

## INDIVIDUAL CONSULTANT PROCUREMENT NOTICE

Date: **11 December, 2017**

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**Country:** Republic of Moldova

**Description of the assignment:** National Consultant on Construction Engineering and Spatial Planning

**Project name:** Migration and Local Development Project (MiDL)

**Period of assignment/services:** Starting from December 22/ 2017 during 8 months (up to 104 working days)

Proposals should be submitted **on-line** by pressing "Apply on-line" link, no later than **17 December 2017**.

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

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### 1. BACKGROUND

The 'Migration and Local Development Project's' (MiDL) overall objective is to support the communities affected by migration in improving essential local public services namely water and sanitation, health, social and education services, as well as increasing the access of citizens to income-generating opportunities, including improved employment reintegration support for returnees. In this regard, a total number of 40 urban and rural communities from Moldova were selected (in two phases) as target localities under this project for piloting a comprehensive assistance package, aiming to creating viable national models of successful (re)integration of migrants/returnees and mainstreaming of norms and methodologies for migration considerations into sustainable local development.

In this context, MiDL is financially supporting the implementation of 9 pilot community projects related to construction works (15,000\$ grants per project), developed and co-financed in partnership by local authorities and Associations of Natives ("Asociații de Băștinași). The community projects are already selected and the granting process is on-going.

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

The **overall objective** of National Consultant on provision of engineering assistance for community development projects (hereinafter Consultant) assignment is to provide technical assistance during the entire cycle of the implementation of community projects co-financed by MiDL/UNDP.

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

### 3. REQUIREMENTS FOR EXPERIENCE AND QUALIFICATIONS

#### I. Qualifications:

- University Degree in civil engineering, and / or architecture / construction or other relevant fields;
- II. Experience:
- At least five years of professional working experience in the civil engineering, urbanism and spatial planning;
  - At least five years of work within the specific of local development context;
  - Previous experience in civil engineering, local construction norms and standards, building laws;
  - Proven experience in spatial planning national regulation framework;
  - Practice and abilities in implementation of community development programs;
- III. Competencies:
- A strong client-service orientation;
  - High level of responsibility and organization capacities;
  - Computer proficiency, including knowledge of MS Office products (Word, Excel, Power Point) and spatial planning software;
  - Proficiency in Romanian and Russian;
  - Sensitivity and respect for sustainable development, human rights and gender equality;
  - Ability to deal with people with tact and diplomacy;
  - Ability to achieve results and deadlines in a timely manner, maintaining a high standard throughout;
  - Proven commitment to the core values of the United Nations, in particular, respecting differences of culture, gender, religion, ethnicity, nationality, language, age, HIV status, disability, and sexual orientation, or other status.

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

Interested individual consultant 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 (USD, specifying a total lump sum amount) as described below;
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 consultancy day in office \* days; fee per consultancy day in field \* 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 civil engineering and / or architecture /construction or other relevant fields;
- At least five years of professional working experience in civil engineering, urbanism and spatial planning;
- At least five years of work within the specific of local development context;

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:

- 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	Maximum Points Obtainable
<b>Technical</b>		
University Degree in civil engineering, architecture, construction or other relevant fields;	<i>university degree – 20 pts, master degree – 30 pts</i>	<b>30</b>
At least five years of professional working experience in the civil engineering, urbanism and spatial planning field;	<i>5 years -40 pts; more than 5 years – 10 pts for each additional year, maximum 70 pts.)</i>	<b>70</b>
At least five years of work within the specific local development context	<i>5 years - 50 pts; more than 3 years – 10 pts for each additional year, maximum 70 pts.)</i>	<b>70</b>
Previous experience in civil engineering, local construction norms and standards, building laws	<i>no – 0 pts., three engineering projects - 20 pts., more than three engineering projects - up to maximum of 40 pts</i>	<b>40</b>
Proven experience in spatial planning national regulation framework	<i>no – 0 pts., up to three planning projects - 5 pts., more than three planning projects - up to maximum of 20 pts.</i>	<b>20</b>
Practice and abilities in implementation of community development programs	<i>no – 0 pts., three community programs - 10 pts., more than three community programs - up to maximum of 30 pts.</i>	<b>30</b>
Computer proficiency, including knowledge of MS Office products and spatial planning software	<i>No – 0 pts., basic – 10 pts, advanced – 20 pts</i>	<b>20</b>
Fluency in Romanian and Russian orally and in writing	<i>Romanian and Russian – 10 pts. each;</i>	<b>20</b>
<b>Maximum Total Technical Scoring</b>		<b>300</b>
<b>Financial</b>		
Evaluation of submitted financial offers will be done based on the following formula: <b>S = Fmin / F * 200</b> 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.		<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**