



## INDIVIDUAL CONSULTANT PROCUREMENT NOTICE

Date: **12 January 2021**

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**Country:** Republic of Moldova

**Description of the assignment:** One (1) Local Engineer for Cahul region

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

**Period of assignment/services:** February 2021 – December 2022 (estimated workload: up to 320 working days)

Proposals should be submitted online by pressing the "Apply Now" button no later than **26 January 2021**.

Requests for **clarification only** must be sent by standard electronic communication to the following e-mail: [victoria.josan@undp.org](mailto:victoria.josan@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.

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### 1. BACKGROUND

The EU4Moldova: Focal regions Programme (further Programme) is based on the European Commission Implementing Decision on the Annual Action Program 2018 in favour 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 smart, green, 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 the urban-rural divide and regional disparities, stimulate economic growth and job creation, refurbish and upgrade targeted social and technical infrastructure in selected focal regions (smaller towns and villages) while taking into account climate change and 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 pilot 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 Program 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**

Both focal regions will receive important capacity building assistance to support the implementation and monitoring of local economic development plans and will benefit of investment funding in support of the creation and/or development of social and technical infrastructure. The programme activities will focus on modernization of communal and selected social services and the related public infrastructure, which will lead to attractive conditions for businesses to operate in the focal region, as well as to good living standards for the population. The proposed interventions will focus on raising the sustainability and capacity of municipal enterprises to deliver public services through modern methods and techniques, including smart service provision. In addition, the necessary equipment and infrastructure will be procured, built or rehabilitated so that the access to and quality of services improves. A particular attention will be given to extending the networks and service delivery from the towns to the neighbouring communities.

The programme also aims to support reconstruction/beautification of the urban centers of Cahul and Ungheni Municipalities. This intervention will create a strong visual impact for the development agenda of the focal regions – this will give the idea of ‘emerging strong regional growth poles’ committed to change their current status of ‘declining periphery’.

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

The **overall objective** of the consultancy is to support EU4MOLDOVA: Focal regions Programme in its efforts to provide technical assistance and build capacities among target local public authorities and communities, in the development and evaluation of infrastructure and civil works, in compliance with national building codes and technical standards, ensuring cost effective capital investment and efficient use resources.

To ensure adequate achievement of the specific objectives and implementation of all planned activities, the Programme is seeking for one (1) qualified and experienced Civil Works Local Engineer to perform the assignment in Cahul region.

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

### **3. REQUIREMENTS FOR EXPERIENCE AND QUALIFICATIONS**

#### Academic Qualifications:

- University Degree in civil engineering, water and sanitation or architecture, or other relevant related area.

#### Years of experience:

- Work experience: at least 7 years of work experience in the field of civil engineering or water and sanitation, or street lighting, or other relevant related area;

- 5 years of extensive experience in construction of small scale infrastructure and civil works, preferably buildings renovation, water and sanitation networks or other related fields;
- Practical abilities to work with professional software similar to WinSmeta and understanding the principle of calculating costs on works based on the resource method;
- In depth knowledge of national legislation pertaining to the construction works;
- 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:

- Computer proficiency, including knowledge of MS Office products (Word, Excel, Power Point);
- High level of responsibility and organization capacities, creative approach to solving issues;
- Excellent communication and reporting skills;
- Ability to meet deadlines and prioritize multiple tasks;
- Ability to maintain the confidentiality of information obtained on a business basis and to protect the interests of the employer (in this case UNDP);
- Excellent command of written and spoken Romanian and Russian are required. Knowledge of English is an asset.

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.

#### **Eligibility Requirements:**

Government Officials or Employees are civil servants of UN Member States. As such, if they will be engaged by UNDP under an Individual Contract which they will be signing in their individual capacity, the following conditions must be met prior to the award of contract:

- A “No-objection” letter in respect of the individual is received from the Government employing him/her, and;
- The individual must provide an official documentation from his/her employer formally certifying his or her status as being on “official leave without pay” for the duration of the IC.

The above requirements are also applicable to Government-owned and controlled enterprises and well as other semi/partially or fully owned Government entities, whether or not the Government ownership is of majority or minority status. A separated and retired government official or employee shall not be considered a government official or employee within the context of this Policy, and as such, may be engaged without having to meet the conditions above, provided he/she will ensure and confirm that the national laws governing his/her retirement is observed and complied. Please confirm your willingness to comply with the above conditions.

#### **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. Copy(ies) of Certificate(s) of professional qualification (Certificat de atestare tehnico-profesionala) as civil engineer. Certificate of technical supervisor (if any).
4. 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.

Kindly note that daily physical presence in the region is required.

## 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 civil engineering, or architecture, or water and sanitation, or other relevant related area;
- At least 7 years of work experience in the field of civil engineering or water and sanitation, or street lighting, or other relevant related area;
- 5 years of extensive experience in construction of small scale infrastructure and civil works, preferably buildings renovation, water and sanitation networks or other related fields.

The short-listed candidates will be further evaluated based on the criteria outlined below.

Criteria	Scoring	Maximum Points Obtainable
<b><u>Technical</u></b>		
<ul style="list-style-type: none"> <li>• University Degree in civil engineering, water and sanitation or architecture, or other relevant related area</li> </ul>	Bachelor's – 25 pts, Master's – 30 pts	30
<ul style="list-style-type: none"> <li>• At least 7 years of work experience in the field of civil engineering or water and sanitation, or street lighting, or other relevant related area;</li> </ul>	7 years – 40 pts, for each additional year 10 pts, up to maximum 70 pts	70
<ul style="list-style-type: none"> <li>• 5 years of extensive experience in construction of small scale infrastructure and civil works, preferably buildings renovation, water and sanitation networks or other related fields</li> </ul>	5 years – 40 pts, for each additional year 10 pts, up to maximum 70 pts	70

<b>Interview (online)</b>		
<ul style="list-style-type: none"> <li>Practical abilities to work with professional software similar to WinSmeta and understanding the principle of calculating costs on works based on the resource method</li> </ul>	None – 0 pts, limited – 1-15 pts, good – 16-35 pts, strong – 36-50 pts	50
<ul style="list-style-type: none"> <li>Availability of national attestation certificate in the field of civil engineering (copy of such must be provided)</li> </ul>	None – 0 pts, 1 certificate – 20 pts, 2 certificates – 40 pts	40
<ul style="list-style-type: none"> <li>In depth knowledge of national legislation pertaining to the construction works</li> </ul>	None – 0 pts, limited – 1-15 pts, good – 16-35 pts, strong – 36-50 pts	50
<ul style="list-style-type: none"> <li>Experience of working with UN agencies and/or international organizations, and/or European/donor funded development projects/programmes will be considered an asset</li> </ul>	None – 0 pts, for each project 10 pts, up to maximum 30 pts	30
<ul style="list-style-type: none"> <li>High level of responsibility and organization capacities, creative approach to solving issues</li> </ul>	None – 0 pts, limited – 10 pts, good – 15 pts, strong – 20 pts	20
<ul style="list-style-type: none"> <li>Excellent communication and reporting skills</li> </ul>	None – 0 pts, limited – 10 pts, good – 15 pts, strong – 20 pts	20
<ul style="list-style-type: none"> <li>Ability to meet deadlines and prioritize multiple tasks</li> </ul>	None – 0 pts, limited – 10 pts, good – 15 pts, strong – 20 pts	20
<ul style="list-style-type: none"> <li>Excellent command of Romanian and Russian. Knowledge of English will be considered an asset</li> </ul>	Romanian/Russian – each language 10 pts; English – 5 pts	25
<ul style="list-style-type: none"> <li>Belonging to the group(s) under-represented in the UN Moldova and/or the area of assignment<sup>1</sup></li> </ul>	No – 0 pts., to one group – 10 pts., to two or more groups – 25 pts.	25
<b>Technical Evaluation Scoring, including Interview</b>		<b>450</b>
<b>Financial Evaluation Scoring</b>		
Evaluation of submitted financial offers will be done based on the following formula: <b><math>S = F_{min} / F * 300</math></b> 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.		<b>300</b>
<b>TOTAL Overall obtainable points</b>		<b>750</b>

**The total maximum obtainable score for the technical part and interview would be 450 points.**

Cumulative analysis:

The award of the contract shall be made to the individual consultant whose offer has been evaluated and determined as:

- responsive/compliant/acceptable, and
- 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% (450 points);

\* Financial Criteria weight – 40% (300 points).

**Only candidates obtaining 315 points and above after technical evaluation would be considered for the Financial Evaluation.**

<sup>1</sup> Under-represented groups in UN Moldova are persons (men/women) with disabilities, LGBTI, ethnic and linguistic minorities, especially ethnic Gagauzians, Bulgarians, Roma, Jews, people of African descent, people living with HIV, religious minorities, especially Muslim women, refugees and other non-citizens.

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**