



INDIVIDUAL CONSULTANT PROCUREMENT NOTICE

Date: **16 September 2015**

Country: Republic of Moldova

Description of the assignment: Communication Consultant to assist Joint Integrated Local Development Programme in organizing the International Conference on Decentralization

Project name: Joint Integrated Local Development Programme

Period of assignment/services: Starting from October 2015, estimated workload up to 40 days during 2.5 months.

Proposals should be submitted **on-line** by pressing "Apply on-line" link, no later than [30 September 2015](#).

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

The National Decentralization Strategy approved by the Parliament in 2012, is the main policy document that gives the framework for local government reform and provides direction to the Government of Moldova, with clear goals, objectives and an action plan, where most important measures are to be taken and implemented in the period of 2012-2015 in the following areas: 1) allocation of responsibilities; 2) fiscal decentralization; 3) decentralization of property; 4) local economic development, urban and regional planning; 5) administrative capacity (territorial-administrative organization); 6) institutional capacity; 7) democracy, participation and ethics. Clarification of competences, fiscal decentralization and territorial-administrative consolidation are the determining factors in the reform process.

As the National Decentralization Strategy is in its last year of implementation, the State Chancellery (the body responsible for leading and coordinating the Decentralization Reform) has requested UNDP's support in critically assessing its degree of implementation and providing policy recommendations for further promoting and implementing the decentralization reform.

Prior to Strategy's approval, the Government has benefited from the support provided by the Joint Integrated Local Development Programme/JILDLP implemented by UNDP and UN Women and funded by

the Government of Sweden and UNDP. The new Programme phase (2013-2015) to support the implementation of the Decentralization Strategy at policy and local levels provided by the JILDLP and funded by the Government of Denmark and UNDP. The Development 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: (1) 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, and (2) To improve the capacity of LPAs to deliver efficient, equitable and accessible local public services, to facilitate sustainable development and foster social inclusion.

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

JILDLP/UNDP seeks Communication Consultant (hereinafter Consultant) to assist the Joint Integrated Local Development Programme in organizing 2-day International Conference "Decentralization in Moldova at a crossroads" in Chisinau, during the first week of November 2015 (tentative).

To accomplish the assignment, the communication consultant will assist the JILDLP Communication Officer and the entire team, as well as conference partners with the following tasks:

- ensure and confirm participation of media;
- maintain the Conference webpage;
- ensure successful preparation and organization of an exhibition of best practices during the conference;
- provide support in drafting visibility and informational materials.

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

3. REQUIREMENTS FOR EXPERIENCE AND QUALIFICATIONS

I. Academic Qualifications:

- University degree in communications, public relations, media or other related field.

II. Years of experience:

- A minimum of 3 years of professional experience in public relations, communications or journalism;
- Experience in previous organization of similar events;
- Previous experience in coordination, editing of publications;
- Previous experience in development assistance or related work for a donor organization, consulting company, or NGO.

III. Competencies:

- Strong conceptual, creative, analytical and planning skills in high level events coordination;
- Ability to interact with governmental agencies/civil society organizations, good interpersonal skills and organizational proficiency;
- Outstanding drafting and communication skills. Proven communication tools writing skills;
- Strong coordination and facilitation skills;
- Results oriented, flexible and problem solving.

IV. Personal qualities:

- Proven commitment to the core values of the United Nations; in particular, is respectful of differences of culture, gender, ethnicity, nationality, language, age, HIV status, disability, and sexual orientation, or other status;
- Responsibility;
- Flexibility;
- Punctuality.

4. DOCUMENTS TO BE INCLUDED WHEN SUBMITTING THE PROPOSALS

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

1. Proposal:
 - a. explaining how the applicant responds to each of the qualification requirements and why he/she is the most suitable for the work (particularly providing details on the previously implemented similar projects and assignments and previous experience in the fields related to this consultancy as described in the terms of reference);
 - b. describing a short vision on achievement of tasks;
2. Personal information (Personal History Form/P11) including records of past experience in similar projects/assignments and concrete outputs obtained with the three references;
3. Financial proposal in (USD, specifying a total lump sum amount) as described below.

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 of this lump sum amount (including travel, per diems, and number of anticipated working days).

Travel

No travel costs are envisaged by this assignment. UNDP should not accept travel costs exceeding those of an economy class ticket. Should the IC wish to travel on a higher class she/he 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 communications, public relations, media or other related field;
- Minimum 3 years of professional experience in public relations, communications or journalism.

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).

Technical evaluation will be based on a thorough desk review of applications.

Only candidates obtaining a minimum of 70% score of the technical evaluation (at least 210 points) would be considered for the Financial Evaluation.

Criteria	Scoring	Maximum Points Obtainable
<u>Technical evaluation</u>		
University Degree or equivalent in communications, public relations, media or other related field	(under-Master's – 10 pts, Master's – 25 pts)	25
At least of 3 years of professional experience in public relations, communications or journalism.	(3 years of experience – up to 60 pts., 3-5 years of experience – up to 80 pts., more than 5 years – up to 100 pts)	100
Previous experience in organization of similar events	(no -0 pts., to some extent – up to 35pts., yes – up to 70 pts.)	70
Previous experience in coordination, editing of publications	(no -0 pts., to some extent – up to 25pts., yes – up to 50 pts.)	50
Previous experience in development assistance or related work for a donor organization, consulting company, or NGO	(no -0 pts., to some extent – up to 15pts., yes – up to 30 pts.)	30
Fluency in English and Romanian; knowledge of Russian is an advantage	(Romanian - 10 pts; English – 10 pts Russian – 5 pts)	25
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; 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