



## INDIVIDUAL CONSULTANT PROCUREMENT NOTICE

Date: **13 April 2021**

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**Country:** Republic of Moldova

**Description of the assignment:** **Two (2) Local Business Development Consultants**

- **One (1) Local Business Development Consultant for Cahul region**
- **One (1) Local Business Development Consultant for Ungheni region**

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

**Period of assignment/services:** May 2021 – December 2023 (estimated workload: up to 230 working days per consultant)

Proposals should be submitted online by pressing the "Apply Now" button no later than **27 April 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**

Focal regions of Cahul and Ungheni will receive support to become more attractive for investment, job creation and entrepreneurship. Each focal region will be supported to rise above their current status of 'declining economic periphery' and implement a consistent package of 'economic turnaround' measures, aiming to improve their domestic and international image as 'emerging regional growth poles' with conducive business environment and amplified investment and entrepreneurship activities. The supported activities and actions will follow the most innovative methodological tools and international experiences related to enabling of tangible and intangible business environment factors, place branding, attraction of external investors, expansion of existing firms and start-ups interventions, as well as pro-growth urban revitalization.

The business development components of the programme will focus on attracting new business to appear and exiting companies to flourish. The activities of the programme will aim to support and improve business and a number of Start-ups created and stabilized, as well as existing companies stimulated for expansion and growing, as well as new entrants to look the regions investment. Also, a special attention will be drawn to social entrepreneurs' pilots to address social needs and improve local economic environment. The initiatives will be also focused to boost the efficient use of resources by moving to a clean, circular economy and to restore biodiversity and cut pollution.

Along the above, each focal region will be supported to develop and promote a local brand with an ambitious communication campaign to improve the domestic and international perceptions of Cahul and Ungheni focal regions – as one the most dynamic Moldovan regions in promoting development and economic growth.

## **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 business development assistance and build capacities of private sector in Cahul and Ungheni regions. The main activity will be related to small and medium enterprises (SME) support mechanism paired with promotion of the regional brand and attraction of national and international investments in the focal regions. It will also ensure synergy between the program and local public authorities, business actors, local business incubation facilities and other stakeholders responsible for economic development of the regions.

To ensure adequate achievement of the specific objectives and implementation of all planned activities, the Programme is seeking for two (2) qualified and experienced Local Business Development Consultants to perform the assignment in Cahul and Ungheni focal regions.

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

- **Position 1:** Local Business Development Consultant for Cahul Region
- **Position 2:** Local Business Development Consultant for Ungheni Region

**Important Note:** The **candidates shall clearly indicate** in the “Offeror’s Letter to UNDP confirming interest and availability for the Individual Contractor” the position they are applying for:

**Position 1:** Local Business Development Consultant for Cahul Region

OR

**Position 2:** Local Business Development Consultant for Ungheni Region

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

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

#### Academic Qualifications:

- University Degree in economics, business administration, public administration, financial management or other relevant related area.

#### Years of experience:

- At least 5 years of work experience in providing services to business environment, local business capacity development, investment attraction (working with public/private actors);
- Experience in implementation of business/economic/social development projects, at least 2;
- Experience collaborating with the relevant multi-stakeholder economic environment in the targeted focal region, including Business Associations and/or Business support organizations. Such experience in the targeted focal region would be an advantage (*evidence: list of relevant institutions the Consultant has been cooperating with, including the topic and year must be presented together with the application package*);
- Experience in providing logistical arrangements for events: including identification of participants, concept note development, agenda of the events (*evidence: list of events, including the topic and year must be presented together with the application package*);
- Experience in evaluating and monitoring projects/activities would be an advantage;
- Capacity to process, arrange data in spreadsheet forms, statistical analyses would be an advantage (*evidence: an Excel spreadsheet with data developed by the candidate must be presented together with the application package*);
- Experience in facilitating/coaching/mentoring/delivering trainings in the fields of local economic/business/social development would be an advantage;
- Experience in communication/marketing/promotion of activities would be an advantage;
- 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, Power Point) as well as e-mails literacy;
- 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. Referring to experience requirement indicated in point 3 above (scored in point 6 below) the following evidence must be presented together with the application package:
  - a) *list of relevant multi-stakeholder economic environment institutions/organizations the Consultant has been cooperating with, including the topic and year;*
  - b) *list of events, including the topic and year, proving experience in providing logistical arrangements for events;*
  - c) *an Excel spreadsheet with data developed by the candidate.*
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.

## 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

The Consultants will be located in the focal regions (Cahul/Ungheni), so that they may easily intervene for urgent issues and report daily on works from sites.

There are no travels planned under this assignment. However, if any travel outside duty station (Ungheni/Cahul) will be required, the administrative costs, and logistical aspects will be covered by and arranged with the support of the EU4Moldova: Focal Regions Programme team.

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, candidates will be long-listed based on the following minimum qualification criteria:

- University Degree in economics, business administration, public administration, financial management or other relevant related area.
- At least 5 years of work experience in providing services to business environment, local business capacity development, investment attraction (working with public/private actors);

The long-listed individual consultants will be further short-listed based on the criteria outlined below:

**For both positions** the evaluation criteria are similar.

Criteria	Scoring	Maximum Points Obtainable
<b>Short-listing</b>		
1. University Degree in economics, business administration, public administration, financial management or other relevant related area	<i>University Degree – 10 pts, Master’s – 15 pts</i>	15
2. At least 5 years of work experience in providing services to business environment, local business capacity development, investment attraction (working with public/private actors)	<i>&lt;5 years – 0 pts, 5 years – 30 pts, &gt;5 years – 5 pts for each additional year up to max. 50 pts</i>	50
3. Experience in implementation of business/ economic/ social development projects, at least 2	<i>&lt;2 projects – 0 pts; 2 projects – 30 pts, &gt;2 projects – 10 pts for each additional project up to max. 50 pts</i>	50
4. Experience in collaborating with the relevant multi-stakeholder economic environment in the targeted focal region, including Business Associations and/or Business support	<i>&lt;2 records – 0 pts, 2 records – 30 pts, &gt;2 records – 10 pts for each additional record up to max. 50 pts</i>	50

organizations. Such experience in the targeted focal region would be an advantage. (evidence: list of relevant institutions the Consultant has been cooperating with, including the topic and year must be presented together with the application package)		
5. Experience in providing logistical arrangements for events: including identification of participants, concept note development, agenda of the events (evidence: list of events, including the topic and year must be presented together with the application package)	<2 records – 0 pts, 2 records – 20 pts, >2 records – 5 pts for each additional record up to max. 40 pts	40
6. Capacity to process, arrange data in spreadsheet forms, statistical analyses would be an advantage (an Excel spreadsheet with data developed by the candidate year must be presented together with the application package)	No spreadsheet provided or spreadsheet lacks data – 0 pts, list provides data without any formulas used – 5 pts, spreadsheet provides data and uses some basic formulas – 15 pts, spreadsheet is logically structured, provides data, uses specific formulas – 20 pts	20
7. Experience of work with international organizations/projects, including UN and/or European ones will be an advantage	No experience – 0 pts, 1 project/assignment – 15 pts	15
<b>Short-listing scoring</b>		<b>240</b>

Following the short-listing, maximum **five candidates** which obtained the highest scoring will be invited for interview, which will be evaluated as follows:

<b>Criteria</b>	<b>Scoring</b>	<b>Maximum Points Obtainable</b>
<b><u>Interview (via Zoom)</u></b>		
1. Experience in evaluating and monitoring projects/activities would be an advantage	No experience – 0 pts, 1 project – 10 pts, 2 projects – 20 pts, >2 projects – 5 pts each additional project up to max. 40	40
2. Experience in facilitating/ coaching/ mentoring/ delivering trainings in the fields of local economic/ business/ social development would be an advantage	No experience – 0 pts, facilitating/ coaching/ mentoring 1 project – 10 pts, facilitating/ coaching/ mentoring 2 projects or more – 20 pts, delivering 1 training – 10 pts, delivering 2 trainings or more – 20 pts	40
3. Experience in communication/ marketing/ promotion of activities would be an advantage	No experience – 0 pts, 1 project – 15 pts, >1 project – 5 pts for each additional project up to max. 30 pts	30
4. Level of responsibility and organization capacities, creative approach to solving issues	None – 0 pts, limited – 5 pts, good – 10 pts, strong – 15 pts	15
5. Communication and reporting skills	None – 0 pts, limited – 5 pts, good – 10 pts, strong – 15 pts	15

6. Ability to meet deadlines and prioritize multiple tasks	<i>None – 0 pts, limited – 5 pts, good – 10 pts, strong – 15 pts</i>	15
7. Excellent command of written and spoken Romanian and Russian are required. Knowledge of English is an asset	<i>each language 5 pts</i>	15
8. Belonging to the group(s) under-represented in the UN Moldova and/or the area of assignment	<i>No – 0 pts., to one group – 5 pts., to two or more groups – 10 pts.</i>	10
<b>Interview Scoring</b>		<b>180</b>
<b>Technical Evaluation Scoring, including interview</b>		<b>420</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 * 280</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>280</b>
<b>TOTAL Overall obtainable points</b>		<b>700</b>

The total maximum obtainable **score for the interview** would be 180 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% (420 points);

\* Financial Criteria weight – 40% (280 points).

Only candidates obtaining a minimum of 294 points after conducting interviews would be considered for the Financial Evaluation.

Winning candidate

The winning candidate will be the candidate, who has accumulated the highest aggregated score (technical scoring + financial scoring).

Only interviewed candidates will receive follow-up e-mails on the competition results.

**ANNEXES:**

**ANNEX 1 – TERMS OF REFERENCES (ToR)**

**ANNEX 2 – INDIVIDUAL CONSULTANT GENERAL TERMS AND CONDITIONS**

**ANNEX 3 – Template of Offeror’s Letter to UNDP confirming interest and availability for the Individual Contractor (IC)**

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<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.