



INDIVIDUAL CONSULTANT PROCUREMENT NOTICE

Date: **18 August 2020**

Country: Republic of Moldova

Description of the assignment: National Consultant on providing consultancy and evaluation of financial information presented by grant and financial support beneficiaries

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

Period of assignment/services: September 2020 – December 2021, up to 150 working days with possibility of extension

Proposals should be submitted online by pressing the "Apply Now" button no later than **07 September 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.

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 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 and United Nations Children's Fund.

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 by improving the standards of living of the citizens in the focal regions: Cahul and Ungheni.

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

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 provide financial consultancy support while ensuring adequate financial implementation and use of funds granted under the EU4Moldova: Focal Regions Programme (EU-funded) and assisting the programme team in providing information to external auditors, if the case, and performing other tasks related to finances, if required.

More specifically, the Consultant will:

1. Analyze relevant documentation from financial point of view;
2. Provide monthly reports on the reports checked, including observation regarding the status of reports checked and recommendations on their improvement etc. (if the case), submitted to the Programme Manager;
3. Support programme team with identifying the most suitable financial mechanisms to ensure effective and adequate use of funds granted under EU4Moldova: Focal Regions Programme, in line with UNDP Finance and Procurement Rules and Regulations;
4. Assist the Programme team in providing information to auditors, if necessary;
5. Perform other tasks related to finances as may be required by Programme Manager.

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

3. REQUIREMENTS FOR EXPERIENCE AND QUALIFICATIONS

Academic Qualification:

- Master's 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;

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.
- 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;

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;

Language requirements:

- Fluency in Romanian and Russian, as well as working knowledge of English, are required.

The United Nations 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.

4. DOCUMENTS TO BE INCLUDED WHEN SUBMITTING THE PROPOSALS

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

1. Latest personal CV, including past experience from similar projects and concrete outputs obtained, and at least 3 reference persons indicated including their contact details (email, telephone and any other contact information);
2. Financial proposal incorporated in the duly filled in UNDP Offerors Letter conforming interest and availability attached to announcement;
3. 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

Travel outside duty station (Chisinau) is not envisaged at this stage. If there will be need for travel, the administrative costs, and logistical aspects will be arranged with the support of the EU4Moldova: Focal Regions Programme team.

6. EVALUATION

The Consultant's performance will be evaluated against such criteria as timeliness, responsibility, initiative, communication, accuracy, and quality of the products delivered.

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 seven (7) years of experience in the area of Finance, Accounting, Auditing, or verification of budgets and finance reports is required;
3. 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.

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.

Criteria	Scoring	Maximum Points Obtainable
Technical		
1. Master degree in Finance, Accounting, Economy or other relevant fields	<i>Master's – 30 pts., PhD – 40 pts</i>	40
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 – 10 pts. Membership in at least 1 professional association – 20 pts.</i>	40
3. At least seven (7) years of experience in the area of	<i>7 years – 30 pts, each</i>	60

Finance, Accounting, Auditing, or verification of budgets and finance reports	<i>additional year – 10 pts; up to max. 60 pts</i>	
4. At least two (2) years of experience in the area of Finance, Accounting, Auditing and verification of budgets and finance reports working in/with companies/NGOs	<i>2 years – 30 pts, each additional year – 10 pts; up to max. 70 pts</i>	70
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 – 10 pts; up to max. 40 pts</i>	40
6. Experience working in/with projects financed by European Commission, or other international organizations, including the UN Agencies will be considered an advantage	<i>No experience – 0 pts., 1 project – 10 pts., each additional project – 5 pts; up to max. 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 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
Total obtainable score		500

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