

INDIVIDUAL CONSULTANT PROCUREMENT NOTICE

Date: 21 July 2022

Country: Republic of Moldova

Description of the assignment: Administrative and Logistics Consultant

Project name: Confidence Building Measures Programme (EU-CBM V)

Period of assignment/ services: August 2022 – June 2023 (132 working days)

Proposals should be submitted online, by pressing the "Apply Online" button, no later than **4 August 2022, 16:30 (GMT +2, Moldova Local Time)**

Requests for clarification only must be sent by standard electronic communication to the following e-mail:

vladimir.paraschiv@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

In 2019 the European Union launched the fifth phase of the Confidence Building Measures Programme (EU-CBM V), having UNDP Moldova as implementing partner. The overall goal of the Program is to increase confidence between both banks of the Nistru River by ensuring socio-economic development through involvement of local authorities, civil society organizations, private actors, and other community stakeholders.

The EU CBM Programme is focused on 4 specific fields: promoting business development; support to community development and cross river platforms of cooperation; preserving cultural and historical heritage and assistance to media development and cooperation.

In order to achieve its objectives, the EU-CBM Programme seeks a National Consultant who will assist the team and provide administrative and logistics support to the EU Confidence Building Measure (CBM) V Programme and to other UNDP projects, in the implementation of key activities.

2. SCOPE OF WORK AND EXPECTED OUTPUTS

The Project seeks to contract a National Consultant (hereinafter "the Consultant") to provide administrative and logistics support to the Project Team in the implementation of key upcoming activities.

She/he is expected to work closely with the Project Manager, beneficiary institutions and stakeholders in order to deliver professional, effective and qualitative contributions to the Project's daily work.

Under the direct supervision of the Project Manager and in collaboration with the Project Associate, the Consultant is expected to carry out the following tasks:

- Provide overall administrative support in organizing events, workshops, training courses/ field visits according to the Project Work Plan;
- Coordinate archiving of procurement and other operations files related to the projects' implementation;
- Create and continuously update a database of project beneficiaries (with corresponding disaggregation);
- Liaise with service providers to establish meaningful and relevant partnerships for the implementation of the planned activities;
- Register incoming correspondence and support internal circulation of documents, related to the projects' activities;
- Perform any other relevant logistical and administrative tasks, as requested by the Project Manager and/or Project Associate, for the successful implementation of the assignment.

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

3. REQUIREMENTS FOR EXPERIENCE AND QUALIFICATIONS

Academic Qualifications:

- University degree or higher in Economics, Accounting, Business Administration or another field relevant to the current assignment.

Experience and knowledge:

- At least 3 (three) years of proven experience in project/ event planning, management and reporting, including post-event data collection and research (please provide relevant details in the proposal);
- Administrative experience is required (e.g. in office management);
- Experience in working with CSOs is a strong asset;
- Previous experience within an UNDP Project and/or EU-funded Project or other international organization is an asset.

Competencies:

- Ability to perform and deliver expected results in a fast-paced working environment;
- Strong sense of initiative and ability to work independently;
- Excellent computer skills, including usage of Microsoft Office tools (word processing, data spreadsheet and database management);
- Demonstrated interpersonal skills, as well as the ability to communicate effectively and build meaningful partnerships with all stakeholders;
- Fluency in Romanian (verbal and written) is a must. Knowledge of English and/or Russian will be considered as an advantage.

Personal qualities:

- Responsibility, flexibility and punctuality, ability to meet deadlines and prioritize multiple tasks;
- 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.

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.

4. DOCUMENTS TO BE INCLUDED WHEN SUBMITTING THE PROPOSALS

Interested individual consultants must submit the following documents/ information to demonstrate their qualifications:

- Offeror's Letter confirming interest and availability for the Individual Contractor assignment
- Financial Proposal (in USD, specifying the requested amount per working day, as per Annex 2 template);
- Duly updated CV with at least 3 references.

5. FINANCIAL PROPOSAL

The financial proposal shall include a breakdown of the lump sum amount (daily rate and number of anticipated working days).

6. EVALUATION

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

- University degree or higher in Economics, Accounting, Business Administration or another field relevant to the current assignment.
- At least 3 (three) years of proven experience in project/ event planning, management and reporting, including post-event data collection and research (please provide relevant details in the proposal);
- Administrative experience (e.g. in office management).

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 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 210 points for the Technical Evaluation shall be considered for the Financial Evaluation.

Criteria	Scoring	Points Obtainable
Technical		
University degree or higher in Economics, Accounting, Business Administration or another field relevant to the current assignment	<i>Bachelor's degree – 10 pts., Master's degree – 20 pts.</i>	20
At least 3 (three) years of proven experience in project/ event planning, management and reporting, including post-event data collection and research	<i>3 years – 20 pts., each additional year of experience – 5 pts. up to a maximum of 40 pts.</i>	40
Administrative experience is required (e.g. in office management)	<i>1 year – 10 pts., each additional year of experience – 5 pts. up to a maximum of 30 pts.</i>	30
Experience in working with CSOs is a strong asset	<i>yes - 25 pts; no - 0 pts.</i>	25
Previous experience within an UNDP Project and/or EU-funded Project or other international organization is an asset	<i>yes - 20 pts; no - 0 pts.</i>	20
<u>Interview</u>	<ul style="list-style-type: none"> • Ability to perform and deliver expected results in a fast-paced working environment. (none – 0 pts, limited – up to 15 pts, good – up to 25 pts, strong – up to 40 pts) • Strong sense of initiative and ability to work independently (none – 0 pts, limited – up to 10 pts, good – up to 20 pts, strong – up to 30 pts) • Excellent computer skills, including usage of Microsoft Office tools (word processing, data spreadsheet and database management) (none – 0 pts, limited – up to 10 pts, good – up to 25 pts, strong – up to 40 pts) • Demonstrated interpersonal skills, as well as the ability to communicate effectively and build meaningful partnerships with all stakeholders (none – 0 pts, limited – up to 10 pts, good – up to 20 pts, strong – up to 30 pts) 	140
Fluency in Romanian (verbal and written) is a must. Knowledge of English and/or Russian will be considered as an advantage	<i>5 pts each, up to a maximum of 15 pts</i>	15
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
Maximum Total Technical Scoring		300

***The first five candidates who passed technical evaluation criteria with the best score shall be invited for an online interview and pass the cumulative analysis.**

<u>Financial</u>	
Evaluation of submitted financial offers will be done based on the following formula: <u>$S = F_{min} / F * 200$</u> S – score received on financial evaluation; F_{min} – 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).

ANNEXES:

ANNEX 1 – TERMS OF REFERENCES (ToR)

ANNEX 2 – INDIVIDUAL CONSULTANT GENERAL TERMS AND CONDITIONS