

## Terms of Reference

**Services:** Capacity building of partners at the local level in the field of technical expertise within the project "Support for cities-poles of growth"

**Organization:** Solidarity Fund PL in Moldova

**Type of contract:** Service contract

**Duration of the contract:** approx. October 2022 - December 2022

**The deadline for submitting files:** September 23, 2022

**Context:** Solidarity Fund PL in Moldova is the representation of Solidarity Fund PL, a state foundation, managed and co-financed by the Ministry of Foreign Affairs of the Republic of Poland, created to contribute to the development of neighboring countries. You can learn more about the activity of Solidarity Fund PL in Moldova [here](#).

Solidarity Fund PL in Moldova offers support to institutions and actors involved in the field of urban development since 2017. According to the collaboration relations established with the Ministry of Infrastructure and Regional Development of the Republic of Moldova (MIRD) for the years 2022-2023, Solidarity Fund PL in Moldova will grant the necessary support for both the Ministry and the local public authorities for the implementation of the provisions of Government Decision no. 916/2020 regarding the approval of the National Program for the development of growth pole cities in the Republic of Moldova for the years 2021-2027 (here in after the National Program), especially for capacity building of cities-poles of growth.

An activity dedicated to the effective operationalization of the National Program is oriented towards the creation and capacity building of the Project Implementation Units (PIU) within the six cities-poles of growth: Edineț, Soroca, Ungheni, Orhei, Cahul and Comrat. This is also achieved through collaboration with the Regional Development Agencies (RDA) in the country.

The responsibilities of the Project Implementation Units are mainly:

- involving and providing the necessary support in the development/updating of strategic and urban planning documentation;
- elaboration of the Operational Program for the implementation of projects at the municipality level;
- submission of project proposals based on planning and urban planning documentation;
- ensuring management and operational monitoring of project implementation;
- implementation of urban development projects;
- preparing and presenting for examination to local authorities, but also to Regional Development Agencies, progress reports on the implementation of projects;
- cooperation with development partners and contributing to attracting financial means for the implementation of the National Program at the municipal level.

Support for capacity building of local partners is part of the Support Program of the Solidarity Fund PL in Moldova regarding the effective implementation of the National Program. In this sense, the Solidarity Fund PL in Moldova is going to offer in 2022-2023 support for the institutional development of the PIU in the 6 cities-poles of growth (action initiated in 2021).

In order to plan the support for the building of partners' capacities, Solidarity Fund PL in Moldova produced in 2020 an "Evaluation Report on the institutional potential of cities-poles of growth for the implementation of urban development projects and programs". The results of this Report show that in different cities there is a different level of development needs, resulting from the structure of the town halls and the number of staff, as well as from the personal capabilities of the employees.

Based on the conclusions of the report for capacity building according to the attributions and powers given to the new Project Implementation Units, 5 basic directions have been identified to carry out different forms of training in the field of: strategic planning; project management; technical expertise; public procurement and contracting; monitoring and evaluation.

In order to strengthen the partners' capacities at the local level, the first 2 thematic modules were delivered between April and June 2022: Strategic Planning and Project Management. For a better understanding of the taught subject, a study visit was organized in Romania in July, where representatives of MIRD, RDA, growth pole cities went through a complex experience exchange program with institutions from several urban localities from Romania, including information about their lessons learned.

Next, in order to achieve the process of capacity building of the Project Implementation Units, the activities will be focused on the following three directions:

1) technical expertise; 2) public procurement and contracting; 3) monitoring and evaluation.

**These Terms of Reference include the requirements and priority actions for capacity building in the field of Technical Expertise.**

According to the evaluation report on the institutional potential of cities-poles of growth, a low level of competence of the staff of local public authorities (LPAs) in technical fields such as civil engineering, environmental engineering, architecture and urban planning is found.

Only a very small share of the LPA staff has some skills in the targeted fields, with approximately 80% of respondents lacking capacity in the field of civil and environmental engineering. A better situation can be seen in the architectural field, where a quarter of the respondents mentioned that they have the necessary capabilities in the given sector.

At the same time, given that infrastructure projects are one of the most important components of urban development projects, the absence of people with high technical expertise in the field can represent a major risk for the proper implementation of the national urban development policy.

*For the development of capacities in this field, a module should be developed which would include, but not be limited to:*

1. The role of personnel with technical capabilities in the development of policy and territorial planning documents, including in the process of developing/updating the GUP;
2. Elements of technical expertise at the stage of project planning as well as at the stage of developing project concepts, including by providing support in the preparation of the set of documents required to be attached to funding applications, depending on the existing request within the project selection calls;
3. Monitoring the quality and volumes of works, technical supervision to ensure an efficient implementation of investment projects;
4. Requirements for technical expertise regarding the conclusion of projects and ensuring sustainability;
5. The national legal and normative framework in the field of technical expertise and other related spheres;
6. Technical expertise best practices, tools and rules.

**The purpose of the acquisition is the development of a training module in the field of technical expertise and its implementation through at least 1 event (training) organized for local actors.**

*To achieve the stated objective, the provider will have the following responsibilities:*

- Examination of the provisions of Government Decision no. 916/2020 regarding the approval of the National Program for the Development of Cities-Poles of Growth in the Republic of Moldova

- for the years 2021-2027;
- Analysis of the provisions of the document "Recommendations for local public authorities regarding the organization of the institutional and planning framework at the local level for the initiation of the implementation of the National Program for the Development of Cities-Growth Poles 2021-2027" and, as appropriate, the presentation of proposals for revision/adjustment of the structure of the Projects Implementation Unit, presenting the necessary arguments and the attributions of the proposed new functions<sup>1</sup>;
  - Elaboration of a module on technical expertise for capacity building at the local level;
  - Consultation of the respective capacity building module with Solidarity Fund PL in Moldova, and its validation by MIRD;
  - Analysis, as appropriate, of the PIU Operational Manual (framework document) to align the training topics with the points contained in the Manual<sup>2</sup>;
  - Preparation of concepts, training agendas, thematic support materials and their consultation with Solidarity Fund PL in Moldova and MIRD;
  - Organization and conduct of at least 1 training session, with the participation of PIU representatives from the 6 cities and MIRD;
  - Proposing practical mechanisms for developing partners' capacities at the local level, according to the principles and implementation phases of the National Program;
  - Regular communication and reporting to Solidarity Fund PL in Moldova regarding the progress of tasks;
  - Estimating and notifying Solidarity Fund PL in Moldova of possible risks in the process of carrying out the assumed tasks;
  - Elaboration of the final report on the assessment of the partners' capacities at the local level and the formulation of recommendations for the next period;
  - Development and issuing for all training participants the certificate of completion of the "Technical Expertise" module in coordination with Solidarity Fund PL in Moldova.

*Deliverable:*

No.	Available	Deadline
1.	Action plan regarding the achievement of the task, including the work methodology and the tools planned to achieve the commitments	10 working days from the signing of the service contract
2.	Module (curriculum/written documents/thematic support materials) for capacity building at local level developed and consulted with Solidarity Fund PL in Moldova, validated by MIRD and RDA	25 working days from acceptance of deliverable no. 1 by Solidarity Fund PL and MIRD
3.	Organization of at least 1 training session for local partners (and co-participation of regional and central partners)	20 working days from acceptance of deliverable no. 2 by Solidarity Fund PL and MIRD
4.	Final report on the evaluation of the partners' capacities at the local level and the formulation of recommendations for the next period	20 working days from acceptance of deliverable no. 3 by Solidarity Fund PL and MIRD

<sup>1</sup> This document will be provided by Solidarity Fund PL in MD in the next stage, after the capacity building service provider selection process.

<sup>2</sup>The Operational Manual of the PIU (framework document), which includes the structure, attributions, way of organization and operation of the PIU, developed with the support of the Solidarity Fund PL in Moldova.

We consider it useful to consult the structure of the document and align, as appropriate, the training topics for regional and local partners.

Solidarity Fund PL in Moldova invites you to make an offer for the execution of the order.

**Estimated order execution term:**

The period October – December 2022, with the final report by *December 19, 2022*.

**Conditions for participation in the procurement process:**

- All materials developed in the context of the service contract will be delivered in electronic format (Word, Power Point and / or PDF);
- The total number of training participants is approx. 20 people;
- The training format (offline or online) will be established at the event planning stage, depending on the pandemic situation in the country. At the moment we opt for offline training;
- All communication regarding the execution of the service contract, as well as all documentation in this context, must be in Romanian;
- The service provider's communication with national and local partners will take place through the Solidarity Fund PL in Moldova.

**Eligible applicants:**

- **Company**, in the sense of the legal entity registered in the Republic of Moldova and / or other states, with proven experience in capacity building, developing and implementing training programs for institutional teams in the field of urban development and technical expertise (or related fields, including with experience in civil and environmental engineering, architecture and urban planning, land development, investment projects).
- **Expert group** (coordinated by a team leader), in the sense of a team created for the purpose of carrying out this task, without legal entity, but with the necessary expertise and proven experience to implement the capacity building process at the local level. Group members can be both specialists from the Republic of Moldova and from other countries.
- **Independent expert**, in the sense of the person, resident or non-resident of the Republic of Moldova, with training skills and abilities in the specified fields.

**Required Qualifications:**

- Proven knowledge and skills in the fields specified in these Terms of Reference;
- Min. 80% of the team are specialists from the Republic of Moldova (in the case of companies and expert groups);
- At least 1 proven experience of organizing and delivering training on similar topics in the last 3 years;
- Proven experience working with local public authorities, regional structures and, optionally, with central institutions from the Republic of Moldova;
- Knowledge of national policies in the field of regional/urban development and the specific legal framework in the field of technical expertise in the Republic of Moldova;
- Public communication;
- Proven competences regarding the development of course materials;
- Good knowledge (speaking and writing) of the Romanian, Russian languages.

**The bid evaluation criteria:**

1. Presentation of the complete set of requested documents and correspondence to them with the Terms of Reference (highest possible score -10 points);
2. Relevant experience, including minimum professional qualifications and skills (highest possible score – 20 points);
3. Applicable methodological approach (highest possible score – 20 points);
4. Reasonably priced (highest possible score – 30 points);
5. Interviewing candidates (highest possible score – 20 points).

The evaluation according to the "price" criterion will be based on the following formula:  $P = P_{min} / P_{of} \times 30$  points, where:  $P_{min}$  - the lowest proposed price,  $P_{of}$  - price presented in the examined offer,  $P$  - the number of points awarded to the examined offer according to the criterion of price, rounded to the whole number. Each member of the Commission will carry out the assessment individually. After the evaluation, the average score obtained by each bidder will be calculated.

\*After evaluation, the average score obtained by each candidate will be calculated for evaluation criteria 1-4. The candidates with the highest score will be invited for an interview, after which the total score will be calculated.

The members of the evaluation team at the interview will be representatives from Solidarity Fund PL in MD, as well as representative partners from the Ministry of Infrastructure and Regional Development of the Republic of Moldova (MIRD).

**In the context of capacity building of partners at the local level, Solidarity Fund PL in Moldova invites you to submit an offer for the execution of the order.**

The offer must contain the following documents:

In the case of companies (legal entities):	In the case of expert groups:	In the case of independent experts:
<ol style="list-style-type: none"> <li>1. Copy of the Registration Certificate</li> <li>2. Certificate regarding the absence of debts, issued by the Fiscal Inspection of the Republic of Moldova (or, as the case may be, another responsible authority)</li> <li>3. The organization's CV, with an emphasis on the specifics of the task described, including the structure of the team (of which at least 80% of the team are specialists from the Republic of Moldova) that will be responsible for these tasks and the role of each expert (with the indication of the coordinator - contact person )</li> <li>4. The proposed methodology to be applied in order to achieve the tasks, including a draft action</li> </ol>	<ol style="list-style-type: none"> <li>1. The agreement between the group members regarding the commitment to carry out the described task (with the indication of the coordinator – contact person, the roles of each member)</li> <li>2. The updated CVs of the specialists to be involved in carrying out the tasks (of which at least 80% of the team are specialists from the Republic of Moldova)</li> <li>3. The proposed methodology to be applied in order to achieve the tasks, including a draft action plan</li> <li>4. The signed financial offer (for 2 different scenarios: online training and offline training), in the form of a table, with the list of experts and the effort expressed in the number of days for the entire contract period; total amount in MDL or EURO; bank details and payment</li> </ol>	<ol style="list-style-type: none"> <li>1. Updated CV</li> <li>2. The methodology proposed to be applied in order to achieve the tasks, including a draft action plan, specifying the directions that can be covered.</li> <li>3. Financial offer (for 2 different scenarios: online training and offline training).</li> <li>4. References (please indicate the contacts of at least 2 beneficiaries of similar services from the last 3 years)</li> </ol>

plan	method.	
<p>5. The signed financial offer (for 2 different scenarios: online training and offline training), in the form of a table, with the list of experts and the effort expressed in the number of days for the entire contract period; the total amount in MDL or EURO (without VAT and other taxes); bank details.</p> <p>6. References (please indicate the contacts of at least 2 beneficiaries of similar services in the last 3 years)</p>	<p>5. References regarding min. 2 specialists from the expert team (please indicate the contacts of at least 2 beneficiaries of similar services in the last 3 years)</p>	

\*logistical expenses for the organization of events/trainings will be provided by Solidarity Fund PL in Moldova. For the offline version, the meetings are planned to be organized in Chisinau.

Offer must be submitted to the email address: [procurements@solidarityfund.md](mailto:procurements@solidarityfund.md), with a note/title "Offer for PIU Capacities-Technical Expertise", specifying the application format in the content of the message (email): company, expert group or independent expert.

*\*The applicant has the right to independently establish the limits of the confidentiality of the data provided and to state which of the documents attached to the offer are confidential.*

*\*\*Personal data will be processed by Solidarity Fund PL exclusively for the purpose of carrying out the procurement process, in accordance with the provisions of the legislation in force. Individuals have the right to the portability of the data provided and to their rectification. Personal data will not be transmitted to other third parties without the prior consent of the applicant. If you have any questions regarding your personal data, you can contact us at the email address [info@solidarityfund.md](mailto:info@solidarityfund.md).*

*\*\*\*For the purpose of transparency of the procurement process, the results of the auction with information on the selected provider (name/surname, first name, service provided, price, period) will be published on the website of Solidarity Fund PL in Moldova. Participating in the auction by sending the documents means accepting the publication of the results of the competition, except for information marked as confidential.*

*\*\*\*\*Until the signing of the Service Contract, the selected Provider will sign a declaration of compliance.*