



## INDIVIDUAL CONSULTANT PROCUREMENT NOTICE

Date: **21 October 2019**

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**Country:** Republic of Moldova

**Description of the assignment:** National Consultant for checking beneficiaries'/contractors' financial reports

**Project name:** European Union - Confidence Building Measures V Programme

**Period of assignment/services:** November, 2019 – December, 2021 (up to 400 working days)

Proposals should be submitted online by pressing the "Apply Now" button no later than **05 November 2019**.

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

### 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.

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### 1. BACKGROUND

In 2019 the European Union launched the fifth phase of the Confidence Building Measures Programme (EU-CBM V), having UNDP Moldova as implementing partner. The overall goal of the Program is to increase confidence between both banks of the Nistru River by ensuring socio-economic development through involvement of local authorities, civil society organizations, private actors, and other community stakeholders.

The EU CBM programme is focused on 4 specific fields: promoting business development; support to community development and cross river platforms of cooperation; preserving cultural and historical heritage and assistance to media development and cooperation.

In order to achieve the *EU-CBM Programme* objectives, a range of implementing partners, including NGOs, vendors and experts are/will be selected through a competitive process. Given the above

mentioned, the EU-CBM Programme seeks a National Consultant who will assist the Programme team with the verification of financial reports submitted by the implementing partners, beneficiaries and contractors under all four programme components, as mentioned above.

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

The overall objective of this assignment for the National Consultant (hereinafter Consultant) is to verify the financial reports on the use of funds granted under the *EU-CBM Programme* submitted by the grantees and contractors, originated from Both Banks of the Nistru River and assist the programme team in providing information to external auditors, if the case, and other tasks related to finances, if required.

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

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

### **1. Academic Qualifications:**

- Masters' degree in Finance, Accounting, Economy or other relevant fields;
- Specialized certificates in Finance, Bookkeeping, Auditing would constitute an advantage. Qualified accountants from internationally recognized accounting institutions will have an advantage

### **2. Years of experience:**

- At least seven (7) years of experience in the area of Finance, Accounting, Auditing, or verification of budgets and finance reports is required;
- At least two (2) years of experience in the area of Finance, Accounting, Auditing, or verification of budgets and finance reports working in/with companies/NGOs originated from Left Bank of Nistru River (Transnistria region).
- Experience in conducting capacity building activities for grant beneficiaries/contractors on financial reporting/management;
- Experience working in/with projects financed by European Commission, or other international organizations, including the UN Agencies will be considered an advantage.

### **3. Competencies:**

- Ability to meet deadlines and prioritize multiple tasks;
- Demonstrated interpersonal, communication, teamwork and diplomatic skills;
- Ability to enter new environments, adapt quickly and produce immediate results;
- Computer literacy - competent user of Microsoft Office programs, databases, financial and accounting software;
- Fluency in Romanian and Russian, as well as working knowledge of English, are required.

The UN Moldova is committed to workforce diversity. Women and men, persons with different types of disabilities, LGBT, Roma and other ethnic, linguistic 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 candidates must submit the following documents/information to demonstrate their qualifications:

1. Financial proposal - in USD, specifying a total lump sum amount and the number of anticipated working days;
2. Personal information (as a detailed CV or as a Personal History Form /P11) including records on past experience in similar projects/assignments and concrete outputs obtained, and at least 3 references.
4. Copies of relevant professional licenses (if any).

#### **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 of this lump sum amount (including fee per day, travel, per diem, mobile phone costs, number of anticipated working days, etc.).

#### **Travel**

No travel is envisaged under current contract. 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.

Individual contractor who is over 65 years of age will be required, prior to contract signature, to undergo full medical examination and obtain medical clearance from an UN-approved doctor or his/her own preferred physician. The medical examination shall be issued and submitted to UNDP Moldova upon request.

#### **6. EVALUATION**

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

1. Masters' degree in Finance, Accounting, Economy or other relevant fields;
2. At least ten (10) years of experience in the area of Finance, Accounting, Auditing, or verification of budgets and finance reports is required;
3. At least three (3) years of experience in the area of Finance, Accounting, Auditing, or verification of budgets and finance reports working in/with companies/NGOs originated from Left Bank of Nistru River (Transnistria region).

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 (based on CV [UNDP reserves the right to require proving supporting documents, if necessary]) – 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>
1. Master degree in Finance, Accounting, Economy or other relevant fields	<i>Master's – 30 pts., PhD – 50 pts</i>	50
2. Availability of specialized certificate/s in Finance, Bookkeeping, Auditing would constitute an advantage. Qualified accountants from internationally recognized accounting institutions will have an advantage. Membership in professional associations will have an advantage.	<i>No certificates – 0 pts.; 1 certificate – 10 pts.; 1 internationally recognized certificate – 20 pts. Membership in at least 1 professional association – 20 pts.</i>	50
3. At least seven (7) years of experience in the area of Finance, Accounting, Auditing, or verification of budgets and finance reports	<i>7 years – 30 pts, each additional year – 5 pts; up to max. 60 pts</i>	60
4. At least two (2) years of experience in the area of Finance, Accounting, Auditing, or verification of budgets and finance reports working in/with companies/NGOs originated from Left Bank of Nistru River (Transnistria region)	<i>2 years – 30 pts, each additional year – 5 pts; up to max. 60 pts</i>	60
5. Experience in conducting capacity building activities for grant beneficiaries/contractors on financial reporting/management	<i>No experience – 0 pts., 1 year – 10 pts., each additional year – 5 pts; up to max. 30 pts</i>	30
6. Experience working in/with projects financed by European Commission, or other international organizations, including the UN Agencies will be considered an advantage	<i>up to 20 pts.</i>	20
7. Fluency in Romanian and Russian, as well as working knowledge of English	<i>10 pts. each language</i>	30
<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		<b>200</b>

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.

#### 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**