



INDIVIDUAL CONSULTANT PROCUREMENT NOTICE

Date: 02 July 2021

Country: Republic of Moldova

Description of the assignment: INTEGRATED NATIONAL FINANCING FRAMEWORK NATIONAL EXPERT

Project name: Public Finance for Development Project

Period of assignment/ services: August 2021 – December 2021, up to 60 working days

Proposals should be submitted online, by pressing the "Apply Online" button, no later than **16 July 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 translate development effectiveness principles into practice, thus contributing to advancing the effectiveness of global development efforts to achieve the ambitious Sustainable Development Goals.

The Public Finance for Development (PFD) Programme has been established in 2009 with the aim to assist the partner countries in their efforts to implement reforms and set up improved practices in 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 relevant capacities, including in monitoring and evaluation for the PBB, and 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 will be targeted to building analytical capacities for the Spending Reviews in another two Line Ministries through adjusting, piloting and institutionalization of the Spending Review Methodology and to carrying out a comprehensive analysis of the financial flows in line with the Development Finance Assessment (DFA) tool (<https://sdgfinance.undp.org/sdg-tools/development-finance-assessment-dfa-guidebook>). The DFA supports the development or the strengthening of a more integrated financing approach, within the concept of Integrated National Financing Framework (INFF). It provides a comprehensive mapping of financial flows (domestic, international, public, private) and an analysis of the institutions, capacities, processes and instruments for financing contributing to the National Development Strategy priorities and underpinning SDG Framework that defines the country's 2030 vision, key development pathways and accelerators, linking to the nationalized SDG targets and indicators.

The DFA is a necessary step in the process of operationalizing an Integrated National Financing Framework (INFF) - a planning and delivery tool which will support financing sustainable development and building back better at the national level.

The DFA brings together government officials, private sector and other stakeholders to facilitate discussions on how to operationalise a more integrated approach to financing through an INFF.

The outcome of the DFA is an INFF Roadmap which lays out the steps that will be taken subsequently to operationalise an INFF. The INFF Roadmap will be developed under the leadership of the Oversight Committee established for this purpose and will capture the steps agreed through the DFA process about how each of the INFF building blocks will be brought together and operationalised in the Republic of Moldova context.

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

The main objective of this assignment is to support the international expert to shape and deliver the substantive analysis and recommendations within the DFA process, guided by the Oversight Committee, culminating in the articulation and agreement of an INFF Roadmap.

The National expert is responsible for collecting the information, policy documents, offering analysis of the relevant national legal and normative framework, liaising with government officials and other national stakeholders, 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

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 the fields of finance, public financial management, private sector development or budgeting and planning. Previous experience with a development partner or government is a very strong advantage.
- Research experience in areas of public or private financing policy for sustainable development is required.
- Strong understanding of the DFA methodology is required;
- Good knowledge of data collection and analysis is essential.
- Good knowledge of sustainable development financing issues in Moldova.
- Good knowledge of Moldova government systems and processes, particularly in relation to the budget, private finance policies, planning processes and their integration.
- Ability to conduct interviews with government and key stakeholders.

Language skills:

Proficiency in written and spoken English, Romanian and Russian are required for this assignment.

The UNDP Moldova is committed to workforce diversity. Women, persons with disabilities, Roma and other ethnic 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.

4. DOCUMENTS TO BE INCLUDED WHEN SUBMITTING THE PROPOSALS

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

- CV, including information about past experience in similar assignments and contact details for at least 3 referees;
- Brief description of why the individual considers him/herself as the most suitable for the assignment;
- Offeror's Letter confirming Interest and Availability with financial proposal (in USD, specifying the total lump sum amount). Financial proposal template prepared in compliance with the template in Annex 2.

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).

6. EVALUATION

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

- Master's Degree or higher in economics, finance, public administration, management, development studies or related field.
- At least 5 years of experience in the fields of finance, public financial management, private sector development or budgeting and planning. Previous experience with a development partner or government is a very strong advantage. (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
Technical		
• 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
• At least 5 years of experience in the fields of finance, public financial management, private	Five (5) years – 30 pts., each additional year of experience – 5 pts. up to a maximum of 50 pts.	50

sector development or budgeting and planning. <i>(please provide relevant details in the proposal);</i>		
• Previous experience of working with/for the Government entities and other relevant public institutions will be a strong advantage;	Yes – up to 35 pts. To some extent – up to 20 pts. No – 0 pts.	35
• Previous experience of working with international organizations, including UN Agencies, will be an advantage;	Yes – up to 25 pts. To some extent – up to 15 pts. No – 0 pts.	25
Interview: Please note that only the top 3 ranked (that accumulated the highest technical score) applicants shall be invited for the interview		
<u>Interview</u>	<ul style="list-style-type: none"> • Research experience in areas of public or private financing policy for sustainable development - Yes/ No - 40 pts; • Strong understanding of the DFA methodology - Yes/ No - 40 pts; • Strong interpersonal skills, communication and diplomatic skills - up to 30 pts; • Strong analytical, reporting and writing abilities - up to 30 pts; • Strong leadership and team management skills - up to 20 pts; • Knowledge of English, Romanian and Russian – 5 pts each. (15 pts total) 	175
Maximum Total Technical Scoring		300

Financial	
<p>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</p>	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