



INDIVIDUAL CONSULTANT PROCUREMENT NOTICE

Date: **5 August 2014**

Country: Republic of Moldova

Description of the assignment: Logistics assistant to support the implementation of the JILD, Performance based Budgeting Project and Anti-corruption initiative

Project name: Joint Integrated Local Development Programme

Period of assignment/services: Starting from 15 September 2014, estimated workload up to 215 days during 15 months.

Proposals should be submitted **on-line** by pressing “Apply on-line” link, no later than **26 August 2014**.

Requests for **clarification only** must be sent by standard electronic communication to the following e-mail: constantin.elisei@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 Government of Moldova explicitly acknowledges that decentralization represents an essential item on the reform agenda of the country. The goal is to provide quality services to women and men equitably - including the rights of persons from vulnerable groups - through building autonomous and democratic local governments, able to manage efficiently their responsibilities. Thus, on April 5, 2012 the Parliament of the Republic of Moldova adopted the National Decentralization Strategy that represents the main policy document in the field of local public administration and establishes the national mechanisms to ensure genuine local autonomy.

Prior to Strategy’s approval, the Government has benefited from the support provided by the Joint Integrated Local Development Programme/JILD implemented by UNDP and UN Women and funded by the Government of Sweden and UNDP. Given the stringent need to further advance with the implementation of the Decentralization Strategy, and building on the successful cooperation with the Joint Integrated Local Development Programme, the State Chancellery together with United Nations have designed a new Programme phase to support the implementation of the Decentralization Strategy at policy and local levels.

The Overall Objective of the Programme is to support better and equitable service provision and sustainable local development, facilitated by the improved legal and institutional framework resulting from the implementation of the National Decentralization Strategy. The Immediate Objectives of the Programme are:

- To support the Government in improving the policy and legal framework as mandated by the National Decentralization Strategy to ensure local autonomy, availability of resources, and more effective local management for better and equitable service provision.
- To improve the capacity of Local Public Authorities/LPAs to deliver efficient, equitable and

- accessible local public services, to facilitate sustainable development and foster social inclusion.
- The interventions at the local level (20 target communities) will aim at developing models of operational local governments - ‘champions of change’ - by providing support to implement changes in the operation and structure of local governments in line with the changes brought by the Decentralization strategy.

Within JILDP, two separate projects are being implemented and Assistant support is requested for the successful implementation of their activities:

- Performance Based Budgeting project is being implemented with the support of Slovak Ministry of Finance
- A specific anticorruption initiative is implemented with the financial support of the UNDP’s Global Thematic Programme on Anti-Corruption for Development Effectiveness (PACDE)

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

The JILDP/UNDP seeks a Logistics assistant to support the implementation of the Joint Integrated Local Development Programme, Performance based Budgeting Project and Anti-corruption initiative (hereinafter Assistant) is to provide to support the implementation of the activities within PBB and Anticorruption projects, as well as support JILDP Administrative Financial Associate in accomplishment of office assistance related tasks.

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

3. REQUIREMENTS FOR EXPERIENCE AND QUALIFICATIONS

I. Qualifications:

- University degree in foreign languages, international relations, or related areas; certification in administration desirable;

II. Experience:

- At least three years of experience in administrative work, or other substantive area is required;
- At least one year of progressively responsible experience in interpretation/ translation with a national/international organization;
- Previous experience in development assistance or related work for a donor organization, consulting company, or NGO is compulsory.
- Experience in the usage of computers and office software packages (MS Word, Excel, Outlook etc.) and advance knowledge of spreadsheet and database packages.

III. Competencies:

- Demonstrated capacity of team-orientation work, excellent planning and organizational skills;
- Strong communication and inter-personal skills; including the ability to effectively communicate with persons from a variety of backgrounds;
- Ability to achieve results and deadlines in a timely manner, maintaining a high standard throughout.
- 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. Proposal explaining why they are 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 (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 (fee per day * days) of this lump sum amount (including fee, taxes, per diems, and number of anticipated working days).

Travel

All envisaged travel costs must be included in the financial proposal. This includes all travel to join duty station/repatriation travel. In general, UNDP should not accept travel costs exceeding those of an economy class ticket. Should the IC wish to travel on a higher class he/she should do so using their own resources.

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.

6. EVALUATION

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

- University degree in foreign languages, international relations, or related areas;
- At least three years of experience in administrative work, or other substantive area is required;
- At least one year of progressively responsible experience in interpretation/ translation with a national/international organization;

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>		
University degree in foreign languages, international relations, or related areas;	<i>(university degree – 20 pts, master degree – 30 pts)</i>	30
At least three years of experience in administrative work, or other substantive area is required;	<i>(3 years -10 pts; each additional year- 10 pts up to max.40 pts.)</i>	40

At least one year of progressively responsible experience in interpretation/ translation with a national/international organization;	<i>(1 year -10 pts; each additional year- 10 pts up to max.30 pts.)</i>	30
Previous experience in development assistance or related work for a donor organization, consulting company, or NGO is compulsory.	<i>(each year of such experience - 10 pts., up to - 40 pts.)</i>	40
Experience in the usage of computers and office software packages (MS Word, Excel, Outlook etc.) and advance knowledge of spreadsheet and database packages	<i>(basic – 10 pts, advanced – 20 pts)</i>	20
Fluency in English, Romanian and Russian orally and in writing	<i>(Romanian and Russian – 5 pts each; English – 10pts)</i>	20
Interview	<i>(40 – demonstrated technical knowledge and experience; 40 – fluency in oral English; 15 – communication/ interpersonal skills; 15 – initiative; 10 – creativity/ resourcefulness)</i>	120
Maximum Total Technical Scoring		300
<u>Financial</u>		
Evaluation of submitted financial offers will be done based on the following formula: <u>S = Fmin / F * 200</u> 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