



## INDIVIDUAL CONSULTANT PROCUREMENT NOTICE

Date: 21 March, 2019

**Country:** Republic of Moldova

**Description of the assignment:** Grants Management Consultant.

**Project name:** Curbing Corruption through building Sustainable Integrity in Moldova

**Period of assignment/services:** April 2019 – March 2021

Proposals should be submitted by **1 April, 2019**.

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

To enhance the corruption prevention and combating efforts, the Parliament of the Republic of Moldova adopted a new National Integrity and Anti-corruption Strategy (NIAS) for 2017-2020. The Strategy's structure is based on integrity pillars methodology developed by the Transparency International. This innovative approach focuses on a strengthened responsibility and accountability of the institutions representing integrity pillars. The policy document focuses on the effective enforcement of the legal and institutional frameworks, rather than legislative modifications and institutional restructuring prioritized in the previous years.

The Strategy is supported by a sound monitoring and reporting system that clearly defines the roles and responsibilities of the NIAS's Secretariat and Pillar Monitoring Groups. The National Anticorruption Centre (NAC) is the institution responsible for the coordination of the implementation, monitoring and evaluation of the NIAS. The Strategy recognizes an important role of civil society and mass-media in the national integrity system, which can contribute to the efficient implementation of the Strategy through independent and impartial monitoring, as well as informing the society regarding the system deficiencies. Moreover, in addition to the submission of official reports to the Secretariat of the Monitoring Groups by the responsible institutions, civil society representatives are encouraged to draft and present to the Secretariat alternative monitoring reports.

To ensure a participatory implementation and monitoring of NIAS, as well as to stimulate and support the civil society engagement in corruption prevention activities, the Project intends to develop capacities of selected NGOs working in particular corruption vulnerable sectors (for example, in Health, Education, Environment, Local Public Administration and other) necessary to effectively identify corruption and monitor the anti-corruption commitments in specific sectors and to draft the shadow reports on the progress in the implementation of the NIAS in these sectors. The participating NGOs will also benefit of the opportunity, through a small grants competition, to receive support in developing shadow monitoring reports on the NIAS implementation. The Project envisages to offer up to 6 (six) small grants per year during two years (2019 and 2020). In this context, the Project seeks to contact a Grants Management Consultant to support Project in building the capacities of selected NGOs, in designing the criteria for the competition and in ensuring quality implementation of the selected grant proposals.

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

The Curbing Corruption through Sustainable Development Project (further referred the Project) intends to contract a Grants Management Consultant (further referred to as "Consultant") to provide support to the Project team in building the capacities of targeted NGOs to monitor the anti-corruption commitments in specific sectors and draft the shadow reports on the progress in the implementation of the NIAS in these sectors, in designing, managing and ensuring quality implementation of the selected grant proposals under the Small Grants Program which will be launched in May 2019.

The Consultant shall provide administrative and technical guidance, as well as support to the Project Manager in the design of grants applications, guidelines and regulations for the small grants mechanism implemented by the Project, grants implementation monitoring and assessment of the results achieved and reporting. All activities concerning the Small Grants Program shall be undertaken in close collaboration with the National Anticorruption Center.

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

## **3. REQUIREMENTS FOR EXPERIENCE AND QUALIFICATIONS**

### Academic Qualifications:

- University degree in Law, Finance, Economic Sciences, Business Administration or other relevant field; MA or equivalent in the same fields will be considered an advantage.

### Experience and knowledge:

- At least 3 years of work experience in grants managements and/or project management;
- At least 2 years of work experience in projects offering support to civil society organizations;
- Demonstrated experience in reports writing, including research or data collection , developing/or using monitoring and evaluation tools (name each assignment);
- Previous experience in training/coaching provided to NGOs, including at local level, is a strong asset (name each assignment);
- Previous assignments within an UNDP Project and/or EU-funded Project or other international organisation is an advantage;

### Competencies:

- High level of familiarity with the national corruption prevention institutional and normative framework, government institutions, NGOs and donors working in the corruption prevention and combatting area;
- Excellent written and oral communication skills, with analytic capacity and ability to identify relevant findings and prepare analytical documents, ability to summarize disparate information in a clear and concise manner;
- Capacity to build strong relationships with clients, focuses on impact and result for the client and to respond positively to feedback;
- Excellent computer skills, including word processing, spreadsheet programs and data base management;
- Fluency in Romanian, Russian and English languages;

### Personal qualities:

- 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;
- Responsibility, creativity, flexibility and punctuality, ability to meet deadlines and prioritize multiple tasks.

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.

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

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

- Offeror's Letter confirming Interest and Availability;
- Proposal: 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);
- Financial proposal (in USD, specifying a total requested amount per working day, including all related costs, e.g. fees, phone calls etc.);
- Personal CV with at least 3 references.

#### **5. FINANCIAL PROPOSAL**

The financial proposal shall specify a total lump sum amount, and payment terms around specific and measurable (qualitative and quantitative) deliverables. Payment will be made upon the successful completion of the tasks assigned and submission of the assessment report. 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 shall include a breakdown of this lump sum amount (including fee, taxes, communication costs, travel, per diems, and 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.

**No travel is envisaged under this assignment**

#### **6. EVALUATION**

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

- University degree in Law, Finance, Economic Sciences, Business Administration or other relevant field;
- At least 3 years of work experience in grants managements and/or project management;
- At least 2 years of work experience in projects offering support to civil society organizations.

Individuals who passed the minimum qualification criteria will be long-listed based on the following criteria:

Technical Criteria	Scoring	Max. Points Obtainable
<b>Long-listing criteria</b>		
University degree in Law, Finance, Economic Sciences, Business Administration or other relevant field; MA or equivalent in the same fields will be considered an advantage	(University degree – 10 pts., Master – 20pts.)	20
At least 3 years of work experience in grants managements and/or project management;	(3 years – max. 20 pts, each additional year – 5 pts, up to max. 40 pts)	40
At least 2 years of work experience in projects offering support to civil society organizations.	(2 years – max. 10 pts each additional year – 5 pts, up to max. 30)	30
Previous assignments within an UNDP Project and/or EU-funded Project or other international organisation is an advantage;	(1-3 assignments – 15 pts., each additional assignment – 5 points; up to max. 25 pts	25
Demonstrated experience in reports writing, including research or data collection, developing/or using monitoring and evaluation tools;	(1-2 assignments – 15 pts., each additional assignment – 5 points; up to max. 25 pts	25
<b>Maximum Total Technical Scoring</b>		<b>140</b>

The first three candidates who passed long-listing evaluation criteria with the best score shall be invited for an interview and pass cumulative analysis.

Short-listed consultants will pass 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.

1. Technical evaluation (max 300 points) – 60%;
2. Financial evaluation (max 200 points) – 40%.

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

Technical Criteria	Scoring	Max. Points Obtainable
University degree in Law, Finance, Economic Sciences, Business Administration or other relevant field; MA or equivalent in the same fields will be considered an advantage	(University degree – 10 pts., Master – 20 pts.)	20
At least 3 years of work experience in grants managements and/or project management;	(3 years – max. 20 pts, more than 3 years – up to 40 pts, 5 pts – for each additional year)	40

At least 2 years of work experience in projects offering support to civil society organizations.	(2 years – max. 15 pts, more than 2 years – up to 30 pts, 5 pts – for each additional year)	30
Previous assignments within an UNDP Project and/or EU-funded Project or other international organisation is an advantage;	(1-2 assignments – 10 pts., each additional assignment – 5 points; up to max. 25 pts)	25
Demonstrated experience in reports writing, including research or data collection, developing/or using monitoring and evaluation tools;	(1-2 assignments – 15 pts., each additional assignment – 5 points; up to max. 25 pts)	25
<b>Subtotal</b>		<b>140</b>
<b>Interview</b>		
High level of familiarity with the national corruption prevention institutional and normative framework, government institutions, NGOs and donors working in the corruption prevention and combatting area;	(no – 0 pts., to some extent – up to 15 pts., yes – up to 25 pts.; if demonstrated through relevant assignments – up to 35 pts.)	35
Previous experience in training/coaching provided to NGOs, including at local level, is a strong asset (name each assignment);	(1-2 assignments – 15 pts., each additional assignment – 5 points; up to max. 25 pts)	25
Excellent written and oral communication skills, with analytic capacity and ability to identify relevant findings and prepare analytical documents, ability to summarize disparate information in a clear and concise manner;	(no – 0 pts., to some extent – up to 15 pts., yes – up to 25 pts.)	25
Capacity to build strong relationships with clients, focuses on impact and result for the client and to respond positively to feedback;	(no – 0 pts., to some extent – up to 10 pts., yes – up to 20 pts.)	20
Excellent computer skills, including word processing, spreadsheet programs and data base management;	(no – 0 pts., to some extent – up to 10 pts., yes – up to 15 pts.)	15
Responsibility, creativity, flexibility and punctuality, ability to meet deadlines and prioritize multiple tasks.	(no – 0 pts., to some extent – up to 10 pts., yes – up to 16 pts.)	16
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	(no – 0 pts., to some extent – up to 10 pts., yes – up to 15 pts.)	15
Fluency in Romanian, Russian and English languages;	(3 pts. Each language – up to 9 pts.)	9
<b>Total interview score</b>		<b>160</b>
<b>Maximum Total Technical Scoring</b>		<b>300</b>
<b>Financial</b>		
Evaluation of submitted financial offers will be done based on the following formula: <b><math>S = F_{min} / F * 200</math></b>		<b>200</b>

<p>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.</p>	
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Winning candidates

The winning candidates will be the candidates, 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**