

TERMS OF REFERENCE

- A. Job Title:** National Consultant on Left bank (of Nistru River) economic sector analysis and CBM promotion
- B. Duty Station:** Home based
- C. Project reference:** EU Confidence Building Measures Programme (EU CBM 6)
- D. Contract type:** Individual Contract (IC)
- E. Duration of assignment:** up to 120 working days, in the period of June 2024 – December 2025

F. Background:

The overall objective of the EU CBM 6 Programme is to contribute to improved confidence between communities on both banks of the Nistru River, through joint initiatives involving local communities, civil society organisations, business actors and other stakeholders. The Programme has 4 major components: 1) Economic development and decent job creation for women and men; 2) Enhanced cross-river thematic cooperation between the civil society from both banks; 3) Community Development and small-scale social infrastructure support; 4) Promotion of Cultural heritage.

G. Objective:

The main objective of the consultant is to conduct analysis of the current situation of certain sectors of left bank of Nistru river economy, provide recommendations for improvements of EU CBM supported 6 cross-river thematic platforms activities as well as gather relevant data for EU CBM reports.

H. Scope of work and expected outputs:

Under the guidance of the Programme Manager, the Consultant is expected to perform the following tasks:

- Identify the needs, gather statistical data and develop analytical reports of socio-economic situation on the left bank in following sectors: Health, Environment, Education, Culture, Sport, Tourism;
- Conduct analysis of previous and current activities of 6 EU CBM Cross River Sectoral Platforms, provide set of recommendations to increase Platforms efficiency and effectiveness;
- Provide materials annual progress reports of the EU CBM Programme including data on left bank interventions' results, lessons learned, stakeholders' contributions and media coverage of Programme activities.

I. Expected Deliverables:

item no.	DELIVERABLES	Estimate Workdays	Tentative timeframe
1.	Task 1: Left bank Health Care sector Review and analysis <ul style="list-style-type: none"> • Gathering socio-economic data on current status of Left bank Health sector; • Identification of the most critical deficiencies in the sector and prioritize the needed interventions; 	Up to 20 working days	By 31 December 2024

	<ul style="list-style-type: none"> • Provide analysis of previous and planned left bank interventions of EU CBM Cross River Health Thematic platform by highlighting the lessons learned and recommend further improvements of Platform's activities based on feedback from stakeholders; • Monitor left bank media coverage in regard to Health sector developments and Thematic platform activities; have a separate chapter on media coverage in sector analytical report. <p>Deliverable 1: Analytical report on Left bank Health Care sector review and analysis.</p>		
2.	<p>Task 2: Left bank Education sector Review and analysis</p> <ul style="list-style-type: none"> • Gathering socio-economic data on current status of Left bank Education sector; • Identification of the most critical deficiencies in the sector and prioritize the needed interventions; • Provide analysis of previous and planned left bank interventions of EU CBM Cross River Education Thematic platform by highlighting the lessons learned and recommend further improvements of Platforms activities based on feedback from stakeholders. • Monitor left bank media coverage in regard to Education sector developments and Thematic platform activities; have a separate chapter on media coverage in sector analytical report. <p>Deliverable 2: Analytical report on Left bank Education review and analysis.</p>	Up to 20 working days	By 28 February 2025
3.	<p>Task 3: Left bank Environment sector Review and analysis</p> <ul style="list-style-type: none"> • Gathering socio-economic data on current status of Left bank Environment sector; • Identification of the most critical deficiencies in the sector and prioritize the needed interventions; • Provide analysis of previous and planned left bank interventions of EU CBM Cross River Environment Thematic platform by highlighting the lessons learned and recommend further improvements of Platforms activities based on feedback from stakeholders. • Monitor left bank media coverage in regard to Environment sector developments and Thematic platform activities; have a separate chapter on media coverage in sector analytical report. <p>Deliverable 3: Analytical report on Left bank Environment sector review and analysis.</p>	Up to 20 working days	By 30 April 2025
4.	<p>Task 4: Left bank Culture sector Review and analysis</p> <ul style="list-style-type: none"> • Gathering socio-economic data on current status of Left bank Culture sector; 	Up to 20 working days	By 30 June 2025

	<ul style="list-style-type: none"> • Identification of the most critical deficiencies in the sector and prioritize the needed interventions; • Provide analysis of previous and planned left bank interventions of EU CBM Cross River Culture Thematic platform by highlighting the lessons learned and recommend further improvements of Platforms activities based on feedback from stakeholders. • Monitor left bank media coverage in regard to Health sector developments and Thematic platform activities; have a separate chapter on media coverage in sector analytical report. <p>Deliverable 4: Analytical report on Left bank Culture sector review and analysis.</p>		
5	<p>Task 5: Left bank Tourism sector Review and analysis</p> <ul style="list-style-type: none"> • Gathering socio-economic data on current status of Left bank Tourism sector; • Identification of the most critical deficiencies in the sector and prioritize the needed interventions; • Provide analysis of previous and planned left bank interventions of EU CBM Cross River Tourism Thematic platform by highlighting the lessons learned and recommend further improvements of Platforms activities based on feedback from stakeholders. • Monitor left bank media coverage in regards to Health sector developments and Thematic platform activities; have a separate chapter on media coverage in sector analytical report. <p>Deliverable 5: Analytical report on Left bank Tourism sector review and analysis.</p>	Up to 20 working days	By 31 August, 2025
6	<p>Task 6: Left bank Sport sector Review and analysis</p> <ul style="list-style-type: none"> • Gathering socio-economic data on current status of Left bank Health sector; • Identification of the most critical deficiencies in the sector and prioritize the needed interventions; • Provide analysis of previous and planned left bank interventions of EU CBM Cross River Sport Thematic platform by highlighting the lessons learned and recommend further improvements of Platforms activities based on feedback from stakeholders. • Monitor left bank media coverage in regards to Health sector developments and Thematic platform activities; have a separate chapter on media coverage in sector analytical report. <p>Deliverable 6: Analytical report on Left bank Sport sector review and analysis.</p>	Up to 20 working days	By 30 October 2025
	Total	Up to 120 working days	

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

J. Organizational Setting:

The National Consultant will work under the direct supervision of the EU CBM 6 Programme 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 instalments 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

No travel was envisaged during the assignment. In the case of unforeseeable travel, payment of travel costs including tickets, lodging, and terminal expenses should be agreed upon, between the respective business unit and Individual Consultant, prior to travel and will be reimbursed.

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:

I. Academic Qualifications:

- Bachelor's degree in management, economics, the social sciences, and humanities, or other relevant areas;
- Master's or Ph.D. degree will be an asset.

II. Years and sphere of experience:

- At least five years of experience in development programs/projects as well as in interacting with SMEs, NGOs.
- A good understanding of the context of work on the left bank of the Nistru river and the nuances of interaction with local representatives of the business community;
- Experience in working with women-led associations and promoting gender equality.

III. Competencies:

- Experience in projects with the principles of confidence-building measures;
- In-depth understanding of the region's economic development as well as confidence-building measures;
- Good understanding of the specifics of work on the left bank of the Nistru river;
- Expertise in Trade and Economic Development;
- Knowledge of Gender and Social Inclusion;
- Strong analytical skills and ability to interpret data;

- Ability to conduct thorough research and analysis;
- Skills of effective communication with different categories of the population, including representatives of local administrations, NGOs and the media, business associations, chambers of commerce and industry, and enterprises;
- Excellent command of the Russian language, including excellent skills in preparing text materials in Russian. Proficiency in Romanian and English language is a plus;
- Computer skills, ability to use office equipment, effective use of information technology and tools.

IV. Interpersonal Skills:

- Resourcefulness and creativity;
- Strong communication and relation-building skills;
- Ability to collaborate and work effectively in a team;
- Excellent problem-solving and decision-making abilities;
- Strong organizational and time management skills;
- Attention to detail and ability to meet deadlines;
- Adaptability and flexibility in a fast-paced environment.

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.

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 five years of experience in developing programs/projects (targeting local communities development and non-governmental and associative sector) on the left bank.

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.

Criteria	Scoring	Maximum achievable points
Bachelor's degree in economics, management, the social sciences and humanities, or other relevant related areas	Bachelor's degree – 20 pts., Master's degree – 35 pts. Ph.D. – 40 pts.	40
At least five years of experience in donor funded development programs/projects on left bank (targeting local communities development and non-governmental and associative sector)	5 years – 40 pts., each additional year – 5 pts.; up to max. 80 pts.	80
At least two years of experience in Trade and/or Economic Development (projects related to trade policies, international trade agreements, economic development strategies, market dynamics, and value chains are an asset)	2 years – 35 pts., each additional year – 5 pts.; up to max. 50 pts.	50
Previous experience of Gender and Social Inclusion (projects promoting gender integration and social inclusion are an asset)	1 project – 10 pts.; 2 projects – 20 pts.	20
Previous experience of working with various stakeholders on the banks of the Nistru River, including interaction with local representatives of the business community	1 year – 20 pts.; 2 years – 40 pts.	40
Experience in projects with the principles of confidence-building measures	1 year – 20 pts.; 3 years – 35 pts.	35
Excellent command of the Russian language, including excellent skills of preparing text materials in Russian. Fluency in Romanian and English languages is an asset	10 pts. 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 – 2.5 pts., to two or more groups – 5 pts.)	5

Maximum overall technical result	300
Financial analysis	
Submitted financial proposals will be assessed according to the following formula: $S = F_{min} / F * 200$ 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 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)