



INDIVIDUAL CONSULTANT PROCUREMENT NOTICE

Date: **28 May 2020**

Country: Republic of Moldova

Description of the assignment: National Consultant on Inter Municipal Cooperation

Project name: EU4Moldova: Focal Regions Programme (EU-funded)

Period of assignment/services: July – October 2020, estimated workload: up to 50 working days

Proposals should be submitted online by pressing the "Apply Now" button no later than **8 June 2020**.

Requests for **clarification only** must be sent by standard electronic communication to the following e-mail: 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.

1. BACKGROUND

The EU4Moldova: focal regions Programme is based on the European Commission Implementing Decision on the Annual Action Programme 2018 in favor of the Republic of Moldova and is funded by the European Union and implemented by the United Nations Development Programme.

The overall objective of the five-year Programme is to strengthen the economic, territorial and social cohesion in the Republic of Moldova through facilitating inclusive, sustainable and integrated local socio-economic growth and improving the standards of living of the citizens in the pilot micro-regions: Cahul and Ungheni.

To this end, this Programme will address the urban-rural divide and regional disparities, stimulate economic growth and job creation, refurbish and upgrade some social and technical infrastructure in selected pilot micro-regions (smaller towns and villages) while taking into account a gender perspective in the activities of the Programme.

Specific objectives:

1. To strengthen transparency, accountability of local public authorities and citizen participation in local governance processes in the pilot micro-regions.
2. To improve citizens' access to quality public services and utilities in the pilot micro-regions.
3. To create employment opportunities for men and women in the pilot micro-regions and improve the attractiveness of the pilot regions for investors and entrepreneurs,

4. To promote the smart specialization of the economy of the pilot micro regions through the development of the clustering and value chain approach in key economic sectors.

The Programme objectives will be achieved through measures targeted at: (i) capacity building to support the implementation and monitoring of local economic development plans; (ii) civil society engagement in local planning, governance processes and basic social service delivery; (iii) provision of investment funding in support of the creation and/or development of social and technical infrastructure which, combined with the outcomes from interventions (i) and (ii) above, will have an immediate, visible and tangible impact on employment creation, the standard of living of the population in the pilot micro-regions.

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

The **overall objective** of the National Consultant on Inter-Municipal Cooperation (IMC) assignment (hereinafter Consultant) is to provide legal expertise and methodological guidance for Local Public Authorities (LPAs) from two focal regions to initiate and institutionalize an IMC cooperation platform in the field of local economic development (LED). In this regard, the Consultant is expected to deliver the **following activities**:

- Support the initiation of IMC cooperation Associations in the field of local economic development in Cahul and Ungheni focal regions*
- Support the process of legal establishment of the Territorial Economic Development Associations (based on IMC Agreements) in Cahul and Ungheni focal regions.

**Note: The term of 'focal region' is used to define the functional economic area / zone of economic interest of Cahul and Ungheni municipalities, comprising adjacent rural communities (to be further defined).*

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

3. REQUIREMENTS FOR EXPERIENCE AND QUALIFICATIONS

Academic Qualifications:

- University Degree in Law, Public Administration, Economics or other relevant fields.

Years of experience:

- At least 10 years of working experience in law, public administration, economics, local development;
- At least 7 years of experience in IMC related fields - territorial cooperation of local communities, organization of local public services, institutional reorganization, regional development and regionalization of public services.
- Experience of working with UN agencies and/or international organizations, and/or European/donor funded development projects/programmes will be considered a strong asset.

Competencies:

- Knowledge and skills of operating MS Office, including Word, Excel, PowerPoint;
- Fluency in Romanian and Russian;
- Knowledge of English will be considered an asset.

Personal Qualities and other requirements:

- Demonstrated capacity of team-orientation work, excellent planning and organizational skills;
- Good interpersonal skills, solid judgment/decision making, initiative and creativity;
- Ability to analyse, plan, communicate effectively organize and meet expected results, adapt to different environments (cultural, economic, political and social);
- 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.

The United Nations Development Programme in 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 individual consultants must submit the following documents/information to demonstrate their qualifications:

1. **Proposal** explaining how applicant responds to each of the qualification requirements and why he/she is the most suitable for the work. Also, describe the methodological approach to be used for the implementation of the tasks described in the ToR;
2. **Personal information** (as a Personal History Form /P11 – Template attached in the Supporting Document section) including records on past experience in similar projects/assignments and concrete outputs obtained, and at least 3 references.
3. **Financial proposal** - in USD, specifying a total lump sum amount and the number of anticipated working days, incorporated in the Offeror's Letter to UNDP confirming interest and availability for the Individual Contractor (IC) assignment.

5. FINANCIAL PROPOSAL

The financial proposal shall specify a total lump sum amount. The payment for services will be made post factum on a lump-sum deliverables basis, as per contract, after the work has been accepted by the Programme 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, total and all-inclusive travel costs per each mission to Moldova [include a breakdown of airfare/economy class only, per diem, accommodation, airport transfer], mobile phone costs, number of anticipated working days, etc.).

Travel

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 62 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:

- University Degree in Law, Public Administration, Economics or other relevant fields;
- At least 10 years of working experience in law, public administration, economics, local development;
- At least 7 years of experience in IMC related fields - territorial cooperation of local communities, organization of local public services, institutional reorganization, regional development and regionalization of public services.

The short-listed individual consultants will further pass technical evaluation based on the criteria outlined below.

Criteria	Scoring	Maximum Points Obtainable
<u>Technical</u>		
• University Degree in Law, Public Administration, Economics or other relevant fields	University – 20 pts, Master’s – 25 pts	25
• At least 10 years of working experience in law, public administration, economics, local development	10 years – 40 pts, each additional year 5 pts up to maximum additional 35 pts.	75
• At least 7 years of experience in IMC related fields - territorial cooperation of local communities, organization of local public services, institutional reorganization, regional development and regionalization of public services	7 years – 40 pts, each additional year 5 pts up to maximum additional 35 pts.	75
• Experience of working with UN agencies and/or international organizations, and/or European/donor funded development projects/programmes	At least 1 project	10
• Methodology/approach presented in the Intention Letter - how the candidate sees inter-municipal cooperation at the level of Ungheni/Cahul municipality with the localities from the adjacent area.	None – 0 pts, limited – 10-20 pts, good – 30-50 pts, strong – 50-75 pts	75
• 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	Up to a maximum 10 pts.	10
• Fluency in Romanian and Russian. Knowledge of English is an asset.	each language 10 pts	30
TOTAL 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 points);
 * Financial Criteria weight – 40% (200 points).

Only candidates obtaining a minimum of 210 points after technical evaluation would be considered for the Financial Evaluation.

<u>Financial Evaluation Scoring</u>	
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