**TERMS OF REFERENCE**

1. **Job Title:** National Consultant for checking beneficiaries'/contractors' financial reports

**B. Duty Station:**  Home based

**C. Project reference:**  Advanced Cross-river Capacities for Trade Project (AdTrade)

**D. Contract type:**  Individual Contract (IC)

**E. Duration of assignment:** 140 working days, in the period of October 2023 – December 2024

**F. Background:**

The main objective of the Advanced Cross-river Capacities for Trade (AdTrade) Project (2019 – 2025), funded by the Swedish and British Governments and implemented by the United Nations Development Program (UNDP), is to improve living conditions by fostering cooperation between the residents of both banks of Nistru river. This goal will be achieved by providing the private sector of the left bank with access to opportunities within Moldova’s foreign trade agreements, thus contributing to an atmosphere of trust and cooperation between the two banks. The project provides for methodological and practical assistance in establishing long-term trade relations in promoting exports, as well as support for existing companies and conditions for the establishment of new enterprises, which will provide new jobs, especially for vulnerable groups.

**G. Objective:**

The main objective of this assignment is to offer support to the beneficiaries, grantees, contractors of the AdTrade Project as well as the Project team regarding financial reporting.

**H. Scope of work and expected outputs:**

Under the guidance of the Project, the consultant is expected to perform the following tasks:

* Draft guideline (up to 5 pages) on financial reporting and financial management based on UNDP requirements and special conditions from the left bank;
* Verify financial reports submitted by AdTradegrantees, beneficiaries and contractors. Make sure that the incurred expenses are accompanied by the appropriate documentation and comply with the UNDP Finance and Procurement Rules and Regulations;
* Offer consultancy and trainings to the grantees, beneficiaries and contractors with compiling and submitting financial reports;
* Provide monthly reports on the verified documents, including observation regarding the status of reports checked and recommendations on their improvement etc. (if the case), submitted to the Project Manager;
* Assist the Project team in providing information to auditors, if necessary;
* Perform other tasks related to finances as may be required by Project Manager and the team.

**I. Expected Deliverables:**

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| **item no.** | **DELIVERABLES** | **Estimate Workdays** | **Tentative timeframe** |
| 1. | **Deliverable 1:**   * Identify the needs of grant contracts and responsible party agreements based on UNDP requirements and special conditions from both banks. * Offer consultancy and trainings to the grantees, beneficiaries and contractors with compiling and submitting financial reports. * Provide statistical and analytical data for quarterly and annual progress reports of the project. | Up to 28 working days | By 10th December 2023 |
| 2. | **Deliverable 2:**   * Checking project beneficiaries, grantees, and contractors, regarding their compliance with the UNDP Finance and Procurement Rules and Regulations. * Assist the *AdTrade Project* team in providing information to external auditors. * Provide statistical and analytical data for quarterly and annual progress reports of the project. | Up to 28 working days | By 15th March 2024 |
| 3. | **Deliverable 3:**   * Guidelines on financial reporting and financial management offered to partners from both banks. * Offer consultancy and trainings to the Advocacy grantees, beneficiaries and contractors with compiling and submitting financial reports. * Provide statistical and analytical data for quarterly progress reports of the project. | Up to 28 working days | By 15th June 2024 |
| 4. | **Deliverable 4:**   * Checking project Private Sector support beneficiaries, regarding their compliance with the UNDP Finance and Procurement Rules and Regulations. * Assist the *AdTrade Project* team in informing Grantees on reporting requirements. * Provide statistical and analytical data for quarterly progress reports of the project. | Up to 28 working days | By 15th September 2024 |
| 5. | **Deliverable 5:**  **Intermediary and final financial reports submitted verification conclusion**   * Checking project beneficiaries of Advocacy grants, and contractors, regarding their compliance with the UNDP Finance and Procurement Rules and Regulations. * Assist the *AdTrade Project* team in providing information to external auditors. * Provide statistical and analytical data for annual reportof the project. | Up to 28 working days | By 10th December 2024 |
|  | **Total** | Up to 140 working days |  |

**Note:** Deliverables and the final timeline can be amended or specified for the purpose of the assignment.

1. The indicated tentative timeframe has been estimated as being sufficient/feasible for the envisaged volume of work to be completed successfully and is proposed as a guideline for the duration of the assignment. It cannot and shall not be used as unique criteria for completion of work/assignment. The provision of the envisaged deliverables approved by the *AdTrade Project* shall be the only criteria for Consultant’s work being completed and eligible for payment/s.
2. All deliverables shall be provided in English, in a succinct and user-friendly language and require the endorsement by the Project Manager.

**J. Organizational Setting:**

The National Consultant will work under the direct supervision of the AdTrade Project Manager.

**K. Financial arrangements:**

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 the daily fee, taxes, and number of anticipated working days).

**Travel**

Occasional field visits outside Chisinau may be required. The Consultant will be provided with the necessary information, materials and logistics for the fulfilment of his/her tasks, including the transportation means for the field visits.

**L. Confidentiality**

Materials provided to the Consultant and all proceedings within the consultancy contract shall be regarded as confidential, both during and after the consultancy. Violation of confidentiality requirements may result in immediate termination of the contract.

**M. Qualifications and skills required:**

1. Academic Qualifications:

* Masters’ degree in Finance, Accounting, Economy, Business Administration, or other relevant fields;
* Specialized certificates in Finance, Bookkeeping, Auditing would constitute an advantage. Qualified accountants from internationally recognized accounting institutions will have an advantage;

1. Years and sphere of experience:

* At least seven (7) years of experience in the area of Finance, Accounting, Auditing, or verification of budgets and finance reports is required;
* Minimum one (1) year of experience in the area of Finance, Accounting, Auditing, or verification of budgets and finance reports working in/with companies/NGOs originated from Left Bank of Nistru River (Transnistria region).
* Experience in conducting capacity building activities for grant beneficiaries/contractors on financial reporting/management;
* Experience working in/with international organizations, including the UN Agencies will be considered an advantage;

1. Competencies:

* Ability to meet deadlines and prioritize multiple tasks;
* Demonstrated interpersonal, communication, teamwork and diplomatic skills;
* Ability to enter new environments, adapt quickly and produce immediate results;
* Computer literacy - competent user of Microsoft Office programs, databases, financial and accounting software;
* Fluency in Romanian and Russian and working knowledge of English language;
* Proven commitment to the core values of the United Nations.

1. Interpersonal Skills:

* Proven ability to plan, work and deliver on agreed deadlines;
* Proven ability to operate effectively in a team;
* Attention to details;
* Proven report writing skills;

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 noncitizens 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.***

**N. Documents to Be Included When Submitting the Proposals**

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

* Offeror’s letter to UNDP confirming interest and availability for the individual contractor (IC) assignment, incorporating Financial proposal in Annex 2

*Upload the signed version of the filled in Offeror’s letter to UNDP confirming interest and availability for the individual contractor (IC) assignment. Annex 2 to the Offeror's letter, incorporating the Financial Proposal, shall be filled in mandatorily and includes the detailed breakdown of costs supporting the all inclusive financial proposal.*

*The Financial Proposal shall be additionally submitted directly in the system. Please ensure there are no mathematical errors and that amounts from Offeror's Letter to UNDP Confirming Interest and Availability match with your offer in the system.*

* Proposal (Motivation Letter): explaining why he/ she is the most suitable candidate for the assignment, including previous experience.
* Duly completed and updated personal CV and at least three (3) references.
* Copies of Professional Certificates if available.

**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.

**O. Evaluation**

At first, individual consultants will be selected according to the following minimum qualification criteria:

• Bachelor’s degree in management, the social sciences and humanities, or other relevant related areas;

• At least seven years of experience in developing programs/projects.

Thus, selected individual consultants will then be further assessed according to the following methodology:

**Cumulative analysis**

The contract will be awarded to the individual consultant whose proposal was assessed and defined as:

a) clear/appropriate/acceptable, and

b) which obtained the highest score according to the weighted technical

and financial criteria, formulated for this request.

\* Specific weight of technical criteria – 60% (300 p.);

\* Specific weight of financial criteria – 40% (200 p.).

Only candidates who scored a minimum of 210 p. are allowed to participate in the financial assessment.

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| **Criteria** | **Scoring** | **Maximum achievable points** |
| Masters’ degree in Finance, Accounting, Economy, Business Administration, or other relevant fields. | Master’s’s degree – 30p., PhD degree – 50 p. | 50 |
| Specialized certificates in Finance, Bookkeeping, Auditing, Accountant Qualification | 5 p for each certificate, up to max. 40 points | 40 |
| At least seven years of experience in Finance, Accounting, Auditing, or verification of budgets and finance reports | 7 years – 40 p., each additional year – 5 p.; up to max. 80 points. | 80 |
| At least one year of experience of Finance, Accounting, Auditing, or verification of budgets and finance reports working in/with companies/NGOs originated from Left Bank of Nistru River (Transnistrian region) | 1 years – 35 p., each additional year – 5 p.; up to max. 50 points. | 50 |
| Experience working in/with international organizations, including the UN Agencies | No – 0 pts, Yes - 20 pts | 20 |
| Experience of usage of Microsoft Office programs, databases, financial and accounting software | No – 0 pts, Yes - 20 pts | 20 |
| Fluency in Romanian and Russian and working knowledge of English language | 10 p. for each language | 30 |
| Belonging to the group(s) under-represented in the UN Moldova and/or the area of assignment\* | (No – 0 pts., to one group – 5 pts., to two or more groups –10 pts.) | 10 |
| **Maximum overall technical result** | | **300** |
| **Financial analysis** | | |
| Submitted financial proposals will be assessed according to the following formula:  **S = Fmin / F \* 200**  S – the achieved result of the financial assessment;  Fmin – the lowest financial proposal of all those submitted, which were qualified during the technical assessment;  F – the financial proposal to be reviewed. | | 200 |

*\* Under-represented group in the area of assignment are 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.* ***Please specify in CV, in case you belong to the group(s) under-represented in the UN Moldova and/or the area of assignment.***

**Winner**

The winner is the candidate who cumulatively scored the maximum number of points (technical result + financial result