

## INDIVIDUAL CONSULTANT PROCUREMENT NOTICE

Date: **10 July, 2019**

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**Country:** Republic of Moldova

**Description of the assignment:** National Consultant on Construction Engineering and Spatial Planning

**Project name:** Migration and Local Development Project (MiDL)

**Period of assignment/services:** Starting from August 01/ 2019 during 12 months (up to 101 working days)

Proposals should be submitted **on-line** by pressing "Apply on-line" link, no later than **24 July 2019**.

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

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### 1. BACKGROUND

The 'Migration and Local Development Project's' (MiDL) overall objective is to support the communities affected by migration in improving essential local public services namely water and sanitation, health, social and education services, as well as increasing the access of citizens to income-generating opportunities, including improved employment reintegration support for returnees.

During the first phase of implementation (2016-2018), the UNDP/MiDL project proved that the diaspora can contribute a lot back to their places of origin: it is now more engaged in their home communities development through 38 Home Town Associations (HTAs), providing already over 4 mln Lei to local development projects. Moreover, more than 100 additional HTAs were launched in Moldova, based on the UNDP/MiDL tested model, being at different stages of progress.

Building on the positive experience from 2016-2018, a new 4-year (2019-2022) phase of the 'Migration and Local Development Project' was launched in January 2019, to be implemented by UNDP with the financial support from the Swiss Agency for Cooperation and Development. The 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*.

Under Outcome 1, the project will ensure that Moldovan labour, potential, actual and returning migrants benefit from comprehensive employment support services. To that end, national and local authorities will be fully equipped to answer to the needs of all categories of migrants at each stage of migration (pre, migration, post).

Under Outcome 2, actions will warrant that community members, including migrants are meaningfully engaged in the local development process. In line with that, activities will focus on working close with public authorities, other local actors and migrants for the effective implementation of local development initiatives aimed at improving local services and offering income-generating opportunities at local level.

As part of efforts under Outcome 2, UNDP/MiDL Project is looking to further develop the institutional capacities of HTAs and will provide seed funding to thereof to independently implement local development schemes, identified jointly with the local community, including with migrants, based on the 1+1 principle. This set up will be done in the framework of two grant programs launched within the project: HTAs Accelerator and HTAs Incubator.

In this context, MiDL is financially supporting the implementation of 10 projects within HTAs Accelerator and 28 projects HTAs Incubator. Majority of these community development projects involve construction works for improving the condition of sidewalks, playgrounds for children, gyms, stadiums and other sportsgrounds, recreation areas, parcs, social buildings, community centers, and other communal infrastructure for public service provisions.

In line with the above, UNDP/MiDL Project seeks an experienced National Consultant to assist the UNDP/MiDL Project team and HTAs on construction engineering and spatial planning issues during the implementation of 11 community development projects related to construction/reconstruction works for improving the condition of parks, recreation areas, and playgrounds/sportsgrounds.

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

The **overall objective** of National Consultant on provision of construction engineering and spatial planning assistance for community development projects (hereinafter Consultant) assignment is to provide technical assistance during the entire cycle of the implementation of the projects co-financed by MiDL/UNDP.

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

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

I. Qualifications:

- University Degree in civil engineering, and / or architecture / construction or other relevant fields;

II. Experience:

- At least five years of professional working experience in the civil engineering, urbanism and spatial planning;
- At least five years of work within the specific of local development context;
- Previous experience in civil engineering, local construction norms and standards, building laws;
- Proven experience in spatial planning national regulation framework;
- Practice and abilities in implementation of community development programs;
- Previous experience in development assistance or related work for a donor organization, development partners, UN Agencies.

III. Competencies:

- A strong client-service orientation;
- High level of responsibility and organization capacities;
- Computer proficiency, including knowledge of MS Office products (Word, Excel, Power Point) and spatial planning software;
- Proficiency in Romanian and Russian;
- Sensitivity and respect for sustainable development, human rights and gender equality;
- Ability to deal with people with tact and diplomacy;
- Ability to achieve results and deadlines in a timely manner, maintaining a high standard throughout;
- 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.

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

Interested individual consultant 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 proposal in (USD, specifying a total lump sum amount) as described below;
4. Offeror's letter confirming interest and availability for the assignment

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.

#### **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 (**fee per consultancy day in office \* days; fee per consultancy day in field \* days**) of this lump sum amount (including fee, taxes, 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.

**6. EVALUATION**

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

- University Degree in civil engineering and / or architecture /construction or other relevant fields;
- At least five years of professional working experience in civil engineering;
- At least five years of work within the specific of local development context;

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.

<b>Criteria</b>	<b>Scoring</b>	<b>Maximum Points Obtainable</b>
<b>Technical</b>		
University Degree in civil engineering, architecture, construction or other relevant fields;	<i>university degree – 20 pts, master degree – 30 pts</i>	<b>30</b>
At least five years of professional working experience in the civil engineering;	<i>5 years -40 pts; each additional year – 5 pts up to maximum 70 pts.)</i>	<b>70</b>
At least five years of work within the specific local development context	<i>5 years - 50 pts; each additional year – 5 pts up to maximum 70 pts.)</i>	<b>70</b>

<b>Criteria</b>	<b>Scoring</b>	<b>Maximum Points Obtainable</b>
Previous experience in civil engineering, local construction norms and standards, building laws	<i>no – 0 pts., three engineering projects - 20 pts., each additional engineering projects – 5pts, up to maximum of 40 pts</i>	<b>40</b>
Practice and abilities in implementation of community development programs	<i>no – 0 pts., three engineering projects - 20 pts., each additional engineering projects – 5pts, up to maximum of 40 pts</i>	<b>40</b>
Previous experience in development assistance or related work for a donor organization, development partners, UN Agencies	<i>Up to 3 projects - 4 pts., each additional related project – 2 pts, up to maximum 10 points</i>	<b>10</b>
Computer proficiency, including knowledge of MS Office products and construction engineering software	<i>No – 0 pts., basic – 10 pts, advanced – 20 pts</i>	<b>20</b>
Fluency in Romanian and Russian orally and in writing	<i>Romanian and Russian – 10 pts. each;</i>	<b>20</b>
<b>Maximum Total Technical Scoring</b>		<b>300</b>
<b><u>Financial</u></b>		
Evaluation of submitted financial offers will be done based on the following formula: <b><math>S = F_{min} / F * 200</math></b> 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.		<b>200</b>

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**