



INDIVIDUAL CONSULTANT PROCUREMENT NOTICE

Date: **05 September 2013**

Country: Republic of Moldova

Description of the assignment: for a BRIDGE facilitator to deliver a 5 days' workshop on Access to Electoral Procedures

Project name: Democracy Programme/Elections

Period of assignment/services: 01 October – 30 November 2013 (11 WD)

Proposals should be submitted online by pressing the "Apply Online" no later than 20 September 2013.

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

UNDP Moldova Democracy Programme/Elections (further referred as Programme) is a multi-year institutional development programme that aims to support the institutional consolidation of CEC as well as the modernization of the Moldovan electoral process towards:

- Improving the capacity of the CEC to meet European gender and human rights standards;
- Improving the institutional environment for electoral management bodies that can deliver inclusive and modern electoral processes;
- Improving the electoral and population registration process in the Republic of Moldova.

The Central Electoral Commission of the Republic of Moldova (hereinafter called CEC) is a permanent and independent state body, managing the electoral process in Moldova. Following a strategic planning process in 2010, CEC has developed a plan to expand and reorganize its apparatus from 30 to 37 public servants, resulting in recruitment of 14 new staff members. During the first quarter of 2013 within the framework of the Programme, a Training Needs Assessment has been conducted at the CEC. A comprehensive ongoing training programme has been elaborated. This training programme covers all aspects of the individual and professional development of the CEC staff. Delivery of BRIDGE trainings is an important element of the CEC staff development.

BRIDGE is a key component of UNDP electoral assistance worldwide. Moldovan BRIDGE programme started in 2009 with a Train the Facilitator (TfF) workshop. Since 2009 there have been ten thematic workshops held in Moldova (on Introduction in electoral Administration, External Voting, Civic Education,

Voter Registration; Political Party Finance, Strategic Planning and Gender). CEC members and staff have also participated in regional thematic BRIDGE workshops and in one regional TtF.

As a next step, the Programme intends to organize and deliver a five day workshop on Access to Electoral Procedures module.

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

3. REQUIREMENTS FOR EXPERIENCE AND QUALIFICATIONS

- I. Academic Qualifications:
 - Bachelor degree in Law, Public Administration, International development or related fields and at least 5 years of relevant experience;
- II. Experience:
 - Previous facilitation of BRIDGE modules to members and staff of established electoral management bodies;
 - Previous facilitation of BRIDGE module on Access To Electoral Procedures;
 - Professional experience of electoral management (each year of experience);
 - Experience in facilitating BRIDGE workshops using an interpreter;
 - Experience working on electoral issues in Eastern Europe/CIS;
- III. Competencies:
 - Proficiency in written and spoken English. Proficiency in Romanian and /or Russian will be considered as advantage;
 - Ability to analyse, plan, manage diversity of views, adapt to different cultural environments.
 - Demonstrated interpersonal and diplomatic skills, as well as the ability to communicate effectively and present ideas clearly and efficiently

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;
3. Personal CV including past experience in similar projects, the duly filled Personal History Form (P11) and at least 3 references.

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 travel, 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:

- Bachelor degree in Law, Public Administration, International development or related fields and at least 5 years of relevant experience
- Accredited BRIDGE facilitator
- Previous facilitation of BRIDGE modules to members and staff of established electoral management bodies
- Previous facilitation of BRIDGE module on Access to Electoral Procedures
- Proficiency in written and spoken English

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
<u>Technical</u>		
Bachelor degree in Law, Public Administration, International development or related fields and at least 5 years of relevant experience	Bachelor's and 5 years – 5 points;, Master's and 5 years – 10 points;	10
Previous facilitation of BRIDGE modules to members and staff of established electoral management bodies	each facilitation experience – 10 points, maximum 60 points	60
Previous facilitation of BRIDGE module on Access To Electoral Procedures	each facilitation experience – 10 points, maximum 40 points	40
Professional experience of electoral management	each year of experience – 5 points, maximum 30 points	30
Experience in facilitating BRIDGE workshops using an interpreter	(no – 0, yes – 15 pts.)	15
Experience working on electoral issues in Eastern Europe/CIS	each year of experience - 5 points, maximum 20 points	20

Proficiency in written and spoken English. Proficiency in Romanian or Russian will be considered an advantage	English – 10 points, Romanian and/or Russian – 10 points	20
Interview (demonstrated technical knowledge and experience; communication/ interpersonal skills; creativity/ resourcefulness; ability to manage diversity of views/ adapt to different cultural environments)	60 – demonstrated technical knowledge and experience; 20 – communication/ interpersonal skills; 10 – creativity/resourcefulness; 15 – ability to manage diversity of views/ adapt to different environments)	105
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 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