



INDIVIDUAL CONSULTANT PROCUREMENT NOTICE

Date: **06 December, 2013**

Country: Republic of Moldova

Description of the assignment: National consultant to provide administrative assistance in daily running of the Rezina Regional SYSLAB Center (to be locally recruited) – Office Assistant for the Rezina Regional SYSLAB Center

Project name: Innovative Entrepreneurship for Sustainable Employment

Duty Station: Rezina, Moldova

Period of assignment/services: January – December 2014, with possibility of extension up until 2015

Application instructions: Proposals should be submitted **on-line** by pressing the “**Apply on-line**” link, no later than **15 December, 2013**.

Requests for **clarification only** must be sent by standard electronic communication to the following e-mail: 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.

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. One training center will be established in Chisinau and three centers will be established in the regions of Moldova.

For the training Centre to be established in Rezina, a Coordinator of the Centre, a career advisor and an assistant will be recruited.

For detailed information about the focus of the SYSLAB Project, please refer to Annex 1 – Terms of Reference.

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

The Office Assistant of the SYSLAB Centre in Rezina, in close cooperation with Coordinator of the SYSLAB Rezina Center, will ensure the provision of development services and products of the highest quality and standards to national counterparts and clients, applying HRBA and GE approaches. More specifically, he/she will be responsible for the achieving and implementing the following:

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

3. REQUIREMENTS FOR EXPERIENCE AND QUALIFICATIONS

I. Academic Qualifications:

- Secondary education is required. University Degree in economics, international relations, public administration or other related field would be an advantage.

II. Experience:

- 1 to 2 years of experience in administrative work, personnel administration, international relations, organizational development and entrepreneurship, or other substantive area is preferred, but not mandatory.
- Previous experience in development assistance or related work for a donor organization, consulting company, local NGO, academia, or LPA.

III. Competencies and Skills:

- Strong communication and teamwork skills;
- Experience in the usage of computers and office software packages (MS Word, Excel, etc) advanced knowledge of spreadsheet and database packages, experience in handling of web based management systems is necessary.
- Fluency in both oral and written English, Romanian and Russian is a must;

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. Financial proposal;

3. 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, and payment terms around specific and measurable (qualitative and quantitative) deliverables. Payments to the Individual Consultant are made in equal installments, monthly, based on the submission and approval of the time sheets (monthly) and quarterly activity reports. The Consultant is required to be present at work Monday-Friday, from 8:30 to 17:30. 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 monthly fee and number of anticipated working days/month, taxes, mobile phone calls, etc.).

Travel to Chisinau SYSLAB Centre is envisaged under this consultancy, which will be agreed with the Project Manager in advance and covered by the project.

6. EVALUATION

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

- Secondary education;
- Previous experience in administrative work, personnel administration, international relations, organizational development and entrepreneurship, or other substantive area.

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
<u>Technical</u>		
Secondary education is required. University Degree in economics, international relations, public administration or other related field would be an advantage	(Secondary education – max 50 pts; University degree – max 55 pts, Master's/ PhD's – max 60 pts)	60
<u>Interview/Written Test</u>		
Previous experience in administrative work, personnel administration, international relations, organizational development and entrepreneurship, or other substantive area. 1 to 2 years of experience is preferred, but not mandatory	(less than 1 year – max. 50 pts, 1 year – max 55 pts, 2 years – max 60 pts, >2 years – max 65 pts)	65

Previous experience in development assistance or related work for a donor organization, consulting company, local NGO, academia, or LPA is an advantage	(max 50 pts.)	50
Strong communication and teamwork skills	(max 45 pts.)	45
Experience in the usage of computers and office software packages (MS Word, Excel, etc); advanced knowledge of spreadsheet and database packages, experience in handling of web based management systems is necessary	(max 50 pts.)	50
Fluency in oral and written English, Russian and Romanian is a must	(Romanian–max 10 pts., Russian – max 10 pts, English - 10 pts.)	30
Maximum Total Technical Scoring		300
Evaluation of submitted financial offers will be done based on the following formula: $S = F_{min} / F * 200$ S – score received on financial evaluation; Fmin – 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).

ANNEXES:

ANNEX 1 – TERMS OF REFERENCES (TOR)

ANNEX 2 – INDIVIDUAL CONSULTANT GENERAL TERMS AND CONDITIONS