



INDIVIDUAL CONSULTANT PROCUREMENT NOTICE

Date: **2 December 2019**

Country: Republic of Moldova/ Remote, with several missions to Chisinau, Moldova

Description of the assignment: Lead international consultant for the participatory and inclusive development of the 2020 Voluntary National Review on the implementation of the 2030 Agenda in the Republic of Moldova

Project name: Moldova Social Innovation Lab (TBC)

Period of assignment/services: January – May 2020, up to 45 working days

Proposals should be submitted online by pressing the "Apply Online" button, no later than 16 December 2019.

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

In September 2015, along with the other 192 Member States, Moldova endorsed the new Sustainable Development Agenda – the 2030 Agenda, with 17 goals and 169 targets. A very important part of the follow-up process is the Voluntary National Review (VNR), to which countries sign up voluntarily and report on their progress on implementation of the 2030 Agenda and the SDGs. Moldova intends to present its first VNR Report in July 2020 at the High-Level Political Forum in New York, USA.

The United Nations Country Team (UNCT) in Moldova is very well positioned to support the Government's efforts to take stock of the progress on the implementation of the 2030 Agenda and the SDGs in Moldova and provide technical assistance for the preparation of the first VNR Report.

The United Nations provides its support to Governments around the world in preparation of the VNR Reports. The United Nations Department of Economic and Social Affairs (UNDESA) offers guidance through regional and global workshops – dates to be specified at later stages. The UNCTs globally offer a variety of tools and methodologies designed to assess progress in implementation of the 2030 Agenda and the SDGs that might feed into the VNR process and the Report. These tools and methodologies include e.g. Rapid Integrated Assessment, SDG Complexity Analysis, and others.

Therefore, to support the Government in the preparation of the VNR, the United Nations Country Team (UNCT) Moldova seeks to contract four national experts to support the State Chancellery in the organization of the of VNR process and drafting of the VNR report.

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

The scope of the consultancy is to support the State Chancellery in the development and drafting of the VNR report to be presented by the Republic of Moldova at the HLPF in July 2020.

The UNCT is looking to contract three national consultants specialized as follows:

- One national consultant specialized in economic policies;
- One national consultant specialized in social policies (education, health and social protection);
- One national consultant specialized in environment and energy policies.

The Lead Consultant will lead the team of thematic national consultants, coordinate and integrate all deliverables of the local sector consultants. The Lead expert will also cover the Governance area of the future VNR.

The VNR process and production of the VNR Reports are guided by 6 key principles, including:

- **Voluntary:** Countries voluntarily agree to report on the progress of the implementation of the 2030 Agenda and the SDGs.
- **Country-driven:** Reviews of progress at national and sub-national levels are country-driven.
- **Platforms for partnerships:** Reviews ensure participation of all relevant stakeholders, with focus on the most vulnerable and marginalized groups.
- **Learning experience:** Reviews facilitate consolidation of experience, including successes, challenges and lessons learnt, part of a process.
- **National circumstances:** Reviews are guided by national circumstances, policies and priorities, and informed by partners.
- **Open, inclusive, transparent and participatory:** Reviews facilitates communication and engagement with stakeholders, with focus on the most vulnerable and marginalized.

The VNR process will include several different components:

- I. The development of a Stakeholder Engagement Plan** to describe the multi-stakeholder consultative process, to be coordinated by the Steering Committee, including 1) all stakeholders involved in the 2030 Agenda and the SDGs implementation process in the country to get inputs for the VNR Report; 2) a platform for continuous stakeholder engagement for the post-VNR period; and 3) raise further awareness on the 2030 Agenda and the SDGs. The consultations are to include the line Ministries, Government bodies and agencies, academia, civil society, private sector, as well as engage the vulnerable groups. Furthermore, the consultations may be organized around thematic areas (e.g. four areas: social development, economic development, environment, and governance, which were the organizing principle for previous SDG nationalization processes). The SEP might also discuss setting up of working groups as forums for discussions, updates, and drafting of the VNR Report. It is also recommended to strike the balance between offline and online consultations. Therefore, the SEP might also envisage the creation of an online outfit collecting contributions for the VNR Report.
- II. Stocktaking** of the ongoing and past work that has been done in terms of implementation and alignment to SDGs at various levels through desk research, interviews, and public consultations. Additionally, in liaison with the National Bureau of Statistics, the consultants will assess the availability of data for monitoring SDGs and readiness to use alternative sources of data to measure progress.

III. Analysis of the implementation of the SDGs in the Republic of Moldova, including:

- a) Updating the Rapid Integrated Assessment (RIA) analysis conducted with the support of the UNCT in 2017 by excluding the strategic planning documents that have expired since 2017 and including the newly-developed ones;
- b) conduct a SWOT analysis: identifying the strengths and weaknesses, possible threats and opportunities for Moldova in achieving the SDGs;
- c) conduct a general analysis of the availability of data, both official and alternative, for measuring SDG indicators, reflecting the quality of data, availability, timeliness, etc., and analyse the dynamics of SDG indicators, as well as national indicators corresponding to the objectives of the SDGs;
- d) identify the most significant contemporary challenges and trends for Moldova, as well as the assessment of their impact on the achievement of the SDGs in Moldova;
- e) integrate the above analyses into the draft VNR and conduct the comprehensive discussions of the draft VNR with various stakeholders to get the VNR finalized;
- f) develop the recommendations on the implementation of the SDGs in Moldova; present the key recommendations to the Steering Committee.

1. REQUIREMENTS FOR EXPERIENCE AND QUALIFICATIONS

I. Academic Qualifications:

- Master's degree or equivalent (5 years University degree) in one of the areas relevant to the thematic specializations above (i.e. Law, Public Policy, Human Rights, Economics, Social Sciences, Public Administration, Environment, Energy, or other relevant fields).

II. Years of experience:

- Proven experience (minimum 7 projects) in evaluating policy documents and in drafting policy documents;
- Has an advanced understanding, knowledge and experience (minimum 2 projects) in applying Gender Equality and Human Rights Based Approach to development and/or policy-making;
- Proven experience (minimum 2 projects) in and understanding of the Sustainable Development Goals;
- Proven experience (minimum 7 projects) in leading teams of consultants and coordinating analytical products;
- Extensive experience of working with government, public, civil society organisations and development partners (minimum 7 projects in total).

III. Competencies:

- Professional organisational skills and delivery in a timely and qualitative manner;
- Proven research, analytical and writing skills;
- Fluency in Romanian and English, Russian will be an asset.

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.

UNDP Moldova is committed to workforce diversity. Women, persons with disabilities, Roma and other ethnic or religious minorities, persons living with HIV, as well as refugees and other non-citizens legally entitled to work in the Republic of Moldova, are particularly encouraged to apply.

4. DOCUMENTS TO BE INCLUDED WHEN SUBMITTING THE PROPOSALS

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

1. Proposal:

- (i) Explaining why they are the most suitable for the work;
- (ii) Provide a brief methodology on how they will approach and conduct the work (if applicable).

2. Financial proposal quoted in USD (including travel of 1 mission to the R. of Moldova).

3. Personal CV including past experience in similar projects and at least 3 references.

5. FINANCIAL PROPOSAL

Contracts based on daily fee

The financial proposal will specify the daily fee, travel expenses and per diems quoted in separate line items, and payments are made to the Individual Consultant based on the number of days worked.

Travel

All envisaged travel costs must be included in the financial proposal (1 mission to validate the final report is planned). 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 consultant will be short-listed based on the following minimum qualification criteria:

- Master's degree or equivalent (5 years University degree) in one of the areas relevant to the thematic specializations above (i.e. Law, Public Policy, Human Rights, Economics, Social Sciences, Public Administration, Environment, Energy, or other relevant fields);
- Proven experience (minimum 7 projects) in evaluating policy documents and in drafting policy documents;
- Has an advanced understanding, knowledge and experience (minimum 2 projects) in applying Gender Equality and Human Rights Based Approach to development and/or policy-making.
- Proven experience (minimum 2 projects) in and understanding of the Sustainable Development Goals;
- Proven experience (minimum 7 projects) in leading teams of consultants and coordinating analytical products;
- Extensive experience of working with government, public, civil society organisations and development partners (minimum 7 projects in total).

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
Technical		
<ul style="list-style-type: none"> • Master’s degree or equivalent (5 years University degree) in one of the areas relevant to the thematic specializations above (i.e. Law, Public Policy, Human Rights, Economics, Social Sciences, Public Administration, Environment, Energy, or other relevant fields) 	(under-Master’s – 20 pts, Master’s and higher – 30 pts)	30
<ul style="list-style-type: none"> • Proven experience (minimum 7 projects) in evaluating policy documents and in drafting policy documents 	(7 projects – 30 pts, >7 projects – 40 pts)	40
<ul style="list-style-type: none"> • Has an advanced understanding, knowledge and experience (minimum 2 projects) in applying Gender Equality and Human Rights Based Approach to development and/or policy-making 	(2 projects – 30 pts, >2 projects – 40 pts)	40
<ul style="list-style-type: none"> • Proven experience (minimum 2 projects) in and understanding of the Sustainable Development Goals 	(2 projects – 30 pts, >2 projects – 40 pts)	40
<ul style="list-style-type: none"> • Proven experience (minimum 7 projects) in leading teams of consultants and coordinating analytical products 	(7 projects – 30 pts, >7 projects – 40 pts)	40
<ul style="list-style-type: none"> • Extensive experience of working with government, public, civil society organisations and development partners (minimum 7 projects in total) 	(7 projects – 30 pts, >7 projects – 40 pts)	40
Interview:		
<ul style="list-style-type: none"> • Previous experience in producing VNR or 		35

similar in complexity products		
• Fluency in Romanian and English, Russian will be an asset	(English – 10, pts, Romanian – 10 pts, Russian – additional 5 pts)	25
• Belonging to the group(s) under-represented in the UN Moldova and/or the area of assignment*		10
Maximum Total Technical Scoring		300

* Under-represented group in the area of assignment (IT industry) are women. Under-represented groups in UN Moldova are persons with disabilities, LGBTI, ethnic and linguistic minorities, especially ethnic Gagauzians, Bulgarians, Roma, Jews, people of African descent, people living with HIV, religious minorities, especially Muslim women, refugees and other non-citizens.

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 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