



TERMS OF REFERENCE

Job title:	Private Sector Engagement Consultant
Duty Station:	Republic of Moldova, Chisinau
Reference to the projects:	Advancing Quality Education and Lifelong Learning Opportunities for All
Contract type:	Individual Contract
Assignment type:	National Consultant
Contract duration:	May 2024 – July 2024
Expected workload:	50 working days
Indicative starting date:	May 2024

1. BACKGROUND

During 2024 – 2027, UNDP and UNICEF is jointly implementing the Project “Advancing Quality Education and Lifelong Learning Opportunities for All”, funded by the European Union. The overarching objective of the project is to contribute to human capital development in the Republic of Moldova, improving the quality and relevance of education and lifelong learning opportunities for all, for better matching the labour market demands. To achieve this, the Program will target the following specific objectives:

1. Strengthen institutions and system for teacher and school leaders' professional development and support the implementation of education policies to enhance quality of teaching and learning (Development Strategy “Education 2030”).
2. Improve equitable access for all children to quality education, promoting the development of an inclusive, digital, and resilient education system.
3. Upgrade learning environments through renovation of selected school infrastructures and facilitate the development of the 21st century skills, contributing to better education opportunities for pupils/students and improved efficiency of the school network.

Under this joint Project, UNDP will support the professional development of teachers, promote life-long learning opportunities for adults, and be responsible for implementing interventions under the specific objective number 3 mentioned above, that aims at increasing quality, relevance, and efficiency of learning. More specifically, it will support Ministry of Education and Research in enhancing the learning environments and improving the teaching-learning conditions by setting up modern learning spaces, improvement of school infrastructure of 10 model/aspirational schools. It will also aim at redesigning existing STEEAM learning spaces to facilitate better learning, provision of modern technologies and teaching-learning resources and support the roadmaps for continuous development of digital learning space. The activities will ease the accessibility of students from remote areas to the model/ aspirational schools through access to transportation means and development of an integrated national system for school bus management. In addition, this component aims at designing and rolling-out a digital transformation & STEEAM model in upper-secondary education focusing on teachers' mentorship in using new educational technologies, adopting new pedagogical approaches, support the development of digital educational resources for science disciplines, and support the capacity of school managers to embark upon the process of e-transformation in education.

2. OBJECTIVE AND EXPECTED OUTPUTS

The EU-funded Project “Advancing Quality Education and Lifelong Learning Opportunities for All” is seeking to contract a Private Sector Engagement Consultant (hereinafter “the Consultant”) to support the project team in engaging private sector companies in the education sector in the Republic of Moldova.

“Moldova for Education” is a nationwide initiative of the Ministry of Education and Research, aimed at engaging private sector in improving the quality of education in the country. This initiative aims at mobilizing businesses to

contribute in various forms to support the development of the Model Schools network. The Consultant will be mainly responsible for coordinating the campaign “**Moldova for Education**”. He/she will be in charge of identifying potential partners, organizing meetings and fundraising activities and working with local business representatives, individuals, and organizations to foster their engagement with the campaign.

Under the direct supervision of the Project Manager, the Consultant is expected to carry out the following tasks:

- Analyze the current needs and gaps in the provision of career orientation activities in schools.
- Contribute to the conceptualization of private sector engagement from the perspective of career guidance and orientation. Map the potential partners and types of career orientation activities;
- Develop a detailed project plan outlining fundraising activities, timelines, and milestones; Provide support to the official launching of “Moldova for Education” campaign;
- Identify potential partners, organize meetings, and carry out presentations for potential donors and sponsors;
- Establish partnerships with donors and sponsors;
- Communicate with schools to assess their specific needs and priorities for improvement;
- Organize fundraising events, including, but not limited to charity drives, campaigns, and donor meetings;
- Collaborate with communication teams to develop promotional materials and raise awareness about the project;
- Perform any other relevant activity-related tasks, as requested by the Project Manager, for the successful implementation of the assignment.

3. KEY ACTIVITIES, DELIVERABLES AND TENTATIVE TIMETABLE

Key activities and deliverables	Tentative timetable
<p>Activity 1: Analyze the current needs and gaps in the provision of career orientation activities in schools. Contribute to the conceptualization of the career guidance and orientation activities under the “Moldova for Education” campaign and private sector engagement.</p> <p>Deliverable 1: Concept Note on career guidance and orientation programme in schools as part of the “Moldova for Education” campaign. containing: (1) a range of career guidance activities, (2) private sector contribution, (3) a detailed plan outlining potential engagement in terms of activities, timelines, costing, and milestones.</p>	<p>Deliverable 1 by 25 April 2024 10 WD</p>
<p>Activity 2: Provide support to the official launching of “Moldova for Education” campaign, including conceptual, logistics, and communications support, such as developing the agenda, drafting invitations, compiling the list of partners, and others.</p> <p>Deliverable 2: report on the organization of the event, and post-event follow-up.</p>	<p>Deliverable 2 by 15 May 2024 5 WDs</p>
<p>Activity 3: Lead the implementation of the “Moldova for Education” campaign based on the project plan. Organize at least 20 meetings with companies, carry out at least 20 companies presentations, monitor the implementation of the plan, support the development of necessary templates, documents, as well as coordinate the development of specialized products.</p> <p>Deliverable 3.1: Report on the implementation of the “Moldova for Education” campaign, including from the career orientation perspective.</p> <p>Deliverable 3.2: Final report summarizing lessons learned and conclusions on the implementation of the campaign.</p>	<p>Deliverable 3.1 By 15 June 2023 25 WDs</p> <p>Deliverable 3.2 by 31 July 2024 10 WDs</p>

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4. INSTITUTIONAL ARRANGEMENTS

The timeframe for the work of the Consultant is planned for the period May 2024 – July 2024.

The assignment shall be performed in close coordination with the Project Team, under the guidance and supervision of the Project Manager.

For the duration of the assignment, the Project will provide the Consultant the necessary information and materials for the fulfilment of the assignment.

All communications and documentation related to the assignment will be in Romanian, unless specifically agreed otherwise.

5. FINANCIAL ARRANGEMENTS

Payments will be disbursed in two tranches, following the schedule below, based on the actual number of reported working days:

Key activities and deliverables	Tentative timetable
<u>Deliverable 1 & 2</u>	by 31 May, 2024
<u>Deliverable 3.1 & 3.2:</u>	by 31 July, 2024

6. QUALIFICATIONS AND SKILLS REQUIRED

Qualifications:

- Education: A bachelor's degree in a relevant field (e.g., project management, business administration, international development) or other relevant related area;

Experience:

- Work experience: at least 3 years of work experience in partnerships, fundraising, CSR, or similar;
- Proven experience in project management. Project Management certifications is an asset;
- Proven record of involvement in at least one educational project;
- Excellent communication and negotiation skills;
- Ability to work collaboratively with diverse stakeholders;

Competencies:

- Leadership and team management skills;
- Results-oriented with a focus on achieving project objectives;
- Ability to perform and deliver expected results in a fast-paced working environment;
- Strong sense of initiative and ability to work independently;
- Strong written and communication skills, with analytic capacity and ability to identify relevant findings and prepare analytical documents clearly and concisely;
- Demonstrated interpersonal skills, as well as the ability to communicate effectively and build meaningful partnerships with all stakeholders;
- Fluency in Romanian (verbal and written) is a must. Strong knowledge of English is mandatory;

Personal qualities:

- Responsibility, flexibility and punctuality, ability to meet deadlines and prioritize multiple tasks.
- Proven commitment to the core values of the United Nations, in particular respecting differences of culture, gender, religion, ethnicity, nationality, language, age, HIV status, disability, and sexual orientation, or other status.

The UNDP 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.

7. DOCUMENTS TO BE INCLUDED WHEN SUBMITTING THE PROPOSALS

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

- Signed and filled-in Offeror's letter to UNDP confirming interest and availability for the individual contractor (IC) assignment, incorporating Financial proposal in Annex 2 (in USD, specifying a total requested amount per working day, including all related costs, e.g. fees, phone calls, fuel, etc.). Annex 2 to the Offeror's letter, incorporating the Financial Proposal, shall be filled in mandatorily and includes the detailed breakdown of costs supporting the all-inclusive financial proposal;
- Proposal (Motivation Letter): explaining why they are the most suitable for the work including previous experience in similar Projects (please provide brief information on each of the above qualifications, item by item, including information, links/copies of documents for similar comprehensive studies);
- Duly updated CV with at least 3 references.

Important notice: The applicants who have the statute of Government Official / Public Servant prior to appointment will be asked to submit the following documentation:

- a no-objection letter in respect of the applicant received from the Government, and;
- the applicant is certified in writing by the Government to be on official leave without pay for the entire duration of the Individual Contract.

8. EVALUATION

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

- Education: Education: A bachelor's degree in a relevant field (e.g., project management, business administration, international development) or other relevant related area;
- At least 2 years of work experience in partnerships with the private sector, fundraising, CSR, or similar; Proven record of involvement in at least one education project;

The short-listed individual consultants will be further evaluated based on a Cumulative analysis.

The award of the contract will 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).**

The first three candidates who passed Technical Evaluation criteria with the best score shall be invited for an online interview and pass the cumulative analysis. Only candidates obtaining a minimum of 210 points for the Technical Evaluation shall be considered for the Financial Evaluation.

Criteria	Scoring	Points
Education: A bachelor's degree in a relevant field (e.g., project management, business administration, international development) or other relevant related area;	<i>Bachelor's degree – 20 pts. Master's degree – 30 pts.</i>	30

At least 2 years of work experience in partnerships with the private sector, fundraising, CSR, or similar;	<i>each year of experience - 10 pts, up to a total of 50 points;</i>	50
Proven experience in project management;	<i>no – 0 pts; each year of experience – 10 pts. up to a maximum of 50 pts.</i>	50
Project Management certifications is an asset	<i>no – 0 pts; yes – 35 pts;</i>	35
Proven record of involvement in at least one education project;	<i>no – 0 pts; 1 record – 10 pts; each additional record – 10 pts., up to a maximum of 30 pts.</i>	30
Belonging to the group(s) under-represented in the UN Moldova and/or the area of assignment	<i>no – 0 pts., to one group – 2.5 pts., to two or more groups – 5 pts.</i>	5
<u>Interview</u>	<p>Demonstrated understanding of the subject matter, and of the role to be performed by the consultant (<i>none – 0 pts, limited – 10 pts, good – 20 pts, strong – 30 pts</i>)</p> <p>Excellent communication and negotiation skills (<i>none – 0 pts, limited – 5 pts, good – 15 pts, excellent – 20 pts</i>)</p> <p>Strong sense of initiative and ability to work independently (<i>none – 0 pts, limited – 5 pts, good – 10 pts, strong – 20 pts</i>)</p> <p>Demonstrated interpersonal skills, as well as the ability to communicate effectively and build meaningful partnerships with all stakeholders (<i>none – 0 pts, limited – 5 pts, good – 10 pts, strong – 20 pts</i>)</p> <p>Strong knowledge of Romanian and English, 5 pts each. (10 pts total)</p>	100
Maximum Total Technical Scoring		300

<u>Financial</u>	
<p>Evaluation of submitted financial offers will be done based on the following formula:</p> <p><u>S = Fmin / F * 200</u></p> <p>S – score received on financial evaluation;</p> <p>Fmin – the lowest financial offer out of all the submitted offers qualified over the technical evaluation round;</p>	200

F – financial offer under consideration	
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Winning candidate

The winning candidate will be the candidate who has accumulated the highest aggregated score (technical scoring + financial scoring).