



INDIVIDUAL CONSULTANT PROCUREMENT NOTICE

Date: 27 November 2012

Country: Republic of Moldova

Description of the assignment: National Consultant for development of a brief Study on options regarding remittances in Moldova

Programme name: UNDP / IOM / UN WOMEN Joint Pilot Programme "Mainstreaming of Migration into Development in Moldova" (MOMID)

Period of assignment/services: 25 working days, during December 2012 – March 2013

Proposals should be submitted online by pressing the "Apply Now" button or by email to vacancies-moldova@undp.org, no later than **11 December 2012**.

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

Recently, Moldova approved its National Development Strategy "Moldova 2020" which approaches migration from the point of view of human capital return and retention and the development of a new economic growth model. The current level of remittances reflects mostly the subsistence-oriented spending of migrant families in Moldova, while actual savings are made abroad. Thus the pool of resources available for lending/investment will increase if migrants become confident in the business climate and remit more and invest. The Moldova 2020 strategy aims at stimulating capital formation by removal of the binding constraints in doing business/investing remittances and at creating more opportunities at home to retain the labour force and reach the target to reduce youth emigration to 10% by 2020.

The Joint Pilot Programme "Mainstreaming of Migration into Development in Moldova" (MOMID) is devised to facilitate harnessing the benefits from inter-linkages between migration and development and mitigating negative consequences by putting forward a **National Migration Mainstreaming Proposal** based on a comprehensive assessment of the migration management framework and policy coherence in Moldova. It shall afford a systematic and comprehensive whole-of-government approach to mainstreaming of migration into development planning in line with the National Development Strategy "Moldova 2020" and orient future policy coordination and action on migration and development. To fulfill this objective, series of inter-related consultation, capacity development, and awareness-raising activities have been envisaged, among which the present consultancy on the use of remittances.

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

2. SCOPE OF WORK

A National Consultant (hereinafter: "Consultant") is sought to develop a brief assessment/feasibility analysis (hereinafter: "Study") with the view to (1) update the previous studies in the area of concern, and (2) explore currently available options in light of recent developments and international experience regarding use of remittances and savings abroad for the purpose of development in Moldova and (3) provide concrete recommendations on relevant applicable instruments in the Moldovan context. Options proposed for consideration may include but not be limited to: life insurance schemes, non-state pensions, investment funds, Diaspora bonds, real-estate purchasing/mortgage schemes backed by remittances flows as collateral, etc.

In this respect, the Consultant's tasks will include, but will be not limited to, the following tasks:

- Carrying-out of a comprehensive desk review to get acquainted with the results of previous studies undertaken in Moldova so far, as well as analyzing other available resources on the topic, printed or electronic, such as: best practices, reports, methodologies, legislative and policy documents, international standards and guidelines, statistical survey data etc.; As a result, the Consultant is expected to propose a draft structure of the Study and discuss it with the Programme Team;
- Conducting bilateral interviews with the relevant in-country stakeholders with the view to discuss ideas and options for

the use of remittances and migrants' savings, and their respective relevance and appropriateness. Potential stakeholders to be consulted include the State Chancellery, Ministry of Economy, Organization of Small and Medium Enterprises, National Bank of Moldova, Ministry of Labor, Social Protection and Family, UNCT, as well as relevant actors within Civil Society, including Diaspora representatives, Think-tanks, Academia and private sector;

- Developing a brief Study not exceeding 30 pages of text on options for using remittances and migrants' savings abroad for the benefit of migrants and overall development in Moldova. The Study should reflect the situation of migrants' financial resources used and changes therein over the past years; provide an overview of the still relevant findings of the previous policy recommendations put forward in Moldova so far, and explore available options drawn from consultant's own entry points other country's best practices and based on bilateral consultations with the in-country stakeholders. The Study may be drafted in Romanian language.
- Submit the draft Study to IOM / UNDP / UN WOMEN, factor in feedback, and present and validate the respective Study in a multi-stakeholder technical meeting, in view of gathering participants' feedback and advocating for implementation of the Study recommendations.
- Factoring in the feedbacks collected during the validation meeting into a Final version of the Study and submitting it to the Programme Team.

3. REQUIREMENTS FOR EXPERIENCE AND QUALIFICATIONS

1. Academic Qualifications:

- At least master degree in Economics, Business or other relevant field.
- Other formal education relevant for the assignment;

2. Years of experience:

- At least 5 years of experience in execution of assessments, evaluations, analytical reports, preferably in the fields of economy, public administration, development and/or migration. Experience of working with public national authorities in the area of strategic planning and sector development policies will be a strong asset.
- Relevant experience in the area of migration, community development, and social development is desirable;

3. Competencies:

- Profound understanding of the implications of remittances in general and in Moldova specifically;
- Proven experience in drafting strategic documents and analytical studies/reports in an accurate and concise manner;
- Good analytical, organizational, and facilitation skills;
- Fluency in written and spoken English and Romanian, good command of Russian (deliverables and drafts thereof may be provided in Romanian)
- Computer literacy and ability to effectively use the office technology equipment and IT tools.

4. Personal Qualities and other requirements:

- Good interpersonal skills, solid judgment/decision making, initiative and creativity;
- Cultural and gender sensitivity;

4. DOCUMENTS TO BE INCLUDED WHEN SUBMITTING THE PROPOSALS

Interested individuals must submit, besides a cover letter explaining how applicants respond to each of the qualification requirements and why he/she is the most suitable for the work, the following documents/information to demonstrate their qualifications:

1. Personal information (as a detailed CV or as a Personal History Form/P11) including records on past experience in similar projects/assignments and concrete outputs obtained, and at least 3 references;
2. Technical Proposal: Provide a brief (max. 2 pages) methodology on how they will approach and conduct the work, incl. the stakeholders envisaged to be consulted;
3. Financial proposal (in USD), specifying a total lump sum amount and a breakdown per working days and other related expenses.

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 all related costs e.g. fees, phone calls, etc.) and the number of anticipated working days.

6. EVALUATION

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

- At least master degree in Economics, Business or other relevant field.
- At least 5 years of experience in execution of assessments, evaluations, analytical reports, preferably in the fields of economy, public administration, development and/or migration. Experience of working with public national authorities in the area of strategic planning and sector development policies will be a strong asset.
- Proven experience in drafting strategic documents and analytical studies/reports in an accurate and concise manner;

The short-listed individual consultants will be further evaluated based on the following methodology:

Cumulative analysis

The award of the contracts shall be made to the individual consultants whose offers have been evaluated and determined as:

- responsive/compliant/acceptable, and
- 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	Max.Points Obtainable
Technical		
1. At least master degree in Economics, Business or other relevant field.	Master's – 45 pts, PhD – 50 pts	50
2. At least 5 years of experience in execution of assessments, evaluations, analytical reports, preferably in the fields of economy, public administration, development and/or migration. Experience of working with public national authorities in the area of strategic planning and sector development policies will be a strong asset;	5 years - 40 pts, Experience with public authorities – 10 pts	50
3. Profound understanding of the implications of remittances in general and in Moldova specifically;	Large – 30-40 pts, to some extent – 10-30 pts, No-0 pts	40
4. Proven experience in drafting strategic documents and analytical studies/reports in an accurate and concise manner;	Large – 30-40 pts, to some extent – 10-30 pts	40
5. Relevant experience in the area of migration, community development, and social development is desirable;	Large – 20-30 pts, to some extent – 10-20 pts, No-0 pts	30
6. Good analytical, organizational, and facilitation skills;	Large – 20-30 pts, to some extent – 10-20 pts, No-0 pts	30
7. Good interpersonal skills, solid judgment/decision making, initiative and creativity;	Large – 10-20 pts, to some extent – 05-10 pts	20
8. Cultural and gender sensitivity;	Large – 10-15 pts, to some extent – 05-10 pts,	15
9. Fluency in written and spoken English and Romanian, good command of Russian	Romanian – 05 pts, English – 05 pts, Russian – 05 pts	15
10. Computer literacy and ability to effectively use the office technology equipment and IT tools.	Large – 05-10 pts, to some extent – 05 pts	10
Maximum Total Technical Scoring		300
Financial		
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 candidates will be those who accumulated the highest aggregated score (technical scoring + financial scoring).

ANNEXES:

ANNEX 1 – TERMS OF REFERENCES (TOR)

ANNEX 2 – INDIVIDUAL CONSULTANT GENERAL TERMS AND CONDITIONS