



## INDIVIDUAL CONSULTANT PROCUREMENT NOTICE

Date: **06 November, 2013**

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**Country:** Republic of Moldova

**Description of the assignment:** National consultant(s) to develop the training materials and deliver ToT trainings on entrepreneurship development and promotion for the SYSLAB Chisinau Center team, based on available advanced models

**Project name:** Innovative Entrepreneurship for Sustainable Employment

**Period of assignment/services:** up to 7 working days per each module during November 2013 – March 2014

**Application instructions:** Proposals should be submitted **on-line** by pressing the “**Apply on-line**” link, no later than **13 November, 2013**.

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

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### 1. BACKGROUND

The development of human capital is viewed as a prerequisite for an inclusive and sustainable economic growth. Moreover, it is increasingly seen at the cornerstone for both advanced and emerging economies seeking to speed up economic development and address the challenges posed by the global economic crisis.

From the development perspective, the labor plays critical role for Moldova’s socio-economic modernization, as it is one of the few resources available in the country. However, long hailed as a country with abundant labor resources, Moldova has increasingly found that labor (mostly as quality, but also quantity) has become its major development constraint, with Moldova’s labor endowment suffering considerably in the last two decades. The prospects for the quantity of labor force available in the future are not necessarily brighter given continuous outward migration and dire demographic outlook.

This loss in the labor force was only partly offset by the improvements in the labor productivity, which remained the lowest in the CEE and Western CIS region. Capital and skill endowments are amongst chief determinants of the labor productivity. In their turn, the skill endowment is largely dependent not only on the quality of the country’s education system, but also on training programs provided by various institutions.

The Innovative Entrepreneurship for Sustainable Employment Project was designed to establish career centers in four most important regions of Moldova with the goal to train and assist qualified unemployed and graduates in obtaining relevant employment in Moldova, preventing brain-waste, as well as brain-drain, and supporting economic growth of the country.

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

The national consultant(s) is/are expected to:

- Develop the teaching materials by adapting already available modules and/or by developing new modules, based on existing European and international models and best practices;
- Implement a training of trainers exercise to train the team of the SYSLAB Chisinau Center, by providing TOTs based on modules (see below);
- Implement a training of trainers to train the regional SYSLAB teams, based on same or adapted teaching modules (see below);
- Eventually revise the training materials and provide the Project with the final version of the training curriculum.

The training curriculum shall contain at least the below **ToT modules**:

**Module A.** Key provisions of the business start-up and labour market legislation in the Republic of Moldova: opportunities and challenges.

**Module B.** Business strategy and planning - insider tips and expert advice on writing and implementing a business plan. Case studies.

**Module C.** Business financial management: optimization of costs and maximization of profits.

**Module D.** Advanced sales and marketing techniques. Case studies.

**Module E.** Management of human resources in start-up and development phases.

**Module F.** Taxation of SMEs. Case studies.

**Module G.** Financing start-ups: what resources are available on the market? Case studies.

**Module H.** Public procurement in goods and services and existing legislation governing public procurement.

The national consultant(s) could apply for the development and implementation of all or selective modules, based on the above list. This shall be clearly stated in the technical proposal of the applicant.

Note: in case the national consultant is able to deliver training materials for several modules, such materials shall be integrated. The management of the Project will further integrate all other developed modules, so that to obtain one single modular curriculum.

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

## **3. REQUIREMENTS FOR EXPERIENCE AND QUALIFICATIONS**

### **I. Academic Qualifications:**

- Master Degree in business administration, economics, public administration, social sciences, law or related areas. Additional training and certification in conducting ToT activities in business planning and administration is mandatory.

### **II. Experience:**

- At least four (4) years of progressively responsible experience at the national or regional levels in developing training materials for trainers in business planning and administration;
- At least three (3) years of progressively responsible experience in consulting or facilitating business start-ups, including at the level of business incubators and/or start-up consultancy companies;
- Previous experience in development assistance or related work for a donor organization, governmental institutions, NGO/think-tank or private sector / business consulting firm is a strong advantage.

### III. Competencies and Skills:

- Strong communication and teamwork skills;
- Experience in the usage of computers and office software packages (MS Word, Excel, etc)
- Fluency in both oral and written Romanian and Russian is a must; knowledge of English is a strong advantage.

## 4. DOCUMENTS TO BE INCLUDED WHEN SUBMITTING THE PROPOSALS

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

1. Cover letter, explaining why he/she is the most suitable for the work;
2. Technical proposal, including the list of modules and outline of the module(s);
3. Financial proposal;
4. Personal CV including past experience in similar projects and at least 3 references, or dully filled Personal History Form (P11).

## 5. FINANCIAL PROPOSAL

The financial proposal shall specify a total lump sum amount per module, 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). **In case you are applying for more modules, please specify the financial proposal for each module separately.** 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 daily fee and number of anticipated working days per each module).

Travel is not envisaged under this assignment. In 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.

## 6. EVALUATION

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

- Master Degree in business administration, economics, public administration, social sciences, law or related areas;
- Training and certification in conducting ToT activities in business planning and administration;
- 4 years of progressively responsible experience at the national or regional levels in developing training materials for trainers in business planning and administration.

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:

- a) responsive/compliant/acceptable, and
- b) 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 |
|---|--|---------------------------|
| <b><u>Technical</u></b>   |  |                           |
| Master Degree in business administration, economics, public administration, social sciences, law or related areas   | (Master's – max 35 pts, PhD's – max 40 pts)            | 40                        |
| Training and certification in conducting ToT activities in business planning and administration   | (yes – max 50 pts, no – 0 pts)                         | 50                        |
| <b><u>Interview</u></b>   |  |                           |
| 4 years of progressively responsible experience at the national or regional levels in developing training materials for trainers in business planning and administration  | (4 years – max 40 pts, >4 years – max 45 pts)          | 45                        |
| 3 years of progressively responsible experience in consulting or facilitating business start-ups, including at the level of business incubators and/or start-up consultancy companies   | (3 years – max 50 pts, >3 years – max 55 pts)          | 55                        |
| Previous experience in development assistance or related work for a donor organization, governmental institutions, NGO/think-tank or private sector / business consulting firm  | (max 25 pts.)  | 25                        |
| Strong communication and teamwork skills  | (max 30 pts.)  | 30                        |
| Experience in the usage of computers and office software packages (MS Word, Excel, etc)   | (max 30 pts.)  | 30                        |
| Fluency in both oral and written Romanian and Russian is a must; knowledge of English is a strong advantage   | (Romanian–10 pts., Russian – 10 pts, English - 5 pts.) | 25                        |
| <b>Maximum Total Technical Scoring</b>  |  | <b>300</b>                |
| Evaluation of submitted financial offers will be done based on the following formula:<br><b><math>S = F_{min} / F * 200</math></b><br>S – score received on financial evaluation;<br>Fmin – the lowest financial offer out of all the submitted offers qualified over the technical evaluation round;<br>F – financial offer under consideration. |  | <b>200</b>                |

### 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**