



## INDIVIDUAL CONSULTANT PROCUREMENT NOTICE

Date: **29 August 2019**

**Country:** Republic of Moldova

**Description of the assignment:** Team of three National Consultants for UNDP Moldova portfolio formulation

**Project name:** Management, UNDP Moldova

**Period of assignment/services:** 15 September -15 November 2019 (expected workload - up to 20 working days each)

Proposals should be submitted online by pressing the "Apply Online" button, no later than **11 September 2019**. Please clearly state the position out of the following 3 (three) available options:

***National Consultant on Effective Governance, Justice and Human Rights and Gender Equality***

***National Consultant on Economic development and business support***

***National Consultant on Environment***

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

**United Nations Development Programme (UNDP) works in nearly 170 countries and territories, including the Republic of Moldova**, helping to achieve the eradication of poverty, and the reduction of inequalities and exclusion. Globally, to respond to pressing development issues, and better focus its resources and expertise to deliver on the 2030 Agenda, UNDP's Strategic Plan (2018-2021) has been designed to be responsive to the wide diversity of the countries we serve. The diversity is reflected in three broad development contexts: eradicating poverty; structural transformations; and building resilience. UNDP has developed six Signature Solutions, as integrated responses to development against which we align our resources and expertise, to achieve real impact. Each Solution includes a mix of policy advice, technical assistance, finance, and programmes. Each solution has the potential to unlock the path to sustainable development. Through its "integrator role", UNDP provides dedicated support to policy advice and 'whole of government/system' solutions to multi-sectoral challenges.

The work of UNDP Moldova aligns with the 2030 development agenda, new national development vision, Moldova 2030 and is guided by UNDP Country Programme Document for 2018–2022, which has benefited from broad-based consultations with all relevant stakeholders. The overarching goal of the programme derives from the UN-Moldova Development Assistance for 2018-2022 vision of a country free from poverty and corruption, with reduced inequalities and strengthened social cohesion and inclusion, where human rights, gender equality, the rule of law, environmental sustainability and the well-being of the population, across the conflict divide, are nurtured and respected. UNDP will pursue three of the four UNDAF outcomes:

- Governance, Human Rights and Gender Equality;
- Sustainable, Inclusive and Equitable Economic Growth;
- Environmental Sustainability and Resilience.

As 2019 is the second year of 2018-2022 programming cycle, UNDP Moldova Country Office will continue to be a committed and reliable partner of the Moldovan Government in achieving transformative results. In line with "Moldova 2030" and Government Action Plan 2019-2020, UNDP Moldova is looking for a team of three National Consultants to support UNDP Moldova projects portfolio formulation, in line with stated outcomes, indicators and targets as per strategic planning documents presented above.

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

The main objective of the team of three National Consultants (hereinafter team of consultants) is to support UNDP Moldova portfolio formulation, in line with development situation in Moldova, by assessing development gaps,

current UNDP Moldova ongoing interventions and identifying new entry points for UNDP interventions in the three key areas (1) Governance, Human Rights and Gender Equality; (2) Sustainable, Inclusive and Equitable Economic Growth; (3) Environmental Sustainability and Resilience.

A special emphasis will be put on fostering synergies and cross-linkages between other development partners interventions and UNDP programmes and projects with great potential for further resource mobilization. Cross-cutting areas (as Gender equality; Crisis response; Development impact) are to be specifically considered by the team of consultants, while looking at ways to reach to the most vulnerable as per leave no one behind principle.

The three consultants will work as a team, contributing jointly to the deliverables, in close communication and cooperation.

Main tasks and responsibilities:

- Perform a desk review of UNDP on-going interventions; UN and UNDP strategic documents, Moldova 2030 and Government Action Plan 2019-2020. Review donor strategies;
- Participate in a strategic planning workshop with UNDP programme staff;
- Conduct interviews with Senior management and programme staff, other UN Agencies. If necessary, undertake field visits to selected project sites and discussions with project teams and project beneficiaries;
- Based on the above, identify and present to UNDP Programme team new entry points with greatest impact on achieving stated outcomes, indicators and targets as per strategic planning documents for UNDP interventions in the three key areas (1) Governance, Human Rights and Gender Equality; (2) Sustainable, Inclusive and Equitable Economic Growth; (3) Environmental Sustainability and Resilience;
- Based on the approved new entry points, write up to 10 draft brief concept notes (up to 3 pages each, Annex. Template) with tentative budgets;
- Adjust and finalize the briefs based on feedback from UNDP Programme team.

## 1. REQUIREMENTS FOR EXPERIENCE AND QUALIFICATIONS

<b>Title:</b>	<b>National Consultant on Good Governance, Justice, Human rights and Gender Equality</b>	<b>National Consultant on economic development and business support</b>	<b>National Consultant on environment</b>
<b>Education:</b>	University degree in Public Administration, Law, Human Rights, Political Science, and/or other relevant fields. A relevant multi-disciplinary background is considered useful.	University degree in Economics, Management, Business Administration, and/or other relevant fields. A relevant multi-disciplinary background is considered useful.	University degree in environment related sciences, environmental economics. A relevant multi-disciplinary background is considered useful.
<b>Experience:</b>	At least 5 years of professional working experience with design and management of development programmes and projects in the field of public administration, justice and human rights, including an extensive experience with policy development and capacity building in those areas.	At least 5 years of professional working experience in the field of business development, social entrepreneurship local economic development	At least 10 years of national and/or international consulting experience and/or policy drafting and analysis in the field of environment and other related fields;  •Hands-on experience in environment policy drafting and analysis, strategic planning and monitoring;  •Familiarity with various multilateral environmental agreements (MEAs) ratified by Republic of Moldova

	<ul style="list-style-type: none"> <li>· Sound knowledge and understanding of the specifics of the development sector in Moldova, including national and local public administration, private and civil society sectors</li> <li>· Familiarity with the political, economic and social situation in the Republic of Moldova</li> <li>· Previous work experience with development assistance (results based-management, programme design, implementation or evaluation);</li> <li>· Experienced in mainstreaming of HRBA and gender equality in programming</li> <li>· Ability to use ICT as a tool and resource. Excellent knowledge of MS Word/Excel/PowerPoint.</li> </ul>
<b>Language Requirements</b>	Fluency in English, Romanian and Russian languages
<b>Competencies</b>	<ul style="list-style-type: none"> <li>Ability to work in close collaboration with a team of experts, to meet strict deadlines and plan the work according to priorities;</li> <li>Strong interpersonal and communication skills;</li> <li>Strong research and analytical skills and report writing abilities</li> <li>Displays cultural, gender, religion, race, nationality and age sensitivity and adaptability;</li> <li>Highest standards of integrity, discretion and loyalty.</li> </ul>

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.

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:

1. Proposal:

- (i) Explaining why they are the most suitable for the work;
- (ii) Provide a brief methodology on how they will approach and conduct the work (if applicable);

2. Financial proposal quoted in USD;

3. Personal CV including past experience in similar projects and at least 3 references.

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

##### **Contracts based on daily fee**

The financial proposal will specify the daily fee, travel expenses and per diems quoted in separate line items, and payments are made to the Individual Consultant based on the number of days worked.

##### **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 relevant 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 as it is specified in the TOR or another related field. Additional points will be granted for MA and PhD degrees in the fields mentioned above;
- Minimum years of relevant experience for the assignment's area as specified in the TOR, as follows:
  - National Consultant on Governance, Justice, Human Rights and Gender Equality:** At least 5 years of professional working experience with design and management of programmes and projects in the field of public administration, justice and human rights including experience with policy development and capacity building;
  - National Consultant on economic development and business support:** At least 5 years of professional working experience in the field business development, social entrepreneurship local and economic development;
  - National Consultant on Environmental Sustainability and Resilience:** At least 10 years of national and/or international consulting experience and/or policy drafting and analysis in the field of environment and other related fields;

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
<b><u>Technical</u></b>		
<b>National Consultant on Governance, Justice, Human Rights and Gender Equality:</b> <ul style="list-style-type: none"> <li>• University degree in Public Administration, Law, Human Rights, Political Science, and/or other relevant fields. A relevant multi-disciplinary background is considered useful.</li> </ul> <b>National Consultant on economic development and business support:</b> <ul style="list-style-type: none"> <li>• University degree in Economics, Management, Business Administration, and/or other relevant fields. A relevant multi-disciplinary background is considered useful.</li> </ul> <b>National Consultant on Environmental Sustainability and Resilience.</b> <ul style="list-style-type: none"> <li>• University degree in environment related sciences, environmental economics. A relevant multi-disciplinary background is considered useful.</li> </ul>	(under-Master's – 15 pts, Master's – 20 pts, PhD – 30 pts.)	30
<ul style="list-style-type: none"> <li>• Minimum 5 years of experience in the area of gender equality and gender mainstreaming within public entities, NGOs or international organizations</li> </ul>	(5 years – 30 pts, over 5 years – 40 pts)	40

<b>Interview:</b>		
– Demonstrated technical knowledge and experience; communication/ interpersonal skills; initiative; creativity/ resourcefulness)	(up to 100 – demonstrated technical knowledge and experience; up to 30 – communication/ interpersonal skills; up to 10 – initiative; up to 10 – creativity/resourcefulness)	150
– Experience in conducting/facilitating trainings/workshops on strategic planning	(1 training – up to 30 pts. each additional training up to 15 pts)	55
– Fluency in Romanian English and Russian	(Romanian, English and Russian – 15 pts)	15
• Belonging to the group(s) under-represented in the UN Moldova and/or the area of assignment*		10
<b>Maximum Total Technical Scoring</b>		<b>300</b>

\*Under-represented group in the area of assignment (IT industry) are women. Under-represented groups in UN Moldova are persons with disabilities, LGBTI, ethnic and linguistic minorities, especially ethnic Gagauzians, Bulgarians, Roma, Jews, people of African descent, people living with HIV, religious minorities, especially Muslim women, refugees and other non-citizens.

<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> 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 candidates 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**