



INDIVIDUAL CONSULTANT PROCUREMENT NOTICE

Date: **23 July 2020**

Country: Republic of Moldova

Description of the assignment: **2 National Consultants on Local Development Strategies' Implementation Processes**

- 1. One (1) Consultant on Local Development Strategies' Implementation Processes for Cahul focal Region**
- 2. One (1) Consultant on Local Development Strategies' Implementation Processes for Ungheni focal Region**

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

Period of assignment/services: August – December 2020, estimated workload: up to 50 working days / per each consultant

Proposals should be submitted online by pressing the "Apply Now" button no later than **03 August 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 (further 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 and UNICEF.

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

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

Specific objectives:

1. To strengthen transparency, accountability of local public authorities and people's participation in local governance processes in the focal regions.
2. To improve citizens' access to quality public services and utilities in the focal regions.
3. To create employment opportunities for men, women and youth in the focal regions and improve the attractiveness of the focal regions for investors and entrepreneurs.
4. To promote the smart specialization of the economy of the focal 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 focal regions.

SPECIFIC CONTEXT

The administrative-territorial units (raions, urban and rural communities) from both focal regions have numerous strategic documents, which include complex analyzes of the current development situation and set out objectives, directions, priorities and action plans for their future development. Among these we find, local socio-economic development strategies, master plans, development plans, programs, concepts, etc.¹ For example, the local development process of Ungheni municipality is guided by the provisions of:

- Strategy of socio-economic development of Ungheni municipality for 2019 – 2025²;
- The General Urban Plan of the Ungheni town - Strategic development regulations, 2016-2030³;
- Socio-economic development strategy of Ungheni municipality 2014 - 2020 (updated strategy with measures on migration);
- Sustainable Tourism Development Strategy & Action Plan of Ungheni municipality;
- Urban Revitalization Program of Ungheni municipality for 2019 – 2021⁴;
- Ungheni Sustainable Energy Action Plan;
- Disaster Risk Management Strategy in Ungheni;
- Development of the Water Supply and Sewerage Sector in Ungheni municipality for the period 2018 - 2025 (Component of the Socio-economic Development Strategy of the Socio-economic Strategy of Ungheni municipality);
- Local economic development plan of Ungheni municipality 2019 – 2020;
- Local Environmental Action Plan 2016 – 2020;
- The capital investment plan of Ungheni municipality for the years 2020 – 2024.

Similar documents are developed and approved for Cahul municipality:

- Socio-economic development strategy 2019 - 2025 (updated within the My Community Program and approved by the Municipal Council on May 30, 2019)⁵;
- The General Urban Plan (Master Plan) 2016 - 2020⁶;
- The Zonal Urban Plan of the rest and leisure area or. Cahul approved in 2005⁷;

¹ All strategic documents will be presented for analysis once the service contract is signed.

² <http://ungheni.md/strategii-si-programe/>

³ <http://ungheni.md/825-2/>

⁴ <http://ungheni.md/strategii-si-programe/>

⁵ <https://drive.google.com/file/d/1kYoa5aH8V11LFtjum4WdX6S13RAQ8zQS/view>

⁶ <http://www.primariacahul.md/index.php/informatii-publice/planul-urbanistic>

⁷ <https://drive.google.com/file/d/1jrRuwTNE9N0AhI7HKLKMqjxo1tG6AIKa/view>

- Local economic development plan (in the process of approval by the Council);
- Youth and sports development strategy 2014 - 2020;
- Capital investment plan (in the process of approval);
- The Dendrological project for the revitalization of the veterans' park in Cahul, approved in 2019.

Strategic development documents are developed and approved at the level of each rural community. Moreover, local communities from both focal regions do not exist in a vacuum of development, but in a system of policies of development. This system includes district, regional and national, including sectoral national development policies. Both at the district level⁸ and at the level of development regions⁹, several strategic development documents are approved and are being implemented. For example, Sectoral Development Plans have been developed at the level of the Development Regions, where accentuation is put on service regionalization of water and sanitation or solid waste management. Nevertheless, the focal regions lack integrated strategic documents which would link the needs of the villages with the urban economic pole. More than that, communities that are part of the focal regions¹⁰ do not have a "synchronized agenda" for development - that is why it is of utmost importance that all communities are part of the process of development and participate together in this process.

However, the biggest difficulties are related to the implementation of strategic documents or the implementation process is still lacking behind.

- Strategic development documents are usually developed with the support of different programs, so that there is no synergy and harmonization between them. There are cases when some actions are fought with others.
- In the absence of own financial resources, the strategic documents are implemented no more than 30-40%. The proposed objectives are insufficiently linked to the actual available and potential resources and are usually not accompanied by precise budgetary availability.
- Existing strategies are not yet constant guidance documents and do not yet create coherence in the work of the authorities;
- Many development actors and stakeholders are not involved in implementing the strategies.
- Strategies are usually not supported by a political commitment from local councils. The local councilors participate in the elaboration of the strategies insignificantly, and a firm commitment of Local councils for the implementation of the strategy is missing. In the vast majority of cases, the strategies are activity guidance documents for mayors.
- Although, in practice, each strategic development document has established and well-defined structures responsible for the implementation and coordination of the activities of all those responsible for implementation, as a rule, after the approval of the strategies these structures practically do not work. Moreover, even, strategic development documents have established an evaluation and updating mechanism, these mechanisms do not work and the reporting on how to implement the strategies is uncertain.

⁸ <http://www.crungheni.md/planificarea-strategica-si-situatie-socio-economica/strategiile/>; <http://cahul.md/programul-de-dezvoltare-a-raionului/>

⁹ <http://www.serviciilocale.md/pageview.php?l=ro&idc=94&id=694&t=/Cadru-legal-institutional-i-strategic/Dezvoltare-regionala/Programe-Regionale-Sectoriale/>

¹⁰ The term "**Focal region**" is used to define the broader area of Cahul municipality (35 thousand inhabitants) and Ungheni municipality (32 thousand inhabitants), comprising adjacent rural communities (to be further defined). The current assignment will cover all administrative-territorial units from Cahul and Ungheni districts, including district authorities. This means that the selected consultant together with the team of local consultants will analyze the Chapters "Implementation, monitoring and evaluation of strategies" of Cahul and Ungheni districts as well as all local communities that have such strategic documents and are in the implementation period or period implementation expires in 2020.

The Component 1 of the Programme aims to ensure that the focal regions governance for socio-economic development is organized in the most effective way and responds better to the needs of the population and private sector. In this regard, the local public administrations from Cahul and Ungheni municipalities will be capacitated and supported to improve their capacity to pursue implementation of approved strategies and plans, to strengthen cooperation of urban zones with their rural proximity area and to enhance the economic role of 'regional growth poles'. For this purpose, the capacity of local authorities will be strengthened to engage in participatory processes as well as to plan, implement and monitor the local socio-development strategies and other local development programs and plans.

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

To ensure adequate achievement of the specific objectives and implementation of all planned activities, the Programme is seeking for 2 qualified and experienced local consultants on Local Development Strategies' Implementation Processes to perform the assignment in Cahul and Ungheni focal regions.

The **overall objective** of the Consultants on Local Development Strategies' Implementation Processes (hereinafter Consultants) is to provide expertise and technical assistance to local government representatives and other stakeholders and to improve the capacity of local administrators to pursue implementation of already approved local development strategies and plans:

- Conduct assessment and identify practical solutions to address the challenges and bottlenecks related to the implementation of existing approved local and rayon development strategies and plans;
- Conduct training needs assessment, organize and provide capacity building activities to enhance competency, skills, knowledge of implementation local development strategies and plans;
- Provide support in organizing and setting up of functional local participatory institutional framework responsible for implementation, monitoring and evaluation of the approved local development strategies and plans;
- Provide expertise and technical assistance to local government representatives and other stakeholders of the focal regions to find practical solutions in increasing the effectiveness and impact in implementation of local development strategies and plans.

The Consultants will work in a team, along with other Programme' local and national consultants, based on a comprehensive tailor-made methodology, which should be determined at the inception of activities with the support of an International Consultant with qualified experience in this field. The consultants will carry out similar activities, the difference being that they will cover a particular focal region.

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, political science, sociology or other relevant field.

Years of experience:

- At least 10 years of practical experience in the fields related to local development (strategic planning, local public administration, working with public authorities and institutions) (*evidence: list of relevant public authorities and institutions the Consultant has been cooperating with, including the topic and year must be presented together with the application package*).
- Participation in elaboration (strategic planning), as the case in monitoring and evaluation of the implementation of at least 5 local development policy documents (strategies, programs, plans)

(evidence: list of local development policy documents must be presented together with the application package).

- Experience in facilitation, coaching, mentoring and/or delivering trainings in the field of strategic planning and local development;
- Experience of working with UN agencies and/or international organizations, and/or European/donor funded development projects/programmes will be considered a strong asset.
- Relevant expertise in the field of monitoring and evaluation of local development policy documents, public participation, institutional relationship, local government will be considered a strong asset.

Competencies:

- Knowledge and skills of 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;
2. CV including records on past experience in similar projects/assignments and concrete outputs obtained;
3. Evidence: list of relevant public authorities and institutions the Consultant has been cooperating with, including the topic and year must be presented together with the application package;
4. Evidence: list of local development policy documents must be presented together with the application package;

5. 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;

Important Note: The applicants **shall clearly indicate** the position they are applying for:

Position 1: Consultant on Local Development Strategies' Implementation Processes **for Cahul focal Region;**

Position 2: Consultant on Local Development Strategies' Implementation Processes **for Ungheni focal Region.**

The candidates may apply for one or for both of these positions, **which will be clearly stipulated in the Application Letter**, with the possibility to be selected for only 1 position.

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, 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, political science, sociology or other relevant field;
- At least 10 years of practical experience in the fields related to local development (strategic planning, local public administration, working with public authorities and institutions) (*evidence: list of relevant public authorities and institutions the Consultant has been cooperating with, including the topic and year must be presented together with the application package*).

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

For both positions the evaluation criteria are as follows:

Criteria	Scoring	Maximum Points Obtainable
Technical		
<ul style="list-style-type: none"> University degree in law, public administration, political science, sociology or other relevant field 	University – 25 pts, Master’s – 30 pts	30
<ul style="list-style-type: none"> At least 10 years of practical experience in the fields related to local development (strategic planning, local public administration, working with public authorities and institutions) <i>(evidence: list of relevant public authorities and institutions the Consultant has been cooperating with, including the topic and year must be presented together with the application package)</i> 	10 years – 50 pts, each additional year 10 pts up to maximum additional 50 pts.	100
<ul style="list-style-type: none"> Participation in elaboration (strategic planning), as the case in monitoring and evaluation of the implementation of at least 5 local development policy documents (strategies, programs, plans) <i>(evidence: list of local development policy documents must be presented together with the application package)</i> 	No evidence or less than 5 local development policy documents – 0 pts, 5 policy documents – 50 pts, each additional policy documents 10 pts up to maximum additional 30 pts.	80
<ul style="list-style-type: none"> Experience in conducting at least 5 trainings in the field of strategic planning and local development 	No experience – 0 pts, 5 trainings/events – 15 pts, each additional trainings/event 5 pts up to maximum additional 15 pts.	30
<ul style="list-style-type: none"> Experience in participation in the elaboration of at least 5 Reports of implementation, monitoring and evaluation of strategies, plans, local development programs. 	No experience – 0 pts, 5 reports – 40 pts, each additional year 5 pts up to maximum additional 20 pts.	60
<ul style="list-style-type: none"> Experience of working with UN agencies and/or international organizations, and/or European/donor funded development projects/programmes 	<1 project/assignment – 10 pts	10
<ul style="list-style-type: none"> 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
<ul style="list-style-type: none"> Fluency in Romanian and Russian. Knowledge of English will be an asset. 	each language 10 pts	30
Technical Scoring		350
Financial Evaluation Scoring		
Evaluation of submitted financial offers will be done based on the following formula: $S = F_{min} / F * 233$ 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.		233
TOTAL obtainable score		583

The total maximum obtainable **technical score** would be 350 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% (350 points);

* Financial Criteria weight – 40% (233 points).

Only candidates obtaining a minimum of 245 points after technical evaluation would be considered for the Financial Evaluation.

Winning candidate

The winning candidates will be the candidates, 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