



TERMS OF REFERENCE

Job title: National Consultant on Procurement
Duty Station: Chisinau
Section/Unit: EU Confidence Building Measures Programme V
Type of Contract: Individual Contract
Starting Date: October 2023
Duration of Assignment: October 2023 – June 2024, up to 80 working days

1. PROJECT OBJECTIVES AND EXPECTED RESULTS

The overall objective of the EU Confidence Building Measures Programme V (the EU CBM V Programme) is to contribute to an environment of trust and cooperation across the Nistru River generating new perspectives on shared interests and a shared future for people from both banks of the river while responding to their pressing development needs.

Specific objectives (outputs):

- To contribute to economic and social development by ensuring a more equal access to the opportunities provided by the Association Agreement (AA) and its Deep and Comprehensive Free Trade Area (DCFTA) and integration between the two banks of the Nistru River;
- To tackle the growing disparity between the Transnistrian Region and the rest of the country by supporting local development and CSOs;
- To continue supporting the sectoral rapprochement in pilot sectors (i.e. Culture and others) and to progressively include Transnistria in Moldovan-wide development initiatives in order to facilitate the future reintegration while limiting the development gap between both banks;
- To support the activities of media on both banks of Nistru river through common media production.

2. BACKGROUND

The EU CBM Programme represents a framework for engaging in development interventions across the security zone on both sides of the Nistru River, comprising a series of activities that strengthen, regularize and intensify interaction between otherwise divided societies, aiming to establish this interaction as a norm.

The fifth phase of CBM started in January 2019 and consists of 4 components: Support to Economic Development and Entrepreneurship, Community Development and Cross-river Sectoral Platforms, Cultural and Historical Heritage Support and Support to Cooperative Media Content Development. The EU CBM V has been prolonged until 30 June 2024 to initiate/finalize the remaining construction projects by the mentioned end date.

3. SCOPE OF WORK AND TASKS

The overall objective of this assignment for the National Consultant (hereinafter Consultant) is to support EU CBM Programme Procurement in effective and timely management of procurement and administrative processes, in line with UNDP rules and regulations.

More specifically, the Consultant will:

1. Assist with the development of documentation for the procurement of goods, consulting and non-consulting services, assist in drafting and issuing bidding documents (Terms of References, Requests for Quotations, Requests for Proposals, bidding documents), specifications, cost estimates, work schedules, evaluation criteria;
2. Assist with the management of solicitation documents, clarification of bidder's enquiries, receipt and evaluation of offers and submission of cases for UNDP contract committee review for assigned cases;
3. Conduct procurement processes in response to specific needs, upon request;
4. Provide relevant information and suggest possible solutions on any procurement related issues;
5. Communicate progress and the outcomes of the procurement processes conducted to the EU CBM Programme;
6. Assist the Programme team in providing information to auditors, if necessary;
7. Perform other tasks related to procurement as may be required by the Programme Manager;
8. Ensure full compliance to UNDP rules and regulations of all procurement processes conducted and all tasks performed under this contract.
9. Provide all necessary support for CBM 5 Close out procedures in particularly what relates to procurement paperwork and archiving
10. Meeting Coordination and Reporting: Organize meetings, including board meetings, providing agendas and submitting regular progress reports.
11. Logistics Support for Small Grants: Assist 5 small grants holders and partners with logistical needs on both sides of the river Nistru, reporting progress periodically.
12. Correspondence and Document Management: Handle incoming and outgoing correspondence, edit documents, respond to inquiries, and prepare reports and presentations. Regularly report progress.
13. Beneficiary Database Maintenance: Maintain a categorized beneficiary database, updating information and reporting progress at intervals.
14. Support for EU CBM V Trips: Provide assistance for EU CBM V trips, including permissions and requests, and periodically report progress on these tasks.

The Consultant's services will be provided upon the request of the EU CBM Programme.

4. EXPECTED DELIVERABLES, TENTATIVE TIMEFRAME AND OTHER ARRANGEMENTS

The assignment will require the completion of the following tasks:

Deliverables <i>(provision of deliverables of required content and quality is the only criteria for consultant's payment)</i>	Estimate Workdays	Tentative timeframe
Deliverable 1: Support with preparation of Terms of References for services, goods specifications, cost estimates, work schedules provided. Documents revised and improvements provided (if the case) <u>Reporting:</u> Periodic progress reports submitted.	Up to 6 working days	October 2023 – June 2024

Deliverable 2: Support with drafting solicitation packages for the procurement of goods, consulting and non-consulting services drafted and provided (RfP, RfQ, ItB, ICs) <u>Reporting:</u> Periodic progress reports submitted.	Up to 6 working days	October 2023 – June 2024
Deliverable 3: Procurement strategies for procurement processes drafted <u>Reporting:</u> Periodic progress reports submitted.	Up to 4 working days	October 2023 – June 2024
Deliverable 4: Responses to vendor clarifications prepared by the project procurement team reviewed and adjusted; minutes of pre-bid or pre-proposal meeting and amendments to solicitation documents during the bid and proposal preparation period prepared <u>Reporting:</u> Periodic progress reports submitted.	Up to 7 working days	October 2023 – June 2024
Deliverable 5: Support during the evaluation stage provided: including preparation of the Preliminary report, Eligibility and Qualification Assessment, Technical Compliance Table, Financial comparison table and Quick Ratio calculation, Evaluation Reports for the procurement of goods, works, consulting and non-consulting services drafted and provided (RfP, RfQ, ItB, ICs, etc) as applicable <u>Reporting:</u> Periodic progress reports submitted.	Up to 26 working days	October 2023 – June 2024
Deliverable 6: Cases for UNDP contract committee review prepared and submitted <u>Reporting:</u> Periodic progress reports submitted.	Up to 8 working days	October 2023 – June 2024
Deliverable 7: Support in preparation of contracts including the aspects of special conditions, contract securities and payments requirements provided <u>Reporting:</u> Periodic progress reports submitted.	Up to 3 working days	October 2023 – June 2024
Deliverable 8: Effective management of contracts and monitoring the performance of services provided <u>Reporting:</u> Periodic progress reports submitted.	Up to 8 working days	October 2023 – June 2024
Deliverable 9: Justifications for contract amendments and direct contracting processes reviewed and adjusted <u>Reporting:</u> Periodic progress reports submitted.	Up to 8 working days	October 2023 – June 2024
Deliverable 10. Reporting: Prepare procurement-specific quarterly reports (4 reports) summarizing the procurement activities, achievements, lessons learned, and challenges faced during the project. Prepare the final procurement report. <u>Reporting:</u> Periodic progress reports submitted.	Up to 4 working days	October 2023 – June 2024
Overall estimated workload	Up to 80 working days	

Note: The provision of the envisaged deliverables approved by the *EU CBM Programme* shall be the only criteria for Consultant's work being completed and eligible for payments.

All deliverables shall be provided in English, in electronic format, in a brief and user-friendly language and require the endorsement by the Programme Manager.

All activities under this assignment shall be performed in a gender-sensitive manner and applying human rights-based approach.

5. INSTITUTIONAL ARRANGEMENTS

The Consultant will work under the direct supervision and guidance of the EU CBM Programme Manager. The Consultant will be provided with the necessary information, materials and logistics for the fulfilment of his/her tasks.

The Programme Manager will revise and accept Progress Reports within 14 calendar days from their submission.

Performance evaluation

The Consultant's performance will be evaluated against such criteria as timeliness, responsibility, initiative, communication, accuracy, and quality of the documents delivered.

Travel and other logistic arrangements

There are no travels planned under this assignment. However, if any travel outside duty station (Chisinau) will be required, the administrative costs, and logistical aspects will be covered by and arranged with the support of the EU CBM Programme Programme team.

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).

6. QUALIFICATIONS AND SKILLS REQUIRED

Academic Qualification:

- Master degree in Business Administration, Public Administration, Finance, Economics or related field;
- Specific Procurement training or certificate will be an asset;

Experience:

- At least 5 years of experience in conducting procurement processes and/or performing contract management is required;
- At least ten (10) years of experience at the national or international level in operations, procurement field;

- Experience in procurement of civil works will be an advantage.
- Experience of cooperation with UN Agencies and/or international organizations, and/or development programs will be an asset.
- Experience working in/with projects financed by the European Union will be considered an advantage.
- Proficient in using project management software and tools similar to Quantum and ATLAS

Competencies:

- Good working Knowledge of Computers, MS Office, ICT Tools, ERP;
- *Language requirements:* Fluency in Romanian and Russian, as well as working knowledge of English, are required.

Abilities:

- Ability to meet deadlines and prioritize multiple tasks;
- Good knowledge of the results-based management of the activities/initiatives;
- Demonstrated interpersonal, communication, teamwork and diplomatic skills;
- Ability to enter new environments, adapt quickly and produce immediate results;
- Proven commitment to the core values of the United Nations.

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.***

7. 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;
- 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.

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 they are the most suitable for the work including similar previous experience.

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.

8. EVALUATION

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

- Master degree in Business Administration, Public Administration, Finance, Economics or related field;
- At least five (5) years of experience in conducting procurement processes and/or performing contract management;
- At least ten (10) years of experience at the national or international level in operations, procurement field.

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 would be considered for the Financial Evaluation.

Criteria	Scoring	Maximum Points Obtainable
<u>Technical evaluation</u>		
Master's degree in business administration, Public Administration, Finance, Economics or related field	<i>Bachelor's degree – 20 pts</i> <i>Master's degree – 30 pts</i>	30
At least 5 years of experience in conducting procurement processes and/or performing contract management	5 years – <i>40 pts.</i> , each additional year of experience – <i>5 pts.</i> , up to a maximum of <i>50 pts.</i>	50
At least ten (10) years of experience at the national or international level in operations, procurement field.	10 years – <i>30 pts.</i> , each additional year of experience – <i>5 pts.</i> , up to a maximum of <i>50 pts.</i>	50
Specific Procurement training or certificate will be an asset	<i>One certificate – 20 pts., additional certificates – 10 pts;</i>	30

Experience in procurement of civil works will be an advantage.	<i>Each civil works contract – 5 pts, up to max 40 pts</i>	40
Experience of cooperation with UN Agencies and/or international organizations, and/or development programs will be an asset.	<i>One year of experience – 10 pts, each additional year – 5pts, up to max 20 pts</i>	20
Experience working in/with projects financed by the European Union will be considered an advantage.	<i>Yes – 20 pts., no– 0 pts;</i>	20
Proficient in using project management software and tools similar to Quantum and ATLAS	<i>Yes – 20 pts., no– 0 pts;</i>	20
Fluency in Romanian and Russian, as well as working knowledge of English, are required.	<i>10 pts each. (30 pts total)</i>	30
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 – 5 pts., to two or more groups – 10 pts.</i>	10
Maximum Total Technical Scoring		300
<u>Financial</u>		
Evaluation of submitted financial offers will be done based on the following formula: $S = F_{min} / F * 200$ 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).

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.