

INDIVIDUAL CONSULTANT PROCUREMENT NOTICE

Date: **14 January 2022**

Country: Republic of Moldova

Description of the assignment: **2 (two) national consultants to strengthen social corporate responsibility of the business environment in the focal regions and cooperation with the local public authorities**

- **1 (one) National Consultant** specialized in social corporate responsibility, responsible for ***Cahul focal region***
- **1 (one) National Consultant** specialized in social corporate responsibility, responsible for ***Ungheni focal region***

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

Period of assignment/services: February – August 2022 (the estimated amount of work is 50 business day for each Consultant)

Proposals should be submitted online by pressing the "Apply Now" button no later than **1 February 2022**.

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 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

The current local socio-economic development policies are developed on the basis of the assumption that the business is a component part of the society, the relation of the enterprises / companies with the community is an interdependent one, and the local private sector has the necessary potential and opportunities to make an essential contribution to the development of local/regional communities. In almost all the regional/local development strategies one of the objectives pursued by the public authorities is the inclusive and sustainable social and economic development of the communities administrated by them, and the involvement of the private sector is seen as a primordial factor facilitating and accelerating the attainment of this objective. Nevertheless, the way in which the local/regional public authorities interact with the business needs to be clarified, as this interaction is still an obscure domain (especially for the ex-soviet republics with centralized economies and lack of private businesses), which is not clearly understood yet, and is performed in an indefinite framework with not enough known results.

The specialized literature¹ identifies several levels of interaction between the business environment and the communities/public authorities. First level– limited interaction or lack of interaction. On this level, the business-community interaction is limited to the observance of the provisions of the legal framework authorizing the functioning of businesses and the payment of taxes and fees. The next level is characterized by – positive outsourcing and relates to the situation when a company pursuing exclusively the increase of its own profit creates social benefits for the community as well (for example, it arranges the territory adjacent to the commercial unit to attract more clients). The next level relates to philanthropy – occasional activities involving a certain material aid offered voluntarily and unconditionally by the companies to some poor social categories or organizations, or contributions to some social projects. And the last level is Social Corporate Responsibility (SCR).

The recent studies² in this domain attest that the interaction of the authorities with the business environment in the Republic of Moldova is preponderantly limited to the second and third level, and in a large number of local communities – even to the first level.

For most Moldovan companies the interaction with the local authorities is limited to payments of taxes and fees and, according to the possibility, to some philanthropic activities which are most often perceived as the

¹ The stakeholder theory of the corporation: Concepts, evidence and implications. Academy of Management Review; Margolis, J.D. and Walsh, J.P. (2004). Misery loves companies: Rethinking social initiatives by business. Administrative Science Quarterly Donaldson, T. and Preston, L.E. (1995).

² Social corporate responsibility in the Republic of Moldova: What may the Government do? Expert-Grup. Chisinau 2011.

need to observe the legislation in force. Namely the companies often perceived the philanthropic activities as mandatory and this results from the practice when the companies are “asked” to make donation or to “give some help”. Such requests come frequently from the central or local authorities, most often in form of a proposal which is perceived by the companies as something mandatory. In other words – a sort of “tax”, “tribute” that has to be paid to the society for the prosperity of the company. Philanthropy is very enrooted in the business culture of Moldova, including because its notion is simple, and the results may be seed immediately by the large public. Moreover, for each commercial company it is much easier to “transfer” occasionally an amount of money for social purposes than to integrate in the current activities of the company a business model involving the change of both the way of management and business content.

Little to nothing is known about the fact that companies may: (i) incorporate social characteristics in products, technologies and commercial processes; (ii) embrace advanced practices of human resources management; (iii) attain a high level of environmental performance by decreasing the emissions and negative impact on the environment; (iv) promote and implement circular economy elements; (v) contribute to community development; (vi) promote an advanced business culture; (vii) establish criteria and rules of honesty and integrity as corporate values necessary to eradicate corruption; (viii) promote fundamental human rights (for example, equal employment opportunities or children’s work abolishment) – all of them being elements of social corporate responsibility. Likewise, as the same studies show, a large number of companies in Moldova have not heard about the Global Pact Moldova or about other elements and benefits of the social corporate responsibility.

This shows that there is an acute lack of knowledge, communication and exchange of experience in this domain among companies. Consequently, all these confirm that there is a need to perform activities meant to increase the awareness about the strengthening of cooperation with the private sector in implementing public initiatives of local economic development, as well as about the direct involvement of the business in the performance of such initiatives. The EU4Moldova: Focal regions programme, by its objectives, stipulates that the private sector should be involvement in the local social economic development initiatives, as it has the potential to promote innovation, creation of wellbeing, incomes and jobs, with impact at the level of the focal regions, and it may play an important role in mobilizing internal resources which, in its turn, contributes to poverty reduction.

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

The EU4Moldova: focal regions Programme intends to contract **2 (two) national consultants** qualified and experienced to render consultancy and expertise services with a view to promoting the concept of social corporate responsibility and awareness raising among the private sector representatives to get actively involved in the territorial initiatives of local economic development in the focal regions of Cahul and Ungheni, including:

- **Position 1: 1 (one) National Consultant** specialized in social corporate responsibility, responsible for **Cahul focal region**;
- **Position 2: 1 (one) National Consultant** specialized in social corporate responsibility, responsible for **Ungheni focal region**.

Important note 1: *The potential candidates should clearly state in the Application Letter for which of the two positions they apply.*

The candidates may apply for both positions and this should be clearly stipulated in the Application Letter, with the possibility to be selected only for 1 position.

The National Consultants shall work as a team, on the basis of the methodological approach and of a detailed action plan that shall be developed at the start of the activities, and which shall be agreed with the local public partners and approved by the Programme.

The general objective of the National Consultants resides in conceptualizing, organizing and performing a set of activities to promote social corporate responsibility and to increase the degree of awareness of the public sector representatives on the need to involve the private sector in the public initiatives of local economic development, but also on the need for the private sector to know and understand the local development programs initiated by the authorities, to promote and actively engage directly in the fulfilment of the local economic development initiatives.

For the current mission, the National Consultants shall be responsible of:

- Conceptualizing the activities, determining a practical methodological approach and a detailed working plan for the organization of the consultancy, assistance and expertise activities for each focal region but based on a common theoretical-methodological approach;
- Preliminary coordination of all the activities with the local public authorities and with the Programme, especially regarding the interaction with the private sector, business support organizations to plan and validate the activities and obtained results, to collect and take into consideration their recommendations for improvement;
- Performance of the tasks according to the requirements and excellence standards and best practices in consultancy, mentorship and coaching;
- Development of the reports of activity, conclusions and recommendations for subsequent similar activities organized by the Programme.

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

3. REQUIREMENTS FOR EXPERIENCE AND QUALIFICATIONS

Academic Qualifications:

- University studies in the sphere of economics, business administration, management, public administration, sociology or other related domains. Master degree studies would be an advantage.

Years of experience:

- At least 7 years of practical experience in implementing business development projects, investments attraction, social corporate responsibility similar to this assignment regarding the scope and approached tasks (*proof: list of the last 3 contracts in which the Consultant was involved in the last 7 years and his/her role in them should be presented with the application package*).
- At least 5 years of experience in the sphere of local economic development and project implementation with the public and private sector (strategic planning, project implementation, public-private partnerships).
- Experience in facilitation, coaching, mentorship, training provision and moderation of public events (discussion, consultations) in the sphere of business development, investment attraction, social corporate responsibility, local economic development (*proof: list of the last 3 facilitated events / trainings should be presented with the application package*).
- The relevant experience in the implementation of local development projects in the focal regions shall be an advantage (*proof: list of the last 3 projects implemented in the focal regions should be presented with the application package*).
- Previous experience of collaboration with the UN agencies and/or international organizations and/or development projects/programs funded by the European Union/donor organization shall be an advantage.

Competencies:

- Proven capacities of teamwork, excellent abilities of planning and organization.
- Interpersonal skills of decision making, initiative and creativity.
- Ability to analyse, plan, efficiently communicate, organize and fulfil the planned results, adapt to various environments (cultural, economic, political and social).
- Ability to attain results and meet the deadlines, maintaining high quality standards.
- Knowledge and skills in MS Office, including Word, Excel, PowerPoint.
- Fluent knowledge of Romanian and Russian. Knowledge of English would be an advantage.

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. Please specify in your CV if you belong to any of the group(s) under-represented¹ in the UN Moldova and/or the area of assignment.

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 the last 3 contracts in which the Consultant was involved in the last 7 years and his/her role in them*
 - b) *list of the last 3 facilitated events / trainings*
 - c) *list of the last 3 projects implemented in the focal regions*

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 contract is an activity that has to be done remotely (from office/home) with the possibility of making trips to the territory (at least 20 trips to Cahul and 20 trips to Ungheni), taking into consideration the epidemiological conditions. All the costs for the eventual trips to and from contract location (Cahul and Ungheni) shall be the responsibility of the consultant, thus the transportation costs shall be included in the consolidated financial offer.

The expenses relating to ensuring the hygienic-sanitary conditions (if the meetings take place with physical presence (masks, gloves, disinfectant) shall be covered by the organizers and Programme.

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:

- University studies in the sphere of economics, business administration, management, public administration, sociology or other related domains. Master degree studies would be an advantage.
- At least 7 years of practical experience in implementing business development projects, investments attraction, social corporate responsibility similar to this assignment regarding the scope and approached tasks (*proof: list of the last 3 contracts in which the Consultant was involved in the last 7 years and his/her role in them should be presented with the application package*).

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

For both positions the evaluation criteria are similar.

Criteria	Scoring	Maximum Points Obtainable
<u>Short-listing</u>		
University studies in the sphere of economics, business administration, management, public administration, sociology or other related domains. Master degree studies would be an advantage.	<i>University Degree – 10 pts, Master's – 15 pts</i>	15

At least 7 years of practical experience in implementing business development projects, investments attraction, social corporate responsibility similar to this assignment regarding the scope and approached tasks (<i>proof: list of the last 3 contracts in which the Consultant was involved in the last 7 years and his/her role in them should be presented with the application package</i>).	<7 years – 0 pts, 7 years – 30 pts, >7 years – 5 pts for each additional year up to max. 60 pts	60
At least 5 years of experience in the sphere of local economic development and project implementation with the public and private sector (strategic planning, project implementation, public-private partnerships).	<5 years – 0 pts, 5 years – 30 pts, >5 years – 5 pts for each additional year up to max. 50 pts	50
The relevant experience in the implementation of local development projects in the focal regions shall be an advantage (<i>proof: list of the last 3 projects implemented in the focal regions should be presented with the application package</i>).	<3 projects – 0 pts; 3 projects – 30 pts, >3 projects – 10 pts for each additional project up to max. 50 pts	50
Experience of work with international organizations/projects, including UN and/or European ones will be an advantage	No experience – 0 pts, 1 project/assignment – 15 pts	15
Belonging to the group(s) under-represented in the UN Moldova and/or the area of assignment	No – 0 pts., yes – 5 pts.	5
Short-listing scoring		195

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

Criteria	Scoring	Maximum Points Obtainable
<u>Interview (via Zoom)</u>		
Experience in facilitation, coaching, mentorship, training provision and moderation of public events (discussion, consultations) in the sphere of business development, investment attraction, social corporate responsibility, local economic development (<i>proof: list of the last 3 facilitated events/ trainings should be presented with the application package</i>).	<3 records – 0 pts, 3 records – 30 pts, >3 records – 10 pts for each additional record up to max. 70 pts	70
Proven capacities of teamwork, excellent abilities of planning and organization	None – 0 pts, limited – 5 pts, good – 10 pts, strong – 20 pts	20
Interpersonal skills of decision making, initiative and creativity	None – 0 pts, limited – 5 pts, good – 10 pts, strong – 20 pts	20
Ability to analyse, plan, efficiently communicate, organize and fulfil the planned results	None – 0 pts, limited – 5 pts, good – 10 pts, strong – 20 pts	20

Ability to attain results and meet the deadlines, maintaining high quality standards.	<i>None – 0 pts, limited – 5 pts, good – 10 pts, strong – 20 pts</i>	20
Fluent knowledge of Romanian and Russian. Knowledge of English would be an advantage.	<i>each language 5 pts</i>	15
Interview Scoring		165
Technical Evaluation Scoring, including interview		360
Financial Evaluation Scoring		
Evaluation of submitted financial offers will be done based on the following formula: $S = F_{min} / F * 240$ 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.		240
TOTAL Overall obtainable points		600

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% (360 points);

* Financial Criteria weight – 40% (240 points).

Only candidates obtaining a minimum of 252 points 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.