



## INDIVIDUAL CONSULTANT PROCUREMENT NOTICE

Date: **31 March 2022**

**Country:** Republic of Moldova

**Description of the assignment:** **2 (two) national consultants in strategic planning for elaboration of the social-economic development Strategy of Ungheni region 2022-2030**

- **1 (one) National Consultant** in strategic planning, Team Leader
- **1 (one) National Consultant** in strategic planning, Consultant 2.

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

**Period of assignment/services:** April – June 2022 (the estimated amount of work is 13 working days for Team Leader and 11 working days for Consultant 2)

Proposals should be submitted online by pressing the "Apply Now" button no later than **7 April 2022**.

Requests for **clarification only** must be sent by standard electronic communication to the following e-mail: [victoria.josan@undp.org](mailto: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 Socio-Economic Development Strategy of Ungheni district is the main planning document for the sustainable development of the district, which reflects and synergizes the strategic development framework established and approved at national, regional and local level. According to the strategic approaches established in the national and regional policy documents, Ungheni district, in the national and regional context of strategic planning, is to become one of the main development poles in the Central region of the Republic of Moldova. At the same time, through various well-planned and implemented actions/projects the district should ensure a balanced development of the entire administered territory and a multiplication of development indicators.

The previous socio-economic development Strategy of the district was approved by the Decision of the Ungheni District Council No. 1/5 of 23.02.2012 and had an implementation period of 8 years until 2020 and is currently expired. The final evaluation report on the implementation of the strategy is available on the website of the Ungheni District Council [www.crungheni.md](http://www.crungheni.md)<sup>1</sup>.

According to the strategic planning framework, the Ungheni District Council is currently in the process of drafting a new development policy document. The new Strategy, being a public policy document, is intended to describe and analyze the existing situation in the various development areas, identify the vision and strategic development objectives for 2030, as well as concrete development policies, programs and projects. The new Strategy will also define the instruments and mechanisms for achieving the objectives, formulate possible risks and forecast the expected impact of its activities. Last but not least, the new development strategic policy document must be linked to and take into account new development realities, new global and regional challenges and risks as well as the Sustainable Development Goals, the 2030 Agenda for Sustainable Development, the Moldova 2030 Development Strategy, the new Regional Development Strategy 2022-2027, the Association Agenda and other relevant policy documents.

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

### **3. REQUIREMENTS FOR EXPERIENCE AND QUALIFICATIONS**

The following qualification criteria shall be applied in selecting the Consultants:

#### **Academic qualifications:**

- University degree in public administration, management, economics, political science, sociology or other relevant fields. Master's degree studies would be an advantage.

#### **Experience:**

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<sup>1</sup> Raport de evaluare a strategiei de dezvoltare socio-economică a raionului Ungheni ([crungheni.md](http://crungheni.md))

- At least 5 years of practical experience in the fields related to local development (strategic planning, local public administration, working with public authorities and institutions (*proof: list of the last 3 contracts in which the Consultant was involved in the last 5 years and his/her role in them should be presented with the application package*)).
- Experience in elaboration (strategic planning) of at least 3 local development policy documents (development strategies, programs, plans) (*proof: list of local development policy documents, indicating the district/municipality/community, year of elaboration and link to the documents or documents itself (electronic version in .pdf format) must be presented together with the application package*)).
- Experience in facilitation, mentorship, training provision and moderation of public events (discussion, consultations) in the field of strategic planning and local development (*proof: list of the last 3 facilitated events / trainings should be presented with the application package*)).
- The relevant experience in strategic planning at the district level or regional level shall be an advantage (*proof: the last strategy elaborated for a district or region shall 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.

#### **Competences:**

- Proven capacities of teamwork, excellent abilities of planning and organization.
- Interpersonal skills of decision making, initiative and creativity.
- Ability to analyze, plan, efficiently communicate, organize and fulfill 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.
- Knowledge of the current context and the planning and development trends at national, regional, local, cross-border levels.
- Knowledge of the tools, mechanisms in the field of strategic planning.

#### **Requirements on language mastering:**

- Fluent knowledge of Romanian and Russian. Knowledge of English would be an advantage.

United Nations Development Programme in Moldova promotes the diversity of the labor force. Women, people of disabilities, LGBT, Roma and other ethnical, linguistic or religious minorities, people living with HIV, as well as refugees and other non-citizens with legal right to work in the Republic of Moldova are 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. The candidates may apply for one or for both of these positions (Consultant 1 and/or Consultant 2), which will be clearly stipulated in the application letter.
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 5 years and his/her role in them
  - b) list of local development policy documents, indicating the district/municipality/community, year of elaboration and link to the documents or documents itself (electronic version in .pdf format)
  - c) list of the last 3 facilitated events / trainings
  - d) the last strategy elaborated for a district or region
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, number of anticipated working days, etc.).

#### **Travel**

This contract is an activity that has to be done remotely (from office / home) with at least 4 trips to Ungheni, taking into consideration the epidemiological conditions. All the costs for the trips to and from contract location (Ungheni) shall be the responsibility of the consultant, thus the transportation costs shall be included in the consolidated financial offer.

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 short-listed based on the following minimum qualification criteria:

- University degree in public administration, management, economics, political science, sociology or other relevant fields. Master's degree studies would be an advantage;
- At least 5 years of practical experience in the fields related to local development (strategic planning, local public administration, working with public authorities and institutions.

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

For both positions the evaluation criteria are identical.

Criteria	Scoring	Maximum Points Obtainable
<b>Short-listing</b>		
1. University degree in public administration, management, economics, political science, sociology or other relevant fields. Master's degree studies would be an advantage	<i>University Degree – 15 pts, Master's – 20 pts</i>	20
2. At least 5 years of practical experience in the fields related to local development (strategic planning, local public administration, working with public authorities and institutions ( <i>proof: list of the last 3 contracts in which the Consultant was involved in the last 5 years and his/her role in them should be presented with the application package</i> ).	<i>&lt;5 years – 0 pts, 5 years – 30 pts, &gt;5 years – 5 pts for each additional year up to max. 50 pts</i>	50
3. Experience in elaboration (strategic planning) of at least 3 local development policy documents (development strategies, programs, plans) ( <i>proof: list of local development policy documents, indicating the district/municipality/community, year of elaboration and link to the documents or documents itself (electronic version in .pdf format) must be presented together with the application package</i> ).	<i>&lt;3 documents – 0 pts; 3 documents – 10 pts, &gt;3 documents – 5 pts. for each additional document up to max. 30 pts</i>	30
4. Experience in facilitation, mentorship, training provision and moderation of public events (discussion, consultations) in the field of strategic planning and local development ( <i>proof: list of the last 3 facilitated events / trainings should be presented with the application package</i> ).	<i>&lt;3 events – 0 pts; 3 events – 10 pts, &gt;3 events – 5 p. for each additional event up to max. 30 pts</i>	30
5. The relevant experience in strategic planning at the district level or regional level shall be an advantage ( <i>proof: the last strategy elaborated for a district or region shall be presented with the application package</i> ).	<i>No experience – 0 pts, 1 strategy – 20</i>	20
6. Experience of work with international organizations/projects, including UN and/or European ones will be an advantage	<i>No experience – 0 pts, 1 project – 20 pts</i>	20
7. Belonging to the group(s) under-represented in the UN Moldova and/or the area of assignment	<i>No – 0 pts., to one group – 5 pts., to two or more groups – 10 pts.</i>	10
<b>Technical Evaluation Scoring</b>		<b>180</b>
<b>Financial Evaluation Scoring</b>		

<p>Evaluation of submitted financial offers will be done based on the following formula:</p> <p><b><math>S = F_{min} / F * 120</math></b></p> <p>S – score received on financial evaluation;</p> <p>Fmin – the lowest financial offer out of all the submitted offers qualified over the technical evaluation round;</p> <p>F – financial offer under consideration.</p>	<b>120</b>
<b>TOTAL Overall obtainable points</b>	<b>300</b>

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% (180 points);

\* Financial Criteria weight – 40% (120 points).

**Only candidates obtaining 126 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)**

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<sup>1</sup> 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.