

INDIVIDUAL CONSULTANT PROCUREMENT NOTICE

Date: 03.06.2022

Country: Republic of Moldova**Description of the assignment:** Public Administration Specialist to support the State Chancellery in developing the Public Administration Reform Strategy**Project name:** PIP Support in building the internal capacities of the State Chancellery to lead on policy formulation and coordination**Period of assignment/ services:** June 2022 – October 2022, 95 working days**Proposals should be submitted online,** by pressing the "Apply Online" button, no later than [17.05.2022, 16:00 GMT+3 Moldova time.](#)Requests for clarification only must be sent by standard electronic communication to the following e-mail: olesea.perean@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

An effective and efficient Public Administration is one of the prerequisites for sustainable development of the country. Over the years, the Republic of Moldova went through several rounds of Public Administration reforms. The Central Public Administration reform was initiated in 2005 when the Government approved the Strategy and Implementation Plan of Action for the Central Public Administration Reform. The Strategy and the Action plan had 3 years lifespan until the end of 2008. Still, the activities for the implementation of the Central Public Administration reform continued as part of the Governments' Action Plans for 2010 and 2011-2014. The next strategic document for the reformation on the public administration was approved in 2016. The implementation period for this Strategy was 2016-2020.

According to the Government's Programme "Moldova Vremurilor Bune" of 3 August 2021, the last round of Public Administration reform brought limited results with limited efficiency. The Programme is also stating that the optimization of the number of ministries and central public authorities was not accompanied by important elements related to good governance, strengthening capacities of public servants and accountability of the public administration. The document specifies that the optimization brought by the reform generated instability and weakening of the public institutions, having negative effects on the visibility of important domains such as environment and culture.

Even though the dimension of local public administration was covered by the last Strategy for the Public Administration Reform, it did not bring considerable changes on the status and ways of operating of the Local Public Authorities. Therefore, a separate emphasis in developing the concept of the new Strategy will be placed on its component focused on Local Public Administration.

Having the political will from the Government and aiming at developing a new, innovative and forward-looking Strategy for the reformation of the public administration, the State Chancellery of the Republic of Moldova has developed a working version of the concept of the Strategy. As the Government in general and the State Chancellery in particular were involved in providing the response to the multiple crises that the country is going through, the human resources and capacities of the State Chancellery in developing such strategic documents have considerably weakened. In this context UNDP Moldova has signed developed a Project Initiation Plan oriented at providing support to the State Chancellery, among others to build internal capacities for strategic policy formulation. As the development of the Public Administration Reform Strategy is one of the priorities of the Government strengthening the capacities of the State Chancellery in the field of strategic planning would come as an important step forward in ensuring evidence-based policy making with impact on the efficiency of the Government.

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

The main objective of this consultancy is to consolidate the Local Public Administration Component of the draft concept of the Public Administration Reform Strategy. In particular, it is aimed at delivering the following outputs:

- Update the concept of the Strategy for the Public Administration Reform;
- Conduct interviews and discussions with the representatives of the State Chancellery to identify the solutions for the gaps related to the Central Public Administration to be included in the Strategy for Public Administration reform;
- Develop a mapping of the development partners, NGOs and state actors interested in working on Public Administration Reform and develop a roadmap for the drafting and approval of the Strategy for the Public Administration Reform;
- Develop a draft of the Strategy for the Public Administration Reform;
- Organize inclusive, multistakeholder processes for the consultation of the draft of the Strategy for the Public Administration Reform.

3. REQUIREMENTS FOR EXPERIENCE AND QUALIFICATIONS

Qualifications and Experience:

- Master's Degree or higher in law, economics, public administration, international relations or related field. In lieu of Master's Degree, the candidate should demonstrate at least 7 years of experience in the field of public administration substitute for Master degree.
- At least 5 years of experience in the fields of law, public administration, or international relations. Previous experience in the field of public administration reform is a very strong advantage;
- Research experience in areas of governance and public sector reforms is required;
- Strong understanding of the policy making cycle is required;
- Good knowledge of data collection and analysis is essential;
- Good knowledge of Moldova government systems and processes, particularly in relation to public policies and planning processes;
- Ability to conduct interviews with government and key stakeholders;
- Good networking with civil society/women's organizations.

Skills and 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.
- 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.

Language:

- Proficiency in written and spoken English and Romanian 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. Please mention in CV if you belong to the group(s) under-represented in the UN Moldova and/or the area of assignment.

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;
- Proposed methodology for conducting the consultancy;
- 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.

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.

Incomplete applications will not be considered.

If an applicant is employed by an organization/company/institution, and he/she expects his/her employer to charge a management fee in the process of releasing him/her to UNDP under Reimbursable Loan Agreement (RLA), the applicant must indicate at this point, and ensure that all such costs are duly incorporated in the financial proposal submitted to UNDP.

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 law, economics, public administration, international relations, or related field. In lieu of Master's Degree, the candidate should demonstrate at least 7 years of experience in the field of public administration substitute for advanced degree.
- At least 5 years of experience in the fields of law, public administration or international relations.

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
<u>Technical</u>		
• Master's Degree or higher in law, economics, public administration, international relations or related field. In lieu of Master's Degree, the candidate should demonstrate at least 7 years of experience in the field of public administration substitute for advanced degree.	<i>Master ' s degree OR seven (7) years – 10 pts.; Ph. D degree – 15 pts.</i>	15

· At least 5 years of experience in the fields of law, public administration or international relations.	<i>Five (5) years – 30 pts., each additional year of experience – 5 pts., up to a maximum of 45 pts.</i>	45
· Experience in being a member or/and managing a high-level strategic team.	<i>High level experience – 25 pts.; Member – 15 pts.; No experience – 0 pts.</i>	25
Interview: Please note that only the top 5 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 governance and public sector reforms: <i>extensive – 40 pts., satisfactory – 30 pts., limited – 20 pts., no experience – 0 pts.;</i> • Previous experience in the field of public administration reform: <i>extensive – 40 pts., satisfactory – 30 pts., limited – 20 pts., no experience – 0 pts.;</i> • Strong understanding of the policy making cycle: <i>extensive – 35 pts., satisfactory – 20 pts., limited – 10 pts., no experience – 0 pts.;</i> • Good knowledge of data collection and analysis: <i>extensive – 35 pts., satisfactory – 20 pts., limited – 10 pts., no experience – 0 pts.;</i> • Good knowledge of Moldova government systems and processes, particularly in relation to public policies and planning processes: <i>extensive – 30 pts., satisfactory – 20 pts., limited – 10 pts., no experience – 0 pts.;</i> • Strong leadership and team management skills: <i>excellent – 20 pts., satisfactory – 10 pts., limited – 0 pts.;</i> • Knowledge of English and Romanian – 5 pts each. (10 pts. total). 	210
Belonging to the group(s) under-represented in the UN Moldova and/or the area of assignment ¹	• <i>No – 0 pts., to one group – 1,5 pts., to two or more groups – 5 pts.</i>	5
Maximum Total Technical Scoring		300

<u>Financial</u>	
<p>Evaluation of submitted financial offers will be done based on the following formula:</p> <p><u>$S = F_{min} / F * 200$</u></p> <p>S – score received on financial evaluation;</p> <p>F_{min} – the lowest financial offer out of all the submitted offers qualified over the technical evaluation round;</p> <p>F – financial offer under consideration</p>	200

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.

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