



INDIVIDUAL CONSULTANT PROCUREMENT NOTICE

Date: 03 June 2020

Country: Republic of Moldova

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

Project name: Advanced cross-river capacities for trade Project (AdTrade Project)

Period of assignment/services: up to 170 working days, starting with June 2020 through March 2020

Proposals should be submitted online by pressing the "**Apply Online**" link no later than **17 June 2020**.

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

1. BACKGROUND

The "frozen conflict" situation in Transnistria, a region that accounts for one third of the country's total industrial production and almost the entire energy production, has led to a decrease in living standard and its economy has not been able to fully benefit from the opportunities provided by the assistance offered to Moldova. For instance, the development opportunities offered by the Association Agreement, signed by Moldova with the EU, as well as the DCFTA arrangements, are significantly out of reach for the region's economy. The Transnistria's SME community, be it in traditional agricultural sector or in other emerging industries (IT, tourism, crafts), has the potential to grow, launch new products and services and export once

they are ready. For the moment, most small and medium enterprises on the left bank are not ready to trade and so their share in the external regional trade is negligible.

The overall objective of the project is that men and women on both banks of the Nistru River have better livelihoods and living conditions, due to improved cross-river cooperation to access the opportunities offered by Moldova's external trade arrangements, contributing to an environment of trust and cooperation across the river. The project will envisage provision of methodological and practical assistance in establishing long-term trade links and promotion of export; support to existing and creation of new MSME and, and as a result, creation of new jobs, in particular for vulnerable groups

These goals will be achieved through support to cross-river exchange of information, knowledge, experience and understanding of the opportunities provided by DCFTA to companies from the Transnistria region. Activities will also include learning from the successful experience of businesses from Eastern and Central Europe.

The main objectives of the Project are:

1. Improved cross-river exchange of information, knowledge, experience and understanding of the opportunities provided by DCFTA to companies from the Transnistria region.
2. Increased export activity of the business community from the Transnistria region as a result of better export promotion capacities and access to cross-river export support opportunities.
3. Micro, small and medium-sized enterprises across the Nistru river, those led by women and benefitting vulnerable groups, are enabled to produce more competitive products.

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

Since the project involves a large number of grant contractors that need close monitoring and supervision on usage of funds, the Project is in need of contracting a finance expert to provide professional support to the project team.

The scope of work outlined below is not exhaustive and is intended only to provide a broad description of the assignment. In particular the Consultant shall carry out the following tasks:

1. Draft guideline (up to 5 pages) on financial reporting and financial management based on UNDP requirements and special conditions from the left bank;
2. Verify financial reports submitted by AdTrade grantees, beneficiaries and contractors. Make sure that the incurred expenses are accompanied by the appropriate documentation and comply with the UNDP Finance and Procurement Rules and Regulations;
3. Offer consultancy and trainings to the grantees, beneficiaries and contractors with compiling and submitting financial reports;
4. Provide monthly reports on the verified documents, including observation regarding the status of reports checked and recommendations on their improvement etc. (if the case), submitted to the Project Manager;
5. Assist the Project team in providing information to auditors, if necessary;
6. Perform other tasks related to finances as may be required by Project Manager and the team.

Reporting requirements

The Consultant shall deliver the following reports:

1. The Guideline on financial reporting and financial management of grant contracts and responsible party agreements based on UNDP requirements with special focus on particularities on the left bank.
2. Monthly Progress Reports shall be submitted at the end of each calendar month. These reports will describe the Consultant's performed, ongoing and planned activities and will comment on the need for any adjustments to the schedule for Deliverables, challenges encountered, proposed resolution of key issues, and lessons learned.
3. The Final Report shall be submitted two (2) weeks before the end of the contract period. The report shall summarize all issues related to the activities undertaken during the assignment.

3. REQUIREMENTS FOR EXPERIENCE AND QUALIFICATIONS

Academic Qualifications:

- Masters' degree in Finance, Accounting, Economy, Business Administration, 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;

Experience:

- At least three (3) years of experience in the area of Finance, Accounting, Auditing, or verification of budgets and finance reports is required;
- Minimum (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).
- Experience in conducting capacity building activities for grant beneficiaries/contractors on financial reporting/management;
- Experience working in/with international organizations, including the UN Agencies will be considered an advantage;

Knowledge and 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;

Abilities & skills:

- Proven ability to plan, work and deliver on agreed deadlines;
- Proven ability to operate effectively in a team;
- Attention to details;
- Proven report writing skills;
- Fluency in Romanian and Russian and working knowledge of English language;
- Computer literacy and ability to effectively use office technology equipment, IT tools.
- Proven commitment to the core values of the United Nations

4. DOCUMENTS TO BE INCLUDED WHEN SUBMITTING THE PROPOSALS

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

1. Cover letter, stating the interest and qualifications for the assignment;
2. Financial proposal in USD with daily professional fee and total lump sum for the assignment;
3. Duly completed P-11 form or CV indicating the contact details of at least 3 referees;
4. Copies of Professional Certificates if available.
5. Offeror's Letter confirming Interest and Availability.

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 of this lump sum amount (including fees, taxes, travel, per diems, and number of anticipated working days).

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, the candidates will be short-listed based on the following minimum qualification criteria:

- Masters' degree in Finance, Accounting, Economy, Business Administration, or other relevant fields;
- At least three (7) years of experience in the area of Finance, Accounting, Auditing, or verification of budgets and finance reports is required;
- Minimum (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 – 60% (300 pts);

* Financial Criteria weight – 40% (200 pts).

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

Technical Evaluation Criteria	Scoring	Maximum Points Obtainable
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 (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)	<i>3 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 implemented by 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
Maximum Total Technical Scoring		300
Financial Evaluation Scoring		

<p>Evaluation of submitted financial offers will be done based on the following formula: S = Fmin / 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.</p>	200
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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