



INDIVIDUAL CONSULTANT PROCUREMENT NOTICE

Date: **9 June 2021**

Country: Republic of Moldova

Description of the assignment: **Three (3) National Consultants to support the technical evaluation of the private sector in Cahul and Ungheni region program (Technical Evaluation Team (TET))**

- *One (1) Consultant (Evaluator 1) with legal and economic expertise*
- *One (1) Consultant (Evaluator 2), with financial sustainability/audit expertise,*
- *One (1) Consultant (Evaluator 3), management and strategy development expertise*

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

Period of assignment/services: June 2021 – September 2021 (estimated workload: up to 30 working days per consultant)

Proposals should be submitted online by pressing the "Apply Now" button no later than **15 June 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 favor of the Republic of Moldova and is funded by the European Union and implemented by the United Nations Development Programme and UNICEF.

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.

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 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.

Important Note 1: *The potential applicants shall clearly indicated the position they are applying for in the Application Letter.*

The applicants may apply for one or more positions and this fact shall be clearly indicated in the Application Letter, with the possibility to be selected for 1 position only.

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

3. REQUIREMENTS FOR EXPERIENCE AND QUALIFICATIONS

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.*
 - *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.

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 institutions the Consultant has been cooperating with, including the topic and year;*
 - b) *an Excel spreadsheet with data developed by the candidate.*

4. Financial proposal - in USD, specifying a total lump sum amount and amount per each deliverable,, 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 deliverable, mobile phone costs, number of anticipated working days, etc.).

Travel

This is a home-based assignment. Travel to Ungheni/Cahul will not be required during the assignment. 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 Economics, Business Administration, Public Administration, Financial Management, Law, or other relevant related area.
- At least 5 years of work experience in providing services to business environment, business capacity development, (working with public/private actors).

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

Criteria	Scoring	Maximum Points Obtainable
Short-listing		
1. University Degree in Economics, Business Administration, Public Administration, Financial Management, Law, or other relevant related area.	<i>University Degree – 15 pts, Master’s – 20 pts</i>	20
2. Background requirements <ul style="list-style-type: none"> • <i>For Evaluator 1, Legal background</i> <i>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.</i> • <i>For Evaluator 2, Financial background</i> <i>At least 5 years of working experience providing analysis of financial statement, financial sustainability, analyses of economic indicators, audit, or fiscal expertise.</i> 	<i><5 years – 0 pts, 5 years – 30 pts, >5 years – 10 pts for each additional year up to max. 60 pts</i>	60

<ul style="list-style-type: none"> For Evaluator 3 Management and strategy development background <p>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.</p>		
3. 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);	No experience – 0 pts, 2 records – 30 pts, >2 records – 10 pts each additional record up to max. 60	60
4. 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);	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 – 25 pts	25
5. Experience of work with international organizations/projects, including UN and/or European ones will be an advantage	No experience – 0 pts, 1 project/assignment – 20 pts	20
6. Excellent command of written and spoken Romanian and Russian are required. Knowledge of English is an asset.	each language 5 pts	15
7. Belonging to the group(s) under-represented in the UN Moldova and/or the area of assignment	No – 0 pts., to one group – 5 pts., to two or more groups – 10 pts.	10
Technical Evaluation Scoring		210
Financial Evaluation Scoring		
Evaluation of submitted financial offers will be done based on the following formula: $S = F_{min} / F * 140$ 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.		140
TOTAL Overall obtainable points		350

The total maximum obtainable score for the technical part would be 210 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% (210 points);

* Financial Criteria weight – 40% (140 points).

Only candidates obtaining 147 points and above after technical evaluation 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).

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.