
2. Cover letter, stating their interest in and qualifications for the consultancy
3. Financial offer (1) fee per consultancy day in community, including transport costs; 2) fee per consultancy day in the office);
4. Offeror's Letter to UNDP confirming interest and availability.

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5. FINANCIAL PROPOSAL

The financial proposal shall specify a total lump sum amount, and payment terms around specific and measurable (qualitative and quantitative) deliverables (in installments). Payments are based upon delivery of the services specified in the TOR.

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/master's degree in Public Policy, Social Science, Migration, Labour Migration, Employment or related areas.
- At least 5 years of professional working experience in the field of labour migration, migration, employment, etc;
- Fluency in Romanian and Russian.

Experience:

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		

Criteria	Scoring	Maximum Points Obtainable
University/master's degree in Public Policy, Social Science, Migration, Labour Migration, Employment or related areas.	(university degree – 15 pts, master degree – 25 pts)	25
At least 5 years of professional working experience in the field of labour migration, migration, employment, etc;	(5 years -up to 40 pts; each additional year – 2 pts, up to maximum of 50 pts.)	50
Proven experience in developing and delivering capacity building activities to public institutions in the field of labour migration, migration, employment or other connected fields;	(up to 5 related projects - 30 pts., each additional related project – 5 pts, up to maximum 60 points).	60
Proven capacity of developing analytical reports, conducting research in the field of migration, labour migration, employment, etc;	(up to 5 related projects - 30 pts., each additional related project – 5 pts, up to maximum 60 points).	60
Proven experience in working with, providing support and consultancy to governmental institutions, employment agencies in relevant fields;	(At least 3 years - 30 pts., each additional year – 5 pts., up to – 60 pts.)	60
Previous experience in development assistance or related work for a donor organization, consulting company, or NGO.	(At least 3 years - 15 pts., each additional year – 5 pts., up to – 30 pts)	30
Fluency in Romanian and Russian. Basic knowledge of English.	(Romanian – 5 pts., Russian- 5 pts, English – 5 pts)	15
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