



INDIVIDUAL CONSULTANT PROCUREMENT NOTICE

Date: **23 April 2013**

Country: Republic of Moldova

Description of the assignment: National Consultant to provide consultancy services on analysis of potential environmental initiatives

Project name: "Support to Confidence Building Measures" Programme

Period of assignment/services: 15 working days during 01 June – 15 July 2013

Proposals should be submitted online by pressing the "Apply Now" button no later than **10 May 2013**.

Requests for **clarification only** must be sent by standard electronic communication to the following e-mail: viorel.albu@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 early 2012 the UNDP Moldova launched a three-year "Support to Confidence Building Measures" Programme (SCBM Programme), funded by the European Union, co-funded and implemented by UNDP Moldova. The overall objective of the programme is to facilitate the settlement of the Transnistrian issue through ensuring economic and social development of local communities and increasing confidence between both banks of the Nistru River by involving local authorities, civil society organizations, business community and other stakeholders in joint work.

The CBM program includes three large areas, which are subdivided into a range of projects. These are business development, civil society and community development.

A comprehensive community development component, aims at fostering cross river cooperation, enabling and empowering citizens on both banks to jointly participate in tackling community development needs. The component targets rehabilitation of social institutions and basic infrastructure, providing better access to social, educational and medical services. The component also includes a range of activities in the field of environment/environmental protection, promoting joint work and cooperation to address most urgent environmental issues of mutual interest.

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

The general objective of the requested services is to provide an outline for environmental initiatives under the expanded CBM program. The assignment will include a situation analysis and ongoing initiatives in the field of environment, as well as visits to meet key stakeholders (representatives of environmental authorities, civil society, researchers etc.) on both sides to identify environmental priorities and suggest areas where joint environmental initiatives hold the most promise and potential, which would include above-mentioned indicative fields of activities but would also go beyond them.

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

3. REQUIREMENTS FOR EXPERIENCE AND QUALIFICATIONS

I. Academic Qualifications:

- Degree in environmental sciences, public policy, public administration or other relevant field;

II. Years of experience:

- At least 5 years of professional experience in the field of environment/environmental protection
- Previous experience with development projects in the field of environment is an advantage;
- Experience in analytical (thematic analysis, assessments, evaluations and/or reviews, etc.) and/or policy advisory works in the area of environment/environmental protection.

III. Competencies:

- Familiarity with environmental issues existing on both banks of Nistru River, as well as experience in joint work between Chisinau and Tiraspol is a strong advantage;
- Excellent analytical and reporting skills, including writing and communications skills;
- Proven ability to prioritize, plan, organize, monitor and co-ordinate competing demands and deadlines.
- Computer skills, including experience of working with Microsoft Office, MS Word, Excel spreadsheets;
- Fluency in Russian and/or Romanian;

4. DOCUMENTS TO BE INCLUDED WHEN SUBMITTING THE PROPOSALS

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

1. Cover letter, explaining why they are the most suitable for this position;
2. Financial proposal;
3. Personal CV including past experience in similar projects and the contact details of at least 3 reference persons.

5. FINANCIAL PROPOSAL

Lump sum contracts

The financial proposal shall specify a total lump sum amount that shall include the daily fee and all expenses (ex. communication costs, taxes, per diem, etc.). The payment for services provided by the Consultant under the SCBM Programme will be made on a lump-sum basis (upon completion of service), as per contract, and accepted by the Community Development Project Manager and the SCBM Programme Manager.

Travel

All envisaged travel costs must be included in the financial proposal in separate line. This includes all travel to join duty station/repatriation travel. The responsibility of travel arrangements to required regions belong to Contractor. The Contractor will have field trips to the following destinations: on the left bank of Nistru river - Rybnita, Dubasari, Tiraspol, Bender, and Kamenka; and on the right bank of Nistru river – Rezina, Criuleni, Cosnita, Causeni and Stefan Voda (up to 8 working days). In the case of field visits to Transnistrian region, necessary preliminary approval arrangements will be managed by SCBM Programme.

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:

- Degree in environmental sciences, public policy, public administration or other relevant field;
- At least 5 years of professional experience in the field of environment/environmental protection.

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		
Degree in environmental sciences, public policy, public administration or other relevant field;	Degree – up to 20 pts, Master's and > – up to 30 pts	30
At least 5 years of professional experience in the field of environment/environmental protection	5 years – up to 30 pts, >5 years – up to 40 pts	40
Previous experience with development projects in the field of environment is a an advantage;	no – 0, yes – up to 20 pts	20
Experience consisting of participation in analytical (thematic analysis, assessments, evaluations and/or reviews, etc.) and/or policy advisory works in the area of environment/environmental protection.	Experience consisting of participation in analytical work – up to 35 pts; experience consisting of participation in policy advisory works – up to 15 pts	50
Interview		
Familiarity with environmental issues existing on both banks of Nistru River, as well as experience in joint work between Chisinau and Tiraspol is a strong advantage;	Familiarity with environmental issues existing on both banks of Nistru River – up to 30 pts; experience in joint work between Chisinau and Tiraspol – up to 20 pts.	50
Fluency in Russian and/or Romanian	Romanian/ Russian – 15/15 pts.	30
Demonstrated technical knowledge and experience	Up to 50 pts	50
Communication/ interpersonal skills	Up to 10 pts	10
Initiative	Up to 10 pts	10
Creativity/ resourcefulness	Up to 10 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 candidateThe 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