



## INDIVIDUAL CONSULTANT PROCUREMENT NOTICE

Date: **29 October 2013**

**Country:** Republic of Moldova

**Description of the assignment:** for a Lead BRIDGE accrediting facilitator to deliver a ten-day "Train the Facilitator" (TtF) workshop in the Republic of Moldova

**Project name:** Democracy Programme/Elections

**Period of assignment/services:** 25 November – 20 December 2013 (16 working days)

Proposals should be submitted online by pressing the "Apply Online" no later than 12 November 2013.

Requests for **clarification only** must be sent by standard electronic communication to the following e-mail: [beatricia.revenco@undp.org](mailto: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 (TtF) workshop. Since 2009 there have been 11 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 ten days workshop during which representatives from Moldovan CEC and CEC Continuous Training Center are expected to learn and build knowledge in electoral area and be trained for delivering further BRIDGE trainings to representatives of Moldovan electoral administration on both central and local level. In this regard, UNDP requires the services of one accrediting BRIDGE facilitator who will lead and co-facilitate the "Train the Facilitators" workshop and will conduct semi-accreditation of selected participants.

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
- II. Experience:
  - At least 5 years of experience in the area of electoral management, electoral assistance, and/or democratic governance;
  - Previous experience in facilitating BRIDGE modules to members and staff of established electoral management bodies ;
  - Previous experience in delivering Train the Facilitator.
- III. Competencies:
  - Accrediting BRIDGE facilitator;
  - Fluency in English and Russian, including experience facilitating BRIDGE workshops in Russian;
  - Experience in conducting BRIDGE modules in Europe and CIS region is an advantage;
  - Experience in working with UNDP or UN on electoral assistance or capacity development activities is an advantage;
  - Excellent communication skills.

### **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**

The consultant will have one mission in Moldova, from 29 November to 13 December 2013 (15 days to be spent at the duty station).

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;
- Accrediting BRIDGE facilitator
- Fluency in English and Russian

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><u>Technical</u></b>  |   |                           |
| Bachelor degree in Law, Public Administration, International development or related fields                             | Bachelor's– 5 points; Master's– 10 points; PhD – 15 points                                  | 15                        |
| At least 5 years of experience in the area of electoral management, electoral assistance, and/or democratic governance | 5 years of experience – 10 points, each additional year – 5 points, up to maximum 25 points | 25                        |
| Previous facilitation of BRIDGE modules to members and staff of established electoral management bodies                | each facilitation experience – 5 points, maximum 30 points                                  | 30                        |
| Previous experience in delivering Train the Facilitator  | each facilitation experience – 10 points, maximum 40 points                                 | 40                        |
| Accrediting BRIDGE facilitator   | each accreditation experience – 10 points, up to 30 points                                  | 30                        |
| Experience in conducting BRIDGE modules in Europe or CIS region  | each facilitation experience - 5 points, maximum 15 points                                  | 15                        |
| Experience in working with UNDP or UN on electoral assistance or capacity development activities                       | no - 0 points; yes – 10 points  | 10                        |
| Experience facilitating BRIDGE workshops in Russian  | 1 workshop – 5 points, up to maximum 20 points  | 20                        |

|   |  |            |
|---|--|------------|
| Fluency in English and Russian  | English – 5 points, Russian – 5 points   | 10         |
| Excellent communication skills  | no - 0 points; yes – 10 points   | 10         |
| Interview (demonstrated technical knowledge and experience; communication/ interpersonal skills; creativity/ resourcefulness; ability to manage diversity of views/ adapt to different cultural environments)   | 50 – demonstrated technical knowledge and experience; 20 – communication/ interpersonal skills; 10 – creativity/resourcefulness; 15 – ability to manage diversity of views/ adapt to different environments) | 95         |
| <b>Maximum Total Technical Scoring</b>  |  | <b>300</b> |
| <b><u>Financial</u></b>   |  |            |
| Evaluation of submitted financial offers will be done based on the following formula:<br><b><math>S = F_{min} / F * 200</math></b><br>S – score received on financial evaluation;<br>Fmin – the lowest financial offer out of all the submitted offers qualified over the technical evaluation round;<br>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**