



INDIVIDUAL CONSULTANT PROCUREMENT NOTICE

Date: **14 May 2021**

Country: Republic of Moldova

Description of the assignment: **2 (two) consultants for capacity building of Civil Society Organizations (CSOs) for pro-active involvement in local development initiatives:**

- **1 (one) Consultant** specialized in strategic planning, implementation, monitoring and evaluation of local development strategies (Consultant 1/Team-leader)
- **1 (one) Consultant** specialized in the development of organizational capacities of the associative sector (Consultant 2).

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

Period of assignment/services: June – December 2021, estimated volume of work:

up to 28 working days - Consultant 1 Team-leader;

up to 24 working days - Consultant 2.

Proposals should be submitted online by pressing the "Apply Now" button no later than **31 May 2021**.

Requests for **clarification only** must be sent by standard electronic communication to the following e-mail: 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.

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

Council of Europe by Recommendation of the Committee of Ministers (2007) 14¹ highlights and promotes the important role that civil society structures play in the processes of today's society. According to this Recommendation, civil society and its organized representative structures (CSOs) are essentially important participants in the overall development process, to the development and realization of democracy and human rights, in promoting the principles of sustainable development, in the caring attitude towards environment. This role is achieved in particular through the promotion of public awareness, participation in public life and securing the transparency and accountability of public authorities.

Equally important is the contribution of CSOs to the cultural life and social well-being of democratic societies. Civil society structures make an invaluable contribution to the achievement of the aims and principles of the United Nations Charter and of the Statute of the Council of Europe.

The contributions of CSOs are made through an extremely diverse activities which can range from acting as "a vehicle" for communication between different segments of society and public authorities, through the advocacy of change in law and public policy, the provision of assistance to those in need, the elaboration of technical and professional standards, the monitoring of compliance with existing obligations under national and international law, and on to the provision of a means of personal fulfilment and of pursuing, promoting and defending interests shared with others.

Non-governmental organizations, through the role of "watchdog", ensure the correct implementation of policies, analyze, assess and ensure that the policy is implemented as intended without harmful side-effects. Also, in an open society, civil society organizations play a key role in identifying and promoting the public interest.

In line with the principles of sustainable development, the process of local socio-economic development is a participatory process in which community members work together to stimulate economic and social activities that provide decent jobs and improve the quality of life for all, including the poor and marginalized. CSOs also play an important role in this process, by contributing to the active involvement of stakeholders as well as of the community as a whole at all stages of development. The more participatory the process, the

¹ Recommendation CM/Rec(2007)14 of the Committee of Ministers to member states on the legal status of non-governmental organizations in Europe (Adopted by the Committee of Ministers on 10 October 2007 at the 1006th meeting of the Ministers' Deputies)

more stakeholders are involved, the greater the chances of a successful planning and implementation of the local development process.

During 2020, the Program carried out activities to assess the capacity of local authorities in Ungheni and Cahul focal regions regarding the implementation of local development strategies, plans and programs. One of the basic conclusions of the evaluation² is that many development actors and stakeholders at the local level are relatively little involved in the development of local development policies, are practically not involved in the implementation of strategies, and are also missing in the monitoring and evaluation stages of the implementation of local development policies.

The study also proposes a series of recommendations that sit in alignment with the medium and long-term objectives of the Program, regarding the training needs of local actors, including representatives of civil society structures in all matters related to joint local development initiatives. Among the topics of training activities are: (i) Strategic planning for Local Economic Development; (ii) Monitoring and evaluation framework of the local development strategies; (iii) Sustainable Development Goals (SDGs) and local development planning; (iv) Gender-responsive Development; (v) Participatory Budgeting (PB) to identify how PB can empower communities to become more people involved in local development; (vi) Linking communities with their diaspora for local development; etc.

Also, the same study recommended the implementation of technical and financial assistance actions to strengthen the capacities of civil society structures at the local level to get involved in the processes of implementation, monitoring and evaluation of local development strategies.

It should be noted that similar actions to support CSOs in their work to promote the principles of Good Governance, have been implemented or are under implementation by development partners. The project "Local Civil Society Development Facility in the Republic of Moldova", funded by the European Union and the Konrad Adenauer Foundation (KAS), aims to contribute to the development of local civil society in the Republic of Moldova that promotes and monitors transparency and accountability of institutions including the implementation of the Moldova-EU Association Agreement. A similar intervention is the project "Empowering citizens in the Republic of Moldova", funded by the European Union and implemented by GIZ, that aims to empower citizens through the constructive participation CSOs in local decision-making processes at the regional and national levels. Therefore, the actions proposed for implementation under the Program are complementary and will contribute to ensuring the sustainability of interventions at local level.

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, it is proposed to implement actions to support the strengthening of the capacities of civil society groups and organizations in order to proactively engage in development initiatives in the focal regions.

In this regard, it is proposed implement actions to support capacity building of civil society groups and organizations for pro-active involvement in development initiatives in the focal regions. Supporting such actions aims to strengthen the capacity of local CSOs to engage in participatory processes, to strengthen their role as a "watchdog" at community level, as well as to analyze, monitor and asses the implementation of local socio-economic development strategies, and other sustainable and inclusive local development programs and plans. In this regard, the Program aims to intervene also with financial and technical assistance for local CSOs.

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

² Local Capacity Assessment and Training Needs Analysis in the Cahul and Ungheni Focal Regions (2020), developed under the EU4Moldova:Focal Regions Programme (all relevant documents will be shared with the consultants)

The **overall objective** of the Consultants lies in conceptualizing, organizing and carrying out a set of actions to develop the capacities of CSOs in the focal regions to be actively involved in the process of elaboration, implementation, monitoring and evaluation of local development strategies, as well as to strengthen the "watchdog" role of CSOs, requesting responsibility and evaluating the quality of services provided by LPA.

To ensure adequate achievement of the objective and implementation of all planned activities, the Programme is seeking **for 2 (two)** qualified and experienced **consultants** to provide technical assistance and expertise to strengthen the capacity of civil society groups and organizations for proactive involvement in development initiatives in the focal regions of Cahul and Ungheni, including:

- **Position 1 - 1 (one) Consultant** specialized in strategic planning, implementation, monitoring and evaluation of local development strategies.
- **Position 2 -1 (one) Consultant** specialized in the development of institutional capacities of the associative sector.

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

The Consultants will work in a team based on a comprehensive tailor-made methodology, which should be determined at the inception phase of activities and which will be approved by the Program.

For the current assignment,

- **The Consultant 1**, specialized in strategic planning, implementation, monitoring and evaluation of local development strategies, **will have the role of Team leader and** will plan and coordinate the whole team's activity, and will be responsible for presentation and overall quality of all the deliverables under this assignment in line with the agreed timeframe and methodology.
- **The Consultant 2**, specialized in the development of institutional/organizational capacities of the associative sector, will assist the Team leader in carrying out all training and assistance activities and will cover issues related to the institutional development of non-governmental organizations.

In addition to the tasks, activities mentioned further the **Consultant 1/Team leader**, will be responsible for coordination and consistency of produced reports, including:

- Set up a common work plan and the methodology for the team, in consultation with and assisted by the Consultant 2.
- Distribute the tasks among the Consultant 1 and 2 and observe/monitor the execution.
- Ensure a common approach to the tasks of assignment.
- Ensure guidance throughout the stages of assignment on actions, structure & content of products to be developed.
- Coordinate and participate in the process of consultation with the Programme's key partners, relevant stakeholders to validate the produced outputs, to collect and consider their feedback and recommendations for improvement.
- Develop, with the contribution of Consultant 2 the synthesis report on the main outputs of assignment.

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

3. REQUIREMENTS FOR EXPERIENCE AND QUALIFICATIONS

The following qualification criteria shall be applied for the selection of the **Position 1 - Consultant** specialized in strategic planning, implementation, monitoring and evaluation of local development strategies:

Academic Qualifications:

- University degree in law, public administration, political science, sociology or other relevant field.

Years of experience:

- At least 5 years of practical experience in the fields related to local development (strategic planning, participatory monitoring and evaluation of local development strategies, local public administration, ..
- At least 3 contracts similar to this contract in terms of scope and tasks addressed (*evidence: the list of the last 3 development projects in which the Consultant has been involved in the last 5 years, including the Consultant role, must be presented together with the application dossier*).
- At least 5 years of work experience with the relevant multi-stakeholder local development and strategic planning (*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 facilitation, coaching, mentoring and/or delivering trainings in the field of strategic planning and local development, monitoring and participatory evaluation of strategies (*evidence: the list of the last 3 trainings facilitated in the mentioned field must be presented together with the application package*).
- 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 experience in lobbying and advocacy, sustainable and inclusive development, economic resilience will be considered a strong asset.

Competencies:

- Demonstrated capacity of team-orientation work, excellent planning and organizational skills;
- Good interpersonal skills, solid judgment/decision making, initiative and creativity;
- Ability to analyze, 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;
- Knowledge and skills of operating MS Office, including Word, Excel, PowerPoint.
- Excellent command of written and spoken Romanian and Russian are required. Knowledge of English is an asset.

The following qualification criteria shall be applied for the selection of the **Position 2 - Consultant** specialized in the development of institutional capacities of the associative sector.

Academic Qualifications:

- University degree in law, public administration, political science, sociology or other relevant field.

Years of experience:

- At least 5 years of practical experience in the fields related to development of the associative sector (strategic planning, institutional development of CSOs, organizational management, participatory development process.
- At least 3 contracts similar to this contract in terms of scope and tasks addressed (*evidence: the list of the last 3 development projects in which the Consultant has been involved in the last 5 years, including the Consultant role, must be presented together with the application dossier*).
- At least 5 years of work experience with the relevant multi-stakeholder local development and strategic planning (*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 facilitation, coaching, mentoring and/or delivering trainings in the field of strategic planning, participatory local development, institutional development of the associative sector, cooperation of CSOs with public and private sectors (*evidence: the list of the last 3 trainings facilitated in the mentioned field must be presented together with the application package*).
- 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 experience in lobbying and advocacy, sustainable and inclusive development, economic resilience will be considered a strong asset.

Competencies:

- Demonstrated capacity of team-orientation work, excellent planning and organizational skills;
- Good interpersonal skills, solid judgment/decision making, initiative and creativity;
- Ability to analyze, 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;
- Knowledge and skills of operating MS Office, including Word, Excel, PowerPoint.
- 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. The candidates may apply for one or for both of these positions (Consultant 1 and/or Consultant 2), which will be clearly stipulated in the application letter.

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 the last 3 development projects in which the Consultant has been involved in the last 5 years, including the Consultant role;*
 - b) *list of relevant institutions the Consultant has been cooperating with, including the topic and year;*
 - c) *list of the last 3 trainings facilitated in the mentioned field.*
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

This is a home-based assignment. All travel expenses (if conditions permit) to/from duty station (Cahul and Ungheni) are in the consultants' responsibility, the transportation costs shall be included in the consolidated financial offer (at least 6 travel-days for the accomplishment of Task V).

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 law, public administration, political science, sociology or other relevant field;

Consultant 1 (Team-leader)

- At least 5 years of practical experience in the fields related to local development (strategic planning, participatory monitoring and evaluation of local development strategies, local public administration).

Consultant 2

- At least 5 years of practical experience in the fields related to development of the associative sector (strategic planning, institutional development of CSOs, organizational management, participatory development process).

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

Criteria	Scoring	Maximum Points Obtainable
<u>Short-listing</u>		

University degree in law, public administration, political science, sociology or other relevant field.	<i>University Degree – 10 pts, Master’s – 15 pts</i>	15
<u>Consultant 1</u> At least 5 years of practical experience in the fields related to local development (strategic planning, participatory monitoring and evaluation of local development strategies, local public administration). <u>Consultant 2</u> At least 5 years of practical experience in the fields related to development of the associative sector (strategic planning, institutional development of CSOs, organizational management, participatory development process).	<i><5 years – 0 pts, 5 years – 30 pts, >5 years – 5 pts for each additional year up to max. 50 pts</i>	50
At least 3 contracts similar to this contract in terms of scope and tasks addressed (<i>evidence: the list of the last 3 development projects in which the Consultant has been involved, his/her role and responsibilities, implemented over the last 5 years must be presented together with the application package</i>)	<i><3 projects – 0 pts; 3 projects – 30 pts, >3 projects – 10 pts for each additional project up to max. 50 pts</i>	50
At least 5 years of work experience with the relevant multi-stakeholder local development and strategic planning (<i>evidence: list of relevant institutions the Consultant has been cooperating with, including the topic and year, must be presented together with the application package</i>).	<i><2 records – 0 pts, 2 records – 30 pts, >2 records – 10 pts for each additional record up to max. 50 pts</i>	50
Experience of work with international organizations/projects, including UN and/or European ones will be an advantage	<i>No experience – 0 pts, 1 project/assignment – 15 pts</i>	15
Short-listing scoring		180

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

Criteria	Scoring	Maximum Points Obtainable
<u>Interview (via Zoom)</u>		
Experience in lobbying and advocacy, sustainable and inclusive development, economic resilience	<i>No experience – 0 pts, 1 project – 10 pts, 2 projects – 20 pts, >2 projects – 5 pts each additional project up to max. 40</i>	40
Experience in facilitating/ coaching/ mentoring/ delivering trainings in the fields of local economic/ business/ social development	<i>No experience – 0 pts, facilitating/ coaching/ mentoring 2 projects – 10 pts, facilitating/ coaching/ mentoring 3 projects or more – 20 pts, delivering 2 trainings – 10 pts, delivering 3 trainings or more – 20 pts</i>	40
Demonstrated capacity of team-orientation work, excellent planning and organizational skills	<i>None – 0 pts, limited – 5 pts, good – 10 pts, strong – 15 pts</i>	15
Good interpersonal skills, solid judgment/decision making, initiative and creativity	<i>None – 0 pts, limited – 5 pts, good – 10 pts, strong – 15 pts</i>	15

Ability to analyze, plan, communicate effectively organize and meet expected results, adapt to different environments (cultural, economic, political and social)	<i>None – 0 pts, limited – 1-7 pts, good – 8-15 pts, strong – 16-20 pts</i>	20
Ability to achieve results and deadlines in a timely manner, maintaining a high standard throughout	<i>None – 0 pts, limited – 5 pts, good – 10 pts, strong – 15 pts</i>	15
Excellent command of written and spoken Romanian and Russian are required. Knowledge of English is an asset.	<i>Romanian and Russian - 10 pts each language English - 5 pts</i>	25
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
Interview Scoring		180
Technical Evaluation Scoring, including interview		360
Financial Evaluation Scoring		
Evaluation of submitted financial offers will be done based on the following formula: <u>S = Fmin / F * 240</u> 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.		240
TOTAL Overall obtainable points		600

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% (360 points);

* Financial Criteria weight – 40% (240 points).

Only candidates obtaining a minimum of 252 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)

¹ 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.