

## INDIVIDUAL CONSULTANT PROCUREMENT NOTICE

Date: 03.11.2022

**Country:** Republic of Moldova

**Description of the assignment:** National Consultant to support the development of the National Security/Resilience Strategy

**Project name:** Engagement Facility

**Period of assignment/ services:** November 2022 – January 2023, 60 working days

**Proposals should be submitted online**, by pressing the **"Apply Online"** button, no later than **16.11.2022, 16:00 GMT+3 Moldova time**

Requests for clarification only must be sent by standard electronic communication to the following e-mail: [mi hail.belousiuc@undp.org](mailto:mi hail.belousiuc@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

UNDP Moldova CO has established an Engagement Facility Project as a technical assistance facility to provide a rapid and flexible response mechanism to generate solutions to challenges related to the unfolding security/refugee crisis provoked by the military actions taking place in Ukraine.

Over the past two years, the international community went through three major crises, the COVID-19 pandemic, the energy crisis and the security crisis in Ukraine. These crises have stretched the authorities of the Republic of Moldova that proved to have limited capacities to engage in efficient crisis management and to operate in a resilient way.

The range of crises that took place in the last two years have also unveiled the stringent need of a resilience Strategy for the Republic of Moldova. The Strategy would have to materialize in a National Security/Resilience Plan by addressing the types and level of risks that the country might face, by assumptions planning as well as assessment of the capabilities and crisis response arrangements.

To prepare the ground for the development of the National Security/Resilience Strategy the President's Office has requested UNDP's assistance in mobilizing the necessary expertise in overall coordination of the drafting process.

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

The consultant will coordinate the process of development of the National Security/Resilience Strategy and will draft the action plan for the formulation of the document. Specifically, the consultant will:

- carry out organizational arrangements for the coordination /consultation meetings with stakeholders (civil society organizations /state institutions) in the process of drafting of the National Security/Resilience Strategy;
- prepare required documents (letters, briefing notes, communication notes, minutes, supporting materials) for implementation of the functional tasks of the Supreme Security Council Service related to national strategic risk assessment process and the development of the draft National Security Strategy;
- keep track of the flow of correspondence (letters, reports, relevant materials) received through communication channels, ensuring the management (filing) of relevant inter-institutional correspondence.

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

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### 3. REQUIREMENTS FOR EXPERIENCE AND QUALIFICATIONS

#### COMPETENCIES

##### Corporate 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.

##### Functional competencies:

- 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.

#### QUALIFICATIONS

##### Academic Qualifications/Education:

- Bachelor's degree or higher in law, economics, public administration, international relations or related field.

##### Experience:

- At least 3 years of experience in the fields of public administration, legal, economic and/or international relations. Previous experience in the field of resilience planning is a very strong advantage.
- 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;
- Previous experience of working with international organizations, including UN Agencies.

##### Language skills:

- Proficiency in written and spoken Romanian is required for this assignment. Knowledge of English and Russian is an advantage

*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 specify in CV, in case 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;
- 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:

- Bachelor's degree or higher in law, economics, public administration, international relations or related field;
- At least 3 years of experience in the fields of public administration, legal, economic and/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:

- 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 total technical scoring would be considered for the Financial Evaluation.

Criteria	Scoring	Maximum Points Obtainable
<b><u>Technical</u></b>		
Bachelor's degree or higher in law, economics, public administration, international relations, or another related field.	<i>Bachelor's degree – 5 pts. Master's degree – 10 pts. Ph. D degree – 15 pts.</i>	15
At least 3 years of experience in the fields of public administration, legal, economic and/or international relations.	Three (3) years – 30 pts., each additional year of experience – 5 pts., up to a maximum of 50 pts.	50
Previous experience in the field of resilience planning.	Two (2) years – 20 pts., each additional year of experience – 5 pts., up to a maximum of 30 pts. No experience – 0 pts.	30
Previous experience of working with international organizations, including UN Agencies	Yes –25 pts. No experience – 0 pts.	25

Interview: Please note that only the top 5 ranked (that accumulated the highest technical score) applicants shall be invited for the interview)		
Interview	<ul style="list-style-type: none"> <li>• Good knowledge of Moldova's government systems and processes, particularly in relation to public policies and planning processes of the policy making cycle: <i>extensive - 40 pts., satisfactory - 30 pts., limited - 20 pts; no knowledge - 0 pts</i></li> <li>• Good knowledge of data collection and analysis: <i>extensive - 40 pts., satisfactory - 30 pts., limited - 10 pts., no knowledge - 0 pts;</i></li> <li>• Ability to conduct interviews with government and key stakeholders: <i>extensive - 30 pts., satisfactory - 20 pts., limited - 10 pts; no ability - 0 pts</i></li> <li>• Strong analytical, reporting and writing abilities: <i>extensive - 30 pts., satisfactory - 20 pts., limited - 10 pts., no abilities - 0 pts;</i></li> <li>• Strong leadership and team management skills: <i>excellent - 20 pts., satisfactory - 10 pts., limited - 0 pts.;</i></li> <li>• Knowledge of Romanian is required. Knowledge of English and Russian is an advantage - 5 pts each. (15 pts. total)</li> </ul>	175
Belonging to the group(s) under-represented in the UN Moldova and/or the area of assignment <sup>1</sup>	• No - 0 pts., to one group - 1,5 pts., to two or more groups - 5 pts.	5
<b>Maximum Total Technical Scoring</b>		<b>300</b>
Financial		
Evaluation of submitted financial offers will be done based on the following formula: <b><math>S = F_{min} / F * 200</math></b> <b>S</b> – score received on financial evaluation; <b>F<sub>min</sub></b> – the lowest financial offer out of all the submitted offers qualified over the technical evaluation round; <b>F</b> – financial offer under consideration.		<b>200</b>

#### Winning candidate

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

#### **ANNEXES:**

##### **ANNEX 1 – TERMS OF REFERENCES (ToR)**

##### **ANNEX 2 – OFFEROR'S LETTER CONFIRMING INTEREST AND AVAILABILITY, INCLUDING FINANCIAL PROPOSAL (TEMPLATE).**

##### **INDIVIDUAL CONSULTANT GENERAL TERMS AND CONDITIONS**

<sup>1</sup> 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.