

INDIVIDUAL CONSULTANT PROCUREMENT NOTICE

Date:19.01.2021

Country: Republic of Moldova

Description of the assignment: Two International Consultants to conduct Spending Reviews and develop the Spending Review Methodology

Project name: Public Finance for Development Project

Period of assignment/ services: February 2021 – December 2022, Senior Consultant (Team Leader) – 155 working days; Senior Consultant (Expert) – 155 working days

Proposals should be submitted online, by pressing the "Apply Online" button, no later than **02 February 2021, 16:30 (GMT + 2, Moldova Local Time)**

Requests for clarification only must be sent by standard electronic communication to the following e-mail: marcel.olari@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 Public Finance for Development Project is based on a long and rich experience that the Slovak Republic as donor and UNDP have gained over the course of the past decade. Through this project, the Ministry of Finance of the Slovak Republic and UNDP help put development effectiveness principles into practice, thus contributing to advancing the effectiveness of global development efforts to achieve the ambitious Sustainable Development Goals. Thus, it became the key area of the Slovak development cooperation performed by knowledge-transfer and building the capacities of partner institutions. Based on these experiences, the Public Finance for Development (PFD) Programme has been established in 2009 with the aim to assist the partner countries in their efforts to reform and set up the public finance management.

Moldova became a beneficiary country of the Programme in 2010. The interventions in Moldova aimed at supporting the Ministry of Finance and Line Ministries in implementing program-based budgeting (PBB) and developing capacities, including in monitoring and evaluation for the PBB, at improving the legal and methodological framework. In 2018-2020 the Programme supported piloting of the Spending Reviews based on the experience of the Slovak Ministry of Finance at the Ministry of Education, Culture and Research and at the Ministry of Agriculture, Regional Development and Environment of the Republic of Moldova.

In the new phase of the project (2020-2022) the assistance is targeted at building analytical capacities for the Spending Reviews in another two-Line Ministries through adjusting, piloting and institutionalization of the Spending Review Methodology. The target ministries for carrying out the third and fourth spending reviews will be identified during the first mission of the selected experts in consultations with the Ministry of Finance of Moldova. The Spending Review Methodology for the third round in 2021 will combine the two methodological approaches applied in the spending reviews carried out in 2018 – 2020. The methodology applied in the third round will be codified in a Methodological Guidance and will be implemented in the fourth round of the spending review in 2022 with the purpose of its institutionalization.

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

The objective of the assignment is to contribute to developing analytical capacities of the Ministry of Finance and Line Ministries of the Republic of Moldova for carrying out the spending reviews based on the methodologies piloted in 2018 – 2020, and further adjusting the methodology with the general goal of its institutionalization.

The Senior Consultant (Team Leader) will have the overall responsibility for the achievement of the objective of the assignment, delivering the expected outputs, coordination of the work with other experts, and for proper reporting to the UNDP. The Senior Consultant (Expert) will support the Senior Consultant (Team Leader) in the achievement of the objective of the assignment and the delivery of the expected outputs by providing technical expertise at all stages of the assignment. A local consultant might be recruited to support the Senior Consultants in collecting the information, offering analysis of the relevant national legal and normative framework, establishing meetings and providing on-the-spot translation and interpretation, and contributing to reporting.

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

3. REQUIREMENTS FOR EXPERIENCE AND QUALIFICATIONS

Senior Consultant (Team Leader)

COMPETENCIES

Corporate competencies

- Demonstrates integrity by modelling the UN's values and ethical standards;
- Promotes the vision, mission, and strategic goals of UNDP;
- Displays cultural, gender, religion, race, nationality and age sensitivity and adaptability;
- Treats all people fairly without favoritisms;
- Fulfils all obligations to gender sensitivity and zero tolerance for sexual harassment.

Functional competencies:

- Strong leadership and team management skills;
- Strong interpersonal skills, communication and diplomatic skills, teamwork ability;
- Ability to work under pressure and stressful situations;
- Strong analytical, reporting and writing abilities;
- Good time management, meeting deadlines.

QUALIFICATIONS

Academic Qualifications/Education:

- Master's Degree or higher in economics, finance, public administration, management, development studies or related field.

Experience:

- At least 7 years of experience in public finance management, fiscal planning, expenditure policy and budgeting aligned to EU practices and tools;
- Previous experience in designing methodologies, managing and conducting spending reviews;
- Previous experience with the design and implementation of the public finance reform and post-reform initiatives at central and local levels;
- Hands-on experience or a profound knowledge of the Spending Review methodological approaches piloted in 2 Line Ministries in Moldova in 2018 - 2020 is a strong asset.

Language skills:

- Strong writing, editing, and oral communication skills in English.

Senior Consultant (Expert)

COMPETENCIES

Corporate competencies

- Demonstrates integrity by modelling the UN's values and ethical standards;
- Promotes the vision, mission, and strategic goals of UNDP;
- Displays cultural, gender, religion, race, nationality and age sensitivity and adaptability;
- Treats all people fairly without favoritisms;
- Fulfils all obligations to gender sensitivity and zero tolerance for sexual harassment.

Functional competencies:

- Strong interpersonal skills, communication and diplomatic skills, teamwork ability;
- Ability to work under pressure and stressful situations;
- Strong analytical, reporting and writing abilities;
- Good time management, meeting deadlines.

QUALIFICATIONS

Academic Qualifications/Education:

- Master's Degree or higher in economics, finance, public administration, management, development studies or related field.

Experience:

- At least 5 years of experience in public financial management, fiscal planning, expenditure policy and budgeting aligned to EU practices and tools;
- Previous experience in designing methodologies, managing and conducting spending reviews is required;
- Previous experience with development and implementation of the public finance reform and post-reform initiatives on central and local levels;
- Hands-on experience or a profound knowledge of the Spending Review methodological approaches piloted in 2 Line Ministries in Moldova in 2018 - 2020 is a strong asset

Language skills:

- Strong writing, editing, and oral communication skills in English.

The UNDP Moldova is committed to workforce diversity.

4. DOCUMENTS TO BE INCLUDED WHEN SUBMITTING THE PROPOSALS

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

- Offeror's Letter confirming interest and availability;
- Motivation statement indicating the position applying for (Team Leader or Expert), explaining why they are the most suitable for the work including previous experience in similar Projects (please provide brief information on each of the above qualifications, item by item);
- Duly completed and signed CV and at least 3 references.

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 costs, accommodation costs, communication, and number of anticipated working days).

Travel

All envisaged travel costs must be included in the financial proposal. This includes all travel to join duty station/repatriation travel. The assignment will imply up to 14 missions (7 missions per year) by both consultants.

The consultants will indicatively be on mission to Moldova during 130 working days each. 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.

In case COVID-19 related restrictions on travel continue, the services will be provided on-line.

6. EVALUATION

Initially, individual consultants will be short-listed based on the following minimum qualification criteria:

- Master's Degree in economics, finance, public administration, management, development studies or related field.
- Minimum seven (7)/ five (5) years for Team Leader and Expert respectively, of experience in public financial management related to EU practices (please provide relevant details in the proposal).

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 for the total technical scoring would be considered for the Financial Evaluation.

Criteria	Scoring	Maximum Points Obtainable
<u>Technical</u>		
Master's degree or higher in economics, finance, public administration, management, development studies or related field;	<i>Master's degree – 10 pts. Ph. D degree – 15 pts.</i>	15
Minimum seven (7)/ five (5) years for Team Leader and Expert respectively, of experience in public financial management, fiscal planning, expenditure policy and budgeting aligned to EU practices and tools (<i>please provide relevant details in the proposal</i>);	Seven (7) / Five (5) years – 25 pts., each additional year of experience – 5 pts. up to a maximum of 40 pts.	40
Proven experience in designing, managing and conducting spending reviews;	Two (2) spending reviews – 30 pts., each additional spending review – 5 pts. up to a maximum of 40 pts.	40
Previous experience with the design and implementation of the public finance reform and post-reform initiatives at central and local levels;	Three (3) years – 15 pts., each additional year of experience – 5 pts. up to a maximum of 35 pts.	35
Interview: Please note that only the top 5 ranked (that accumulated the highest technical score) applicants shall be invited for the interview		
<u>Interview</u>	<ul style="list-style-type: none"> • Strong understanding of public financial management infrastructure - up to 25 pts; • Strong understanding of the spending review methodology – up to 40 pts; • Hands-on experience or a profound knowledge of the Spending Review methodological approaches piloted in 2 Line 	170

	Ministries in Moldova in 2018 – 2020 - Yes/ No - 40 pts; <ul style="list-style-type: none"> • Strong interpersonal skills, communication and diplomatic skills, teamwork ability - <i>up to 25 pts</i>; • Strong leadership and team management skills - <i>up to 25 pts</i>; • Strong writing, editing, and oral communication skills in English (<i>verbal and written</i>). Knowledge of Romanian or Russian will be considered as an advantage. – <i>5 pts each. (15 pts total)</i> 	
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; F_{min} – 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