

INDIVIDUAL CONSULTANT PROCUREMENT NOTICE

Date: **11 March 2019**

Country: Republic of Moldova

Description of the assignment: National Consultant to produce a guidebook for exporters from the Transnistrian region to the EU

Project name: Advanced Cross-river Capacities for Trade

Period of assignment/services: Up to 27 working days during April – September 2019

Proposals should be submitted online by pressing the "Apply Now" button no later than **31 March 2019**.

Requests for **clarification only** must be sent by standard electronic communication to the following e-mail: elena.olaru@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 “frozen conflict” situation in Transnistria, a region that accounts for one third of the country’s total industrial production and almost the entire energy production, has led to a decrease in living standard and its economy has not been able to fully benefit from the opportunities provided by the assistance offered to Moldova. For instance, the development opportunities offered by the Association Agreement, signed by Moldova with the EU, as well as the DCFTA arrangements, are significantly out of reach for the region’s economy. The Transnistria’s SME community, be it in traditional agricultural sector or in other emerging industries (IT, tourism, crafts), has the potential to grow, launch new products and services and export once they are ready. For the moment, most small and medium enterprises on the left bank are not ready to trade and so their share in the external regional trade is negligible.

The Project will facilitate cross-river cooperation and integration of exporters, will expand access of Transnistria enterprises (particularly SMEs), to export promotion mechanisms on the right bank, as well as provide tailored support and build necessary skills, taking into account specific needs of current and future exporters from the region.

The focus of the proposed initiative will be given to the SMEs as the development in the region is inseparably linked to this sector. As such it requires targeted investments in human capital

development, lower costs for capital in the entire region, market intelligence aid and a support in marketing and promotion activities.

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

The overall objective of this assignment is **to produce a guidebook for exporters from the Transnistrian region of the Republic of Moldova to the EU by providing detailed necessary information regarding relevant legal and regulatory requirements to current and potential exporters from the left bank.**

More specifically, The National Consultant will assess existing legal and regulatory framework related to exports to the European Union under Moldova-EU DCFTA as they apply to companies based in the Transnistrian region. This will be done by analyzing existing information and conducting relevant interviews. The National Consultant will also assess availability of such information in Russian and based on the findings will draft a detailed guide in Russian for Transnistria-based exporters.

The Consultants' services will include, inter alia, a desk research, carrying out focus group meetings, interviews with companies from the left bank of the Nistru and the public presentation of the findings.

This is a part-time consultancy. The National Consultants will work under the direct supervision of and in cooperation with the UNDP Project Manager and project staff. The consultants will work outside the project premises and will participate in all assignments related working meetings organised by the project.

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

3. REQUIREMENTS FOR EXPERIENCE AND QUALIFICATIONS

The consultant is expected to comply with the following qualification criteria:

I. Education:

- Master's degree (or equivalent) or Bachelor's degree with 5 years of experience in Economics, Business Administration, Public Administration, Law or related areas. Additional training and certification in trade/DCFTA application is an asset.

II. Experience:

- Minimum 8 years of demonstrated experience in working in academic, research or public administration in the areas relevant to the assignment;
- Proven experience in conducting researches and drafting analytical reports.

III. Competencies:

- Good knowledge of Moldovan trade legal and regulatory framework;
- Understanding of Transnistria-specific aspects of operation of businesses;
- Good knowledge of the benefits of Moldova-EU DCFTA;
- Professional command of Russian, including excellent writing skills; fluency in Romanian; knowledge of English will be an asset;
- Ability to think creatively, and to draft in concise and comprehensive manner.

Personal qualities:

- Demonstrated interpersonal and communication skills;
- Proven commitment to the core values of the United Nations;
- Responsibility, creativity, flexibility and punctuality.

All the costs related to carrying out the **field research, interviews, needed travel and organization of focus group meetings**, shall be borne by the Consultants and be included in the proposal.

The United Nations 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. Offeror's letter to UNDP confirming interest and availability for the Individual Contractor (IC) assignment;
2. Proposal: explaining why they are the most suitable for the work and providing a list of relevant publications and a brief methodology on how they will approach and conduct the work;
3. Personal CV including past experience in similar assignments, the duly filled Personal History Form (P11) and at least 3 names for a reference check.

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). The payment for services provided by the Contractor under the Advanced Cross-river Capacities for Trade (AdTrade) project will be made post factum on a lump-sum deliverables basis, as per contract, after the work has been accepted by the AdTrade Project Manager. In order to assist the requesting unit in the comparison of offers, the financial proposal will include a breakdown of this lump sum amount (including fee per day, travel, per diem, mobile phone costs, number of anticipated working days, etc.).

Travel and other logistic arrangements

The Consultants are expected to carry out field research that involves extensive travel into the Transnistrian region and should budget the travel accordingly.

Travel outside duty station (Chisinau), other administrative costs and logistical aspects should be arranged for by the Consultant and budgeted correspondingly in the financial offer.

6. EVALUATION

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

- Master's degree (or equivalent) or Bachelor's degree with 5 years of experience in Economics, Business Administration, Public Administration, Law or related areas. Additional training and certification in trade/DCFTA application is an asset.
- Minimum 8 years of demonstrated experience in working in academic, research or public administration in the areas relevant to the assignment;
- Proven experience in conducting researches and drafting analytical reports.

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

Criteria	Scoring	Maximum Points Obtainable
Technical		
1. Master's degree (or equivalent) or <i>BA + 5 years of experience</i> in Economics, Business Administration, Public Administration, Law or related areas	Master's or BA + 5 years of experience – 30 pts., <i>PhD 40 pts.</i>	40
2. Minimum 8 years of demonstrated experience in working in academic, research or public administration in the areas relevant to the assignment	<i>Less than 8 years – 0 pts., 8 years -30 pts, each additional 3 years – 5 pts; up to 50 pts.</i>	50
3. Proven experience in conducting researches and drafting analytical reports	<i>1 published research – 10 pts., each additional research – 5 pts; up to max. 50 pts</i>	50
Interview		
4 Good knowledge of Moldovan trade legal and regulatory framework;	<i>None – 0 pts., poor knowledge – 10 pts., good knowledge - 40 pts., excellent knowledge - 50 pts.</i>	50
5. Good understanding of the Transnistrian region specific aspects of operation of businesses;	<i>None – 0 pts., fair understanding – 10 pts., good understanding – 30 pts., excellent understanding - to 40 pts.</i>	40
6. Good knowledge of the benefits of Moldova-EU DCFTA	<i>None – 0 pts., poor knowledge – 10 pts., good knowledge - 20 pts., excellent knowledge - 30 pts.</i>	30
7. Professional command of Russian, including excellent writing skills; fluency in Romanian; knowledge of English will be an asset	<i>Russian - 20 pts. Romanian – 10 pts English - 5 pts</i>	35
Maximum Total Technical Scoring		300

The total maximum obtainable **technical score** would be 300 points.

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.

Financial Evaluation valid for position:	
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

Important notice

The applicant who has 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 duration of the Individual Contract.

A retired government official is not considered in this case a government official, and as such, may be contracted.