



INDIVIDUAL CONSULTANT PROCUREMENT NOTICE

Date: **21 September 2021**

Country: Republic of Moldova

Description of the assignment: **Two (2) National Consultants for capacity building and technical assistance of Ungheni and Cahul LPAs on Public Private Partnerships**

- **One (1) Legal-institutional specialist** (Consultant 1 Team-leader)
- **One (1) Economic-financial specialist** (Consultant 2).

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

Period of assignment/services: October 2021 – June 2022, estimated volume of work:

60 working days - Consultant 1, Team-leader;

45 working days - Consultant 2.

Proposals should be submitted online by pressing the "Apply Now" button no later than **04 October 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

The current challenges imposed to local public authorities by the daily needs of the inhabitants such as: rehabilitation of streets and transport infrastructure; quality drinking water supply; waste collection and recycling; environment protection; ensuring an attractive business environment; spatial planning and assurance of the public security of citizens are just as many reasons to use the public-private partnership as a mechanism to solve them. Public-private partnership (PPP) involves signing of a contract between a public authority and a private company, according to which, the private company performs all or only part of the actions/ functions in a specific field, which are traditionally performed by the public authority. In this way, a cooperation relationship between the public sector, launcher of public utility projects, and the private sector - with funds and efficient management is established. Through the same contract, both parties normally share their roles, responsibilities, risks and intended gains.

In a broad definition, the Public-Private Partnership (hereinafter PPP) is a form of cooperation between public authorities and the business environment and is established in order to attract private investment for public interest projects, increase efficiency and quality of services, works and other activities of public interest and the efficient use of public patrimony¹. PPP is a tool for implementation of public interest projects: medium- and long-term development of infrastructure and public services, increase efficiency and quality of services, efficient use of public assets and public money based on cost-effectiveness, combining the benefits of the public and private sectors.

Increasing the quality of the public administration process is a major objective of public authorities involved in meeting the general needs of citizens, both at central and local level. From this perspective, it is necessary to identify and introduce in current practice innovative and advanced working methods, techniques and tools that can eliminate the problems of insufficient capacity (technique, human resources) and financial resources in solving issues of public interest and necessity and can ensure efficient use of resources.

One of such tools is PPP, widely used in developed countries, which manifests in a way of cooperation between the public and private sectors, based on the knowledge and capabilities of each partner, and in which the risks, costs and benefits are shared between the partners. Among the advantages of public-private partnership projects can be mentioned the following: (i) obtaining resources available in the private environment for the medium and long term development of public infrastructure and services; (ii) increasing the efficiency and quality of services due to attracting better developed managerial capacities in the private sector; (iii) efficient use of public assets and local budget resources; (iv) the discharge of public budgets from certain expenditures generated by the provision of services, through their transfer to the private sector, which has the potential to apply innovative solutions; (v) due to the reassessment of the financial potential and financial reallocation, the public authority has additional financial resources that can be allocated to social, health or education projects that are not essentially profitable in themselves; (v) clarifying aspects of vision, strategies, priorities and

¹ Guidelines for Successful Public-Private-Partnerships. PPP Coordinator: Mr Roberto Ridolfi, EC 2003, [Toolkit 1 \(europa.eu\)](#)

application of specific innovations to certain public sectors due to attracting the advanced approaches of private sector managers; d) creation of business opportunities for the private sector, implicitly in the period of economic crises or why not in the period of exceptional state as we have at present when we are in the global COVID 19 pandemic; (vi) last but not least, obvious environmental protection advantages by including ecological standards as mandatory requirements in PPP projects, use of private experience and access to the latest technologies (low carbon, energy efficiency, circular economy, etc.). Thus, at European and World², level, PPP is considered and applied as an essential tool for attracting private investments in the public sector and effectively solving of existing problems at the local level, in the context in which, if no private investment is attracted, existing problems would be solved from public resources but in a very, very long time.

In November 2020, with the support of the Program in both beneficiary municipalities, public mobilization events were held (online opinion polls³, conferences, hackathons⁴) to identify local development projects, urban rehabilitation, modernization of public infrastructure and increasing the quality of public services. In the lists of projects identified by the participants there are several project proposals that could be realized based on PPP, the local authorities not having the technical capacities but also the financial resources necessary for their realization. Among them can be mentioned: arrangement and management of waiting stations for public transport, construction of a modern multifunctional exhibition center for the promotion of local manufacturers; Renovation and use of the space in the Ungheni Water Tower, modernization of public transport in Ungheni and Cahul, (incl. With the use of smart solutions), modern transport units; arranging modern parking spaces; arranging a field for tennis, skateboarding, other sports activities; development of a network of runways for alternative transport in cities; development of a rental service for bicycles, scooters etc.

At the level of both municipalities, the local socio-economic development strategies⁵ are being implemented, as well as a series of other policy documents⁶ that include a series of infrastructure or public service development projects for which it is necessary to attract consistent investments – private or external. Also, at the level of the two municipalities, the Capital Investment Plans⁷ were elaborated and approved. These documents also include projects and activities to improve the public infrastructure areas projects: of economic development, road development, tourism, energy efficiency or in the field of water and sewerage. Some examples: Modernization of playgrounds in Ungheni; Rehabilitation and arrangement of the central park; Rehabilitation and arrangement of courtyards of residential blocks; rehabilitation and arrangement of urban and interurban bus stations or creation of the Municipal Exhibition Center. For some of these project ideas, potentially to be implemented also through PPP, local authorities have the necessary packages of documents to initiate their implementation, but do not have the necessary capabilities and resources. In addition to the lack of financial, technical and human capacities and resources, the local public authorities of both municipalities have also limited knowledge regarding the investment attraction, initiation, assignment, contracting and management of PPP projects. Even more limited are the capacities in aspects related to the economic-financial analysis of the projects, the economic and financial modeling of the project implementation as well as the negotiation of the PPP contracts.

The EU4Moldova: focal regions Programme aims to carry out a series of capacity development activities (seminars, coaching, mentorship and study visits) for relevant stakeholders in the subjects related to the applying innovative solutions and implementation of innovative tools for infrastructure development and service delivery. A first tool addressed in this regard is the public-private partnership.

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

² [Public Private Partnership Toolkit - PPIAF, the World Bank and AusAID | Public Private Partnership](#)

³ [Concursuri finalizate | EU4Cahul](#)

⁴ [Au fost desemnați câștigătorii Hackathon Urban Cahul și Ungheni "Orașul tău se schimbă pentru tine. Împreună cu tine" | EU4Ungheni](#)

⁵ [Viziunea, direcțiile de dezvoltare strategică Cahul 2019 - 2025.pdf and SDES.pdf \(ungheni.md\)](#)

⁶ [Strategii și programe | Ungheni](#)

⁷ [Ungheni Municipality Capital Investments Plan and Cu privire la aprobarea Planului Multianual de Investiții Capitale | Primaria Cahul, R-UL CAHUL \(gov.md\)](#)

The EU4Moldova: Focal Regions Programme intends to hire **two (2) National Consultants** to provide training services, technical assistance and expertise for enhancing the capacities of local public authorities' representatives from Cahul and Ungheni focal regions in the area of Public Private Partnership, as follows:

- **Position 1: One (1) Legal-institutional specialist** (Consultant 1 Team-leader)
- **Position 2: One (1) Economic-financial specialist** (Consultant 2).

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

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

The **overall objective** of the assignment is to assist the public administration authorities from Cahul and Ungheni focal regions to better understand the PPP concept, improve their capacity to identify, develop, initiate implementation and implement concrete PPP projects in conformity with the legal requirements.

The specific objectives of Consultants are:

- conceptualize, organize and deliver at least 24 (twenty four) training hours for up to 20 representatives from Cahul and Ungheni local public authorities in the field of PPP and
- carrying out a set of specialized consultancy assistance activities (on-job assistance, mentoring, coaching) to identify, develop/update needed packages of documents and initiate implementation of at least 1 (one) PPP project in each target municipality (Ungheni and Cahul).

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 Consultant for the **Position 1 - Legal-institutional specialist, Team Leader:**

Education:

- University degree in Law, Public Administration, Management, Political Science, Sociology or other relevant field. Master's degree will be considered an asset.

Experience:

- At least 5 years of practical experience in the fields related to local development (strategic planning, local development projects implemented with participation of private sector or attracting external financial resources, investment attraction, collaboration with the associative sector and/or private actors).
- Experience in facilitation, coaching, mentoring and/or delivering trainings in the field of PPP (*evidence: the list of the last 3 trainings facilitated in the mentioned field must be presented together with the application package*).
- Experience in investments attraction, implementation of PPP projects/ local development projects financed by the private sector or from external attracted financial resources (*evidence: the list of projects and Consultant role in the respective, including the topic and year must be presented together with the application package*).
- Previous 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:

- 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.

Language requirements:

- 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 – Economic financial specialist, Consultant 2.**

Education:

- University degree in Economics, Finance, Accounting, Business Administration, or other relevant area. Master degree shall be considered an asset.

Experience:

- 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, collaboration of public actors and/or private sector).
- Experience in facilitation, coaching, mentoring and/or delivering trainings in the field of PPP (*evidence: the list of the last 3 trainings facilitated in the mentioned field must be presented together with the application package*).
- Experience in investments attraction, implementation of PPP projects/ local development projects financed by the private sector or from external attracted financial resources (*evidence: the list of projects and Consultant role in the respective, including the topic and year 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:

- 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;
- Computer proficiency, including knowledge of MS Office products (Word, Power Point) as well as e-mails literacy.

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 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) *the list of projects and Consultant role in the respective, including the topic and year* (Evidence of experience in investments attraction, implementation of PPP Projects/ local development projects financed by the private sector or from external attracted financial resources);
 - b) *the list of the last facilitating/ coaching/ mentoring projects and 3 trainings facilitated in the mentioned field, and Consultant role in the respective, including the topic and year* (Evidence of experience in facilitation, coaching, mentoring and/or delivering trainings in the field of PPP).
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, transportation costs, etc.).

Travel

This is a home-based assignment, however, trips to Cahul and Ungheni focal regions are envisaged. All travel expenses (if conditions permit) to/from duty station (Cahul and Ungheni) are in the consultants’ responsibility and shall be included in the consolidated financial offer (at least 10 travel-days).

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:

Position 1 - Legal-institutional specialist, Team Leader:

- University degree in Law, Public Administration, Management, Political Science, Sociology or other relevant field. Master's degree shall be considered an asset.
- At least 5 years of practical experience in the fields related to local development (strategic planning, local development projects implemented with participation of private sector or attracting external financial resources, investment attraction, collaboration with the associative sector and / or private actors).

Position 2 – Economic financial specialist, Consultant 2.

- University degree in Economics, Finance, Accounting, Business Administration, or other relevant area. Master degree shall be considered an asset.
- 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, collaboration of public actors and / or private sector).

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

Position 1 - Legal-institutional specialist, Team Leader:

Criteria	Scoring	Maximum Points Obtainable
Short-listing		
1. University degree in Law, Public Administration, Management, Political Science, Sociology or other relevant field. Master's degree will be considered an asset.	<i>University Degree – 10 pts, Master's – 15 pts</i>	15
2. At least 5 years of practical experience in the fields related to local development (strategic planning, local development projects implemented with participation of private sector or attracting external financial resources, investment attraction, collaboration with the associative sector and/or private actors).	<i><5 years – 0 pts, 5 years – 30 pts, >5 years – 5 pts for each additional year up to max. 50 pts</i>	50
3. Experience of working with UN agencies and/or international organizations, and/or European/donor funded development projects/ programmes will be considered a strong asset.	<i>None – 0 pts., 1 project – 10 pts.</i>	10
4. Belonging to the group(s) under-represented in the UN Moldova and/or the area of assignment	<i>No – 0 pts., yes – 5 pts.</i>	5
Short-listing scoring		80

Position 2 – Economic financial specialist, Consultant 2.

Criteria	Scoring	Maximum Points Obtainable
Short-listing		
1. University degree in Economics, Finance, Accounting, Business Administration, or other relevant area. Master degree will be considered an asset.	<i>University Degree – 10 pts, Master’s – 15 pts</i>	15
2. 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, collaboration of public actors and / or private sector).	<i><5 years – 0 pts, 5 years – 30 pts, >5 years – 5 pts for each additional year up to max. 50 pts</i>	50
3. Experience of working with UN agencies and/or international organizations, and/or European/donor funded development projects/ programmes will be considered a strong asset.	<i>None – 0 pts., 1 project – 10 pts.</i>	10
4. Belonging to the group(s) under-represented in the UN Moldova and/or the area of assignment	<i>No – 0 pts., yes – 5 pts.</i>	5
Short-listing scoring		80

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

Criteria	Scoring	Maximum Points Obtainable
Interview (via Zoom)		
1. Experience in facilitation, coaching, mentoring and/or delivering trainings in the field of PPP (<i>evidence: the list of the last facilitating/ coaching/ mentoring projects and at least 3 trainings facilitated in the mentioned field and Consultant role in the respective, including the topic and year must be presented together with the application package</i>) – narrative presentation	<i>No experience – 0 pts, facilitating/ coaching/ mentoring 1 project – 10 pts, facilitating/ coaching/ mentoring 2 projects or more – 25 pts;</i> <i>delivering 3 trainings – 15 pts, delivering 4 trainings or more – 25 pts</i>	50
2. Experience in investments attraction, implementation of PPP Projects/ local development projects financed by the private sector or from external attracted financial resources (<i>evidence: the list of projects and Consultant role in the respective, including the topic and year must be presented together with the application package</i>) – narrative presentation	<i>No experience – 0 pts, 1 project – 10 pts, 2 projects – 20 pts, >2 projects – 10 pts each additional project up to max. 60 pts</i>	60
3. Demonstrated capacity of team-orientation work, excellent planning and organizational skills	<i>None – 0 pts, limited – 5 pts, good – 10-15 pts, strong – 20 pts</i>	20
4. Ability to analyze, plan, communicate efficiently, organize and achieve envisaged results, adjusted to	<i>None – 0 pts, limited – 5 pts, good – 10 pts, strong – 20 pts</i>	20

Criteria	Scoring	Maximum Points Obtainable
different environments (cultural, economic, political, and social), good interpersonal skills, solid judgment/decision making.		
5. Fluent command of Romanian and Russian. Knowledge of English is an asset.	<i>Romanian and Russian - 4 pts each language; English – 2 pts</i>	10
Interview Scoring		160
<u>Technical Evaluation Scoring, including interview</u>		240
Financial Evaluation Scoring		
Evaluation of submitted financial offers will be done based on the following formula: <u>S = Fmin / F * 160</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.		160
TOTAL Overall obtainable points		400

The total maximum obtainable **score for the interview** would be 160 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% (240 points);

* Financial Criteria weight – 40% (160 points).

Only candidates obtaining a minimum Technical Scoring of 168 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.