



INDIVIDUAL CONSULTANTS PROCUREMENT NOTICE

Date: **06 January 2022**

Country: Republic of Moldova

Description of the assignment: National Consultant to support the institutional capacity development and strengthening of five thematic cross-river platforms.

Project name: EU Confidence Building Measures Programme V

Period of assignment/services: January 2022– June 2023 (157 working days)

Proposals should be submitted online by pressing the "Apply Online" button, no later than **20 January 2022, 16:30 (Moldova local time)**.

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

I. BACKGROUND

The overall objective of the EU Confidence Building Measures Programme V (the EU CBM V Programme), is to contribute to an environment of trust and cooperation across the Nistru River generating new perspectives on shared interests and a shared future for people from both banks of the river while responding to their pressing development needs. The EU CBM Programme represents a framework for engaging in development interventions across the security zone on both sides of the Nistru River, comprising a series of activities that strengthen, regularize and intensify interaction between otherwise divided societies, aiming to establish this interaction as a norm.

The fifth phase of CBM started in January 2019 and consists of 4 components: Support to Economic Development and Entrepreneurship, Community Development and Cross-river Sectoral Platforms, Cultural and Historical Heritage Support and Support to Cooperative Media Content Development.

In the Phase 4 of CBM, five thematic collaboration platforms in the area of environment, health, culture, education and sports, were established in order to support the initiation of mutually beneficial sectorial dialogue and projects, as well as capacity building and transfer of experience from one bank to another. The platforms are stakeholder owned and driven.

Initially, the first Platforms' members became Community Based Organizations (CSOs) which received grants to develop infrastructure on both banks of Nistru river, the platforms frameworks being at this stage a dialogue enhancement mechanism. Gradually, the platforms' membership has been extended and includes about 350 professionals and experts as well. The ideas generated through thematic collaboration platforms are translated into specific confidence-building projects and blueprints for the upcoming development interventions. This cooperation framework has proven to be a promising non-political confidence building mechanism which also showed that in each of these thematic areas there is significant untapped potential for confidence building between organizations, institutions and communities of the two banks of the Nistru river.

CBM in its fifth phase continues supporting the cross-river platforms, focusing on their further qualitative and quantitative development through generating new thematic solutions and developing strategic directions with

strong confidence building elements, through expanding their membership, and broadening areas of cooperation between NGOs and professionals from both banks of Nistru river.

Given the number of thematic platforms and the specific complexity of the process, a National Consultant is required to evaluate the platforms development to date, provide continuous guidance to platform leaders in the process of further development of their response to thematic problems, long-term strategies, assistance on their membership expansion, and contribution for Platforms strengthening and sustainability.

II. OBJECTIVES AND EXPECTED DELIVERABLES OF THE ASSIGNMENT

The overall objective of the National Consultant on Cross-River Sectoral Platforms Institutional Capacity development (hereinafter National Consultant) is to support the institutional capacity development and strengthening of five thematic cross-river platforms created with support of CBM through the provision of continuous guidance to the thematic collaboration platforms.

Specific tasks:

The national consultant, under the supervision of the EU CBM V Programme Manager, will have responsibility to carry out the following main tasks:

1. Assess institutional capacities and needs (including development of evaluation criteria and checklist; overall assessment of each platform; provision of recommendations);
2. Develop inclusive strategic documents and action plans for next 1,5 years under the Grant agreements with the EU CBM V Programme and long-term sustainability plans (based on existing strategic plans, with large engagement of members);
3. Develop members' capacities through training and coaching (as per results of needs assessment conducted under p.1) and through improved functionality, including through expansion of platform membership and engagement with value adding stakeholders, other networks, etc. as needed to achieve platforms' strategic goals;
4. Develop mutually beneficial solutions for problems common to people on both riverbanks and fundraise for their implementation.

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

III. REQUIREMENTS FOR EXPERIENCE AND QUALIFICATIONS

I. Academic Qualification:

- University degree in Management, Public Policy, Social Sciences, International Relations, Development Studies, Public Administration, or other related to the assignment areas.

II. Experience:

- At least 7 years of professional experience in organising capacity development in the area of institutional development of CSOs;
- Proven experience of work with/for with focus on platform/networks/alliances of NGOs is a strong asset.
- Good knowledge of the civil society and local stakeholders on both banks of Nistru River;
- Proven understanding of the Transnistrian region setting, knowledge and in-depth understanding of the working environment, its sensitivities, political challenges, ability to build solid ground for joint work between the two sides are a strong advantage.

III. Competencies:

- Proven ability to conceptualize and put together cooperation programmes for representatives of the civil society and community-based stakeholders;
- Good analytical and evaluation skills;
- Demonstrated communication, teamwork, presentation and advocacy skills, particularly with regard to human rights and gender equality issues;
- Flexibility, ability to work under tight deadlines;

- Ability to focus on goals and adapt processes to achieving goals

Language requirements:

- Fluency in English, Romanian and Russian is mandatory.

Proven commitment to the core values of the United Nations, in particular, respecting differences of culture, gender, religion, ethnicity, nationality, language, age, HIV status, disability, and sexual orientation, or other status. Please mention in CV if you belong to the group(s) under-represented in the UN Moldova and/or the area of assignment.

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.

IV. DOCUMENTS TO BE INCLUDED WHEN SUBMITTING THE PROPOSALS

Applicants shall submit the following documents:

- Cover letter, explaining why they are the most suitable for this position
- Offeror's letter to UNDP confirming interest and availability for the Individual Contractor (IC) assignment with Financial Proposal (in USD, specifying the requested amount per working day, including all related costs - quoted in separate line items). Financial Proposal template prepared in compliance with the template in Annex 2;
- Updated CV, including past experience in similar projects and 3 references.

Incomplete applications will not be considered.

Important notice:

The applicants who have the statute of Government Official / Public Servant, prior to appointment will be asked to submit the following documentation:

- a no-objection letter in respect of the applicant received from the government, and;
- the applicant is certified in writing by the government to be on official leave without pay for the entire duration of the Individual Contract.

A retired government official is not considered in this case a government official, and as such, may be contracted.

V. FINANCIAL PROPOSAL

Lump sum contracts

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 instalments 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) (see Annex 2 of the Offeror's Letter Confirming Interest and availability attached to this Procurement Notice).

Travel

The Consultant is expected to carry out activities that involve extensive travel into the Transnistrian region. Travel costs (field visits, participation at trainings and official events) to Transnistrian region will be covered by the Programme.

In the case of unforeseeable travel, payment of travel costs including tickets, lodging and terminal expenses should be agreed upon, between the respective business unit and Individual Consultant, prior to travel and will be reimbursed.

VI. EVALUATION

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

- University degree in Management, Public Policy, Social Sciences, International Relations, Development Studies, Public Administration, or other related to the assignment areas.
- At least 7 years of professional experience in organising capacity development in the area of institutional development of CSOs

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:

- 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% (300 pts);
 - Financial Criteria weight – 40% (200 pts).

Only candidates obtaining a minimum of 70% score of the technical evaluation (at least 210 points) would be considered for the Financial Evaluation.

For consultant

Criteria	Scoring	Maximum Points Obtainable
<u>Technical</u>		
<ul style="list-style-type: none"> • University degree in Management, Public Policy, Social Sciences, International Relations, Development Studies, Public Administration, or other related to the assignment areas. 	(University degree – 40 pts Master/PhD - 50 pts)	50
<ul style="list-style-type: none"> • At least 7 years of professional experience in organising capacity development in the area of institutional development of CSOs. 	(7 years – max. 40 pts., each additional year - 5 pts., up to max – 60 pts.)	60
<ul style="list-style-type: none"> • Proven experience of work with/for with focus on platform/networks/alliances of NGOs. 	(10 pts. for each assignment, up to max – 30 pts.)	30
<u>Interview:</u>		
<i>Please note that only the top 3 ranked (that accumulated the highest technical score) applicants shall be invited for the interview</i>		
<u>Interview</u>	Good knowledge of the civil society and local stakeholders on both banks of Nistru River. (5 pts. for each assignment, up to max – 20 pts.)	20
	Proven understanding of the Transnistrian region setting, knowledge and in-depth understanding of the working environment, its sensitivities, political challenges, ability to build solid ground for joint work between the two sides are a strong advantage. (10 pts. for each assignment, up to max – 30 pts.)	30
	Proven ability to conceptualize and develop cooperation programmes for representatives of the civil society and community-based stakeholders. (10 pts. for each assignment up to max – 20 pts.)	20
	Good analytical and evaluation skills. (5 pts. for each assignment, up to 10 pts.)	10

	Demonstrated communication, teamwork, presentation and advocacy skills, particularly with regard to human rights and gender equality issues. (10 pts. for each assignment, up to 20 pts.)	20
	Flexibility, ability to work under tight deadlines. (5 pts. for each assignment, up to 10 pts.)	10
	Ability to focus on goals and adapt processes to achieving goals. (5 pts. for each assignment, up to 10 pts.)	10
	Fluency in English, Romanian and Russian. (fluency in Romanian and Russian – 10 pts, fluency in all 3 languages – 35 pts)	35
<ul style="list-style-type: none"> Belonging to the group(s) under-represented in the UN Moldova and/or the area of assignment¹ 	(no – 0 pts., to one group – 2 pts., to two or more groups – 5 pts)	5
Maximum Total Technical Scoring		300
Financial		
Evaluation of submitted financial offers will be done based on the following formula: $S = F_{min} / F * 200$ 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.		200

Winning candidate

The winning candidate will be the candidate, who has accumulated the highest aggregated score (technical scoring + financial scoring).

7. ANNEXES

ANNEX 1 – TERMS OF REFERENCES (TOR)

Annex 2 – OFFEROR'S LETTER CONFIRMING INTEREST AND AVAILABILITY, including financial proposal (template).

ANNEX 3 – INDIVIDUAL CONSULTANT GENERAL TERMS AND CONDITIONS

¹ Under-represented group in the area of assignment are (men/women). Under-represented groups in UN Moldova are persons 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.