

INDIVIDUAL CONSULTANT PROCUREMENT NOTICE

Date: **26 June 2020**

Country: Republic of Moldova

Description of the assignment: National Consultant to support cooperation of farmers on both banks of the river Nistru

Project name: Advanced Cross-river Capacities for Trade

Period of assignment/services: July 2020-December 2021, estimated workload: up to 100 workdays

Proposals should be submitted online by pressing the "**Apply Now**" button no later than **09 July 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 overall objective of the Advanced cross-river capacities for trade Project (AdTrade Project), implemented by UNDP with the financial support of Sweden, is to ensure 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 export promotion; 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.

The above aim at developing the exporting capacities of companies from the left bank and promote diversification of exports by offering support for strengthening the cooperation between agri-food producers from both banks of Nistru river. The confidence building potential will be emphasized throughout all the activities.

Specific context

One of the major problems of Moldovan producers is to ensure larger portfolios on highly competitive EU markets. Most value chain stakeholders (producer groups, small and medium-sized enterprises) do not grasp the advantages of creating cooperation platforms for exports. Additionally, there is limited availability of technical means/equipment, lack of enough financial resources for new investments, old production infrastructure and limited knowledge of the businesses from the Transnistria region about exporting to EU market.

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

The Individual Consultant is expected to support cooperation of farmers on both banks (hereinafter National Consultant) will offer support to establish or extend the cooperation of farmers on both banks of Nistru river by providing specialized expertise and dedicated technical assistance. In particular, the National Consultant will assist the project team in planning and implementing measures aiming at institutionalization of the cooperation of small and medium-sized businesses and farmers around processing facilities/ logistic centres/ agri-food hubs/ agri-food clusters using sustainable and innovation approaches to designing production facilities. Also, he/she will support creation of enabling environment for creating infrastructure for cooperation, by engaging local private and public stakeholders in the developing joint infrastructure projects.

Under overall supervision of the Project Manager and in close cooperation with the project staff will be responsible mainly for the agri-business development on both banks of the Nistru river.

The selected Consultant will work outside the project premises and will participate in all assignments related working meetings organised by the project.

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

3. REQUIREMENTS FOR EXPERIENCE AND QUALIFICATIONS

The National Consultant is expected to comply with the following qualification criteria:

I. Education:

- University degree in agriculture/agricultural economics, economy or related field. Additional degree/training and certification in agricultural economics is an asset.

II. Experience:

- At least 10 years of professional experience in agribusiness management/development;
- Minimum 5 years of proven experience and expertise, ideally within the framework of donor-funded agricultural/rural development projects.

III. Competencies:

- Proven experience and knowledge in the area of agribusiness support infrastructure –feasibility studies, project proposal appraisal, formulation of procedures and regulations in formulating and selecting project proposals
- In depth knowledge of the agricultural sector development issues in the Republic of Moldova;
- Knowledge of developments in the transnistrian region would be an asset.
- Demonstrable understanding of institutional development, in particular in the area of business support infrastructure in the rural area;
- Fluency in Romanian and Russian and working knowledge of English language;
- Proven report writing skills and computer literacy and ability to effectively use office technology equipment, IT tools.

Personal qualities:

- Proven ability to plan, work and deliver on agreed deadlines;
- Proven ability to operate effectively in a team;
- Demonstrated interpersonal and diplomatic skills, as well as the ability to communicate effectively with all stakeholders and to present ideas clearly and effectively;
- Attention to details;
- 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 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 2 referees;
4. Copies of Professional Certificates if available.
5. Offeror's Letter confirming Interest and Availability.

5. FINANCIAL PROPOSAL

The financial proposal shall specify the daily fee. The payments for services provided by the Contractor under the AdTrade Project will be made post factum on a lump-sum deliverables basis, as per contract, after the work has been accepted by the AdTrade Project Manager

Travel and other logistic arrangements

Travel to Chisinau, other administrative costs, and logistical aspects should be arranged by the Consultant and budgeted correspondingly in the financial offer.

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 indicated:

- University degree in agriculture/agricultural economics, economy or related field
- At least 10 years of professional experience in agribusiness management/development
- Minimum 5 years of proven experience and expertise, ideally within the framework of donor-funded agricultural/rural development projects

The short-listed individual consultants will be further evaluated based on the following methodology:

Criteria	Scoring	Maximum Points Obtainable
<u>Competencies (140 pts)</u>		
<u>Note:</u> Only first 4 (four) ranked applicants shall be invited to the interview		
1. University degree in agriculture/agricultural economics, economy or related field;	<i>Bachelor's degree – 20 pts Master's degree – 30 pts</i>	30
2. At least 10 years of professional experience in agribusiness management/development;	<i>10 years - 30 pts; each additional year – 5 pts; up to max. additional 50 pts.</i>	50
3. Minimum 5 years of proven experience and expertise, ideally within the framework of donor-funded agricultural/rural development projects;	<i>5 years -40 pts, each additional year – 5 pts; up to max. additional 60 pts.</i>	60
<u>Interview (160 pts)</u>		

4. Proven experience and knowledge in the area of agribusiness support infrastructure –feasibility studies, project proposal appraisal, formulation of procedures and regulations in formulating and selecting project proposals;	<i>No experience – 0 pts Limited experience – 20 pts Extensive experience - 40 pts</i>	40
5. In depth knowledge of the agricultural sector development issues in the Republic of Moldova;	<i>No experience – 0 pts Limited experience – 15 pts Extensive experience - 30 pts</i>	30
6. Knowledge of developments in the Transnistria region would be an asset;	<i>No experience – 0 pts Limited experience – 20 pts Extensive experience - 30 pts</i>	30
7. Proven understanding of the institutional development, in particular in the area of business support infrastructure in the rural area;	<i>No experience – 0 pts Limited experience – 15 pts Extensive experience - 30 pts</i>	30
8. Proven report writing skills and computer literacy and ability to effectively use office technology equipment, IT tools;	<i>up to 15 pts</i>	15
9. Fluency in Romanian and Russian and working knowledge of English language.	<i>Russian - 5 pts. Romanian – 5 pts English - 5 pts</i>	15
Maximum Total Technical 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 pts);

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

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

Financial Evaluation valid for position:	
Evaluation of submitted financial offers will be done based on the following formula: <u>S = Fmin / F * 200</u> 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

