
TERMS OF REFERENCE

Job title:	Three (3) National Consultants to support the technical evaluation of the private sector in Cahul and Ungheni region program (Technical Evaluation Team (TET))
	<ul style="list-style-type: none">• <i>One (1) Consultant (Evaluator 1) with legal and economic expertise</i>• <i>One (1) Consultant (Evaluator 2), with financial sustainability/audit expertise,</i>• <i>One (1) Consultant (Evaluator 3), management and strategy development expertise</i>
Duty Station:	Chisinau
Reference to the:	EU4MOLDOVA: Focal regions Programme (EU-funded)
Type of Contract:	Individual Contract/s
Contract Duration:	June 2021 – September 2021 (estimated workload: up to 30 working days per consultant)

Job Content

I. 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 are focusing on attracting new business to appear and existing companies to flourish. The activities of the programme aims 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 into the regions' investment. Also, a special attention is drawn to social entrepreneurs' pilots to address social needs and improve local economic environment. The initiatives are also focusing on boosting the efficient use of resources by moving to a clean, circular economy and to restore biodiversity and cut pollution.

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

II. SCOPE OF 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 the evaluation and technical analysis of the proposals coming from the small and medium enterprises (SME) support mechanism beneficiaries.

To ensure adequate achievement of the specific objectives and implementation of all planned activities, the Programme is seeking a team of 3 qualified and experienced experts to form the technical evaluation team (TET) to perform the assignment in Cahul and Ungheni focal regions.

The three consultants will work as a team, contributing jointly to the deliverables in close communications with Programme team and other assigned business consultants.

III. KEY ACTIVITIES AND EXPECTED OUTPUTS

The main role of the Consultants is to assist the Programme team, in providing technical evaluation of the proposals which will be received as a result of the competition announced by the Programme and evaluate the shortlisted candidates within the interview session. The team is expected to deliver

aggregated information and tables on each application. Templates and all needed information will be provided.

Implementation of the Small and medium enterprises (SME) support mechanism and social entrepreneurship pilot component consists of 6 main phases:

1. **Preparation** – establishment of all necessary documentation, evaluation and selection criteria and other documents needed for call launch
2. **Launch** – the information is published in the media and potential applicants are invited to apply to the current call
3. **Competition** – potential applications are informed and trained through various information events by the competition deadline, all applications are collected
4. **Evaluation** – received applications and aggregation of data needed to technically evaluate the proposals and selection of beneficiaries
5. **Implementation** - selected beneficiaries receive the non-reimbursable financial assistance and targeted coaching
6. **Post-implementation** – monitoring of goods received and further support in long-term mentorship

NOTE: The TET is expected to be involved in the evaluation phase (4) of the program.

The specific areas of work for the TET for both Ungheni and Cahul regions will envisage providing support to:

1. Evaluate the received applications and shortlisted candidates according to the approved Eligibility Criteria (from Guidelines) and Scoring grid (ensuring diversity of businesses and territorial representation) in collaboration with and being endorsed by UNDP;
2. Conduct the pitch session for the shortlisted candidates (organized on-line);
3. Prepare necessary data and reports.

The consultants will ensure a high level of analytical thinking, efficient communication and cooperation with the Programme and are expected to perform a team-work together with the other experts hired and specialists for the successful fulfilment of the formulated tasks.

For the given purpose, the TET will carry out the following tasks (the level of effort is indicated per consultant):

Tasks & Activities	Estimated work volume <i>(used at the submission stage)</i>
Task 1. Carefully analyse all the proposals for 3 components (about 140 proposals for both regions estimated): existing companies, start-up, social entrepreneurship and complete the formal evaluation with an aggregated table according to the Eligibility Criteria. <i>Each technical evaluator will come with a separate evaluation sheet and will contribute to the overall aggregated table.</i>	4

Tasks & Activities	Estimated work volume <i>(used at the submission stage)</i>
Task 2. Carefully analyse all proposals for 3 components: existing companies, start-up, social entrepreneurship which passed the Eligibility Criteria and evaluate applications according to the scoring grid of the selection criteria, ensuring that all are properly reflected in the business plans and come with comments and analysis on strengths and weaknesses of each applicant based on the abovementioned selection criteria. - <i>Each technical evaluator will come with a separate evaluation sheet and will contribute to the overall aggregated table.</i>	15
Task 3. Prepare questions and conduct online pitch session for up to 36 longlisted candidates and compile the evaluation sheets with comments. The pitch session will be organized by the Programme in the form of the individual interviews, where all 3 evaluators is to be present on-line.	3
Task 4. Compose brief information with all the data about the company, its advantages and disadvantages according to the selection criteria for longlisted companies, up to 12 briefs per consultant (up to 36 briefs overall)	2
Task 5. Technical Evaluation: <ol style="list-style-type: none"> 1. To fill in the table based on template provided by Programme (each evaluator will fill in separate sheet and check all proposals comments are provided) 2. Cross-check the aggregated table provided by the Programme team 3. Provide inputs in preparation of information for the Evaluation committee in collaboration with and being endorsed by Programme team 	3
Task 6. Participate in all meetings related to the technical evaluation and present the information, arguments, and analysis on the shortlisted candidates but also for the entire list of applicants. The meetings will be organized by the Programme on-line.	3
TOTAL/ per consultant	up to 30 days

Note: *The indicated tentative timeframe has been estimated as being sufficient/feasible for the envisaged volume of work to be completed successfully and is proposed as a guideline for the duration of the assignment. The provision of the envisaged deliverables approved by the Programme shall be the only criteria for Consultant's work being completed and eligible for payment/s.*

All activities under this assignment shall be performed in a gender-sensitive manner and applying human rights-based approach. All the required analysis and activities should be focused on Circular Economy approach considering environmental challenges and trends, as well as innovational elements.

The timeframe for the delivery of each activity/output per community/project shall be prior coordinated and agreed with the EU4MOLDOVA: Focal regions Programme.

Reporting and deliverables:

The expected outputs are as follows:

#	Deliverables <i>(provision of deliverables of required content and quality is the only criteria for consultant's payment)</i>	Tentative timeframe
1.	Deliverable 1 <ul style="list-style-type: none"> - Carefully analysed proposals for 3 components (about 140 proposals for both regions estimated): existing companies, start-up, social entrepreneurship - Individual completed table sheet according to the Eligibility Criteria. <i>Each technical evaluator will come with a separate evaluation sheet and will contribute, check the accuracy, to the overall aggregated table provided by the Programme. e</i> 	In one week from the contract date
2.	Deliverable 2 <ul style="list-style-type: none"> - Individual completed table sheet according to the scoring grid of the selection criteria. <i>Each technical evaluator will come with a separate evaluation sheet and will contribute, check the accuracy to the overall aggregated table provided by the programme</i> 	In 4 weeks from the contract date
3.	Deliverable 3 <ul style="list-style-type: none"> - Prepared questions for interviews - conducted online pitch sessions for up to 36 longlisted candidates - completed evaluation sheets with interview comments 	In 5 weeks from the contract date
4.	Deliverable 4 Briefs for 12 longlisted candidates prepared	In 5 weeks from the contract date
5.	Deliverable 5 <ol style="list-style-type: none"> 1. Technical Evaluation Table provided 2. Aggregated table provided by the Programme team is Cross-checked, confirming e-mail sent to the Programme 3. Inputs in preparation of information for the Evaluation committee are provided 	In 6 weeks after the contract date
6.	Deliverable 6 Participated in all meetings related to the technical evaluation. Meetings to be organize on-line.	During the entire duration of the assignment
7.	Deliverable 7 Final Report on provided support (template will be provided)	1 week after presentation of the deliverable 5

Language of the deliverables: All deliverables shall be submitted in Romanian language.

The activities under the present assignment are expected to commence in June 2021 and be fully completed by September 2021. The volume of consultancy has been estimated at up to 30 working days (full days of 8 hours)(could be changed if correspondingly justified).

IV. ORGANIZATIONAL SETTING

The Consultants will work under the direct supervision of the Business Development Manager.

~~TET will work closely with assigned Programme staff, especially with Business Development Officer, Investment Attraction Officer and Business Development Manager, as well as other business-related consultants, during the entire duration of the assignment.~~

This is a home-based assignment. The Consultants will receive all necessary information for the fulfilment of his/her tasks on-line. Logistical arrangements (technical support for online events) for carrying out pitching sessions will be provided by the Programme.

The Consultants will include in her/his financial proposal all relevant expenses, including communication, internet etc., necessary for the contract performance.

Performance evaluation

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

Travel and other logistic arrangements

Travel to Ungheni/Cahul will not be required during the assignment.

Financial arrangements

Payments will be made post factum on a lump-sum basis (periodicity will be agreed with the selected Consultants), upon submission and approval of the deliverables as described above, taking into the account the proposed timeframe and certification by the Programme Manager that the services have been satisfactorily performed.

Confidentiality

Materials provided to the consultants and all proceedings within the consultancy contract shall be regarded as confidential, both during and after the consultancy. Violation of confidentiality requirements may result in immediate termination of contract.

Each consultant will sign a Declaration of impartiality.

V. QUALIFICATIONS AND SKILLS REQUIRED

Academic Qualification:

- University Degree in Economics, Business Administration, Public Administration, Financial Management, Law, or other relevant related area.

Experience:

- At least 5 years of work experience in providing services to business environment, business capacity development, (working with public/private actors);
- *Evaluator 1, Legal background*
 - *At least 5 years of working experience providing advisory services for private sector in area of commercial contracts, business transactions, business development and strategic development or other business related activities.*

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- ~~Specialization in economic, commercial and/or fiscal law would be an advantage.~~
 - ~~Knowledge of organizational set-up analyses would be an advantage.~~

 - *Evaluator 2, Financial background*
 - *At least 5 years of working experience providing analysis of financial statement, financial sustainability, analyses of economic indicators, audit, or fiscal expertise;*

 - *Evaluator 3 Management and strategy development background*
 - *At least 5 years of working experience on companies' management, strategic planning expertise, entrepreneurship risk analyses (especially in start-ups), viability or risks assessment of business activity.*

 - Experience in evaluation of business plans or proposals coming from private sector according to national or donor agencies financing mechanism, at least 2 (*evidence: list of relevant institutions the Consultant has been cooperating with, including the topic and year must be presented together with the application package*);
 - Capacity to process, arrange data in spreadsheet forms, statistical analyses (*evidence: an Excel spreadsheet with data developed by the candidate 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.

Competences:

- 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, teamwork;
- 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).

Language requirements:

- 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.