



INDIVIDUAL CONSULTANT PROCUREMENT NOTICE

Date: **29 October 2013**

Country: Republic of Moldova

Description of the assignment: National Consultant to assist with preparation of feasibility study and operational plan for field level data verification of voter lists (voter list audit) in Moldova

Project name: Democracy Programme/Elections

Period of assignment/services: 21 November – 20 December 2013 (20 working days)

Proposals should be submitted online by pressing the "Apply Online" no later than 13 November 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

The Central Electoral Commission of the Republic of Moldova is a permanent, independent electoral management body. Following a period of political upheaval and three unanticipated national electoral events, the Central Electoral Commission (CEC) has now adopted a strategic plan for the period 2012-2015.

UNDP has provided electoral support to Moldova since 2008. Since 2012, this support is provided through the UNDP Moldova Democracy Programme (Programme), with the support of the Government of Sweden. The Programme supports the CEC to:

- improve the institutional environment for electoral management bodies to aid the delivery of inclusive and modern electoral processes;
- improve the public registration process for Moldovans and support the modernisation of Moldovan electoral processes; and
- embed gender and human rights concerns in formal political processes.

Voter registration has been identified as an area of concern in the Moldovan electoral process for many years. Responsibility for voter registration is diffused across the Moldovan public sector at both the national and the local level, and neither the process nor the responsibilities are well understood or resourced. The CEC has made a concerted effort in recent years to improve the technical base of the voter registration process and to work with other public sector partners. It has also commenced more systematic analysis of the lists compiled by local public administration. The recent compilations revealed an unacceptably low level of list quality in terms of both accuracy and completeness.

In accordance with its annual work plan the Programme assisted CEC with development of the first Moldovan Roadmap on Voters Registration. Some of key recommendations of the Roadmap refer to the need to develop procedures for the voter list database audit (VL DB Audit) and the need for voter list data verification on the field level.

In the past the CEC, with international assistance, has undertaken activities to prepare procedures for Voter List database audit to identify obvious shortcomings (multiple records, records with missing information etc.) in the voter lists. Field level voter list data verification (voter-to-list/list-to-voter) so far has not been conducted in Moldova.

The Democracy Programme has agreed to support the CEC in its efforts to implement data verification on the field level. As a first step the Democracy Programme will contract a team of two consultants (one lead international consultant and one national consultant) to undertake feasibility study and develop possible operational plan for conducting a field level voter list data verification of a sufficiently representative sample.

With approval of the CEC and Programme board and based on findings of the feasibility study the field level voter list data verification process may take place during 2014: January-March 2014 – preparatory work, April-June 2014 – field level data verification and analysis.

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

3. REQUIREMENTS FOR EXPERIENCE AND QUALIFICATIONS

- I. Academic Qualifications:
 - University degree or equivalent preferably in the field of IT, Political Science, International Relations, Law, or other related field.
- II. Years of experience:
 - Minimum 2 (two) years of experience in development of policy and strategic support in areas related to the assignment;
 - Previous experience in election management or electoral assistance shall be considered as advantage;
 - Previous experience in electoral observation shall be considered as advantage;
 - Knowledge of IT database (MS SQL) and programming will be considered as advantage;
 - Experience in working with public institutions;
 - Experience in working with international organizations will be an asset.
- III. Competencies:
 - Demonstrated interpersonal and diplomatic skills, as well as the ability to communicate effectively with all stakeholders and to present ideas clearly and effectively;
 - Full professional knowledge of MS Office suite;
 - Excellent analytical and writing skills; and
 - Proficiency in Romanian and English.

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:

- University degree or equivalent preferably in the field of IT, Political Science, International Relations, Law, or other related fields;
- Minimum 2 (two) years of experience in development of policy and strategic support in areas related to the assignment;
- Proficiency in Romanian and 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

Technical		
University degree or equivalent preferably in the field of IT, Political Science, International Relations, Law, or other related fields	Bachelor's– 5 points; Master's– 10 points; PhD – 15 points	15
Minimum 2 (two) years of experience in development of policy and strategic support in areas related to the assignment	2 years of experience – 25 points, each additional year – 5 points, up to maximum 40 points	40
Previous experience in election management or electoral assistance shall be considered as advantage	no - 0 points; 1 to 3 years -10 points; each additional year – 5 points, up to maximum 30 points	30
Previous experience in electoral observation shall be considered as advantage	no - 0 points; every elections observation experience -10 points , up to maximum 30 points.	30
Experience in working with public institutions	no - 0 points; 1 to 3 years -20 points; each additional year – 2 points, up to maximum 30 points	30
Experience in working with international organizations will be an asset	no - 0 points; yes – 15 points	15
Demonstrated interpersonal and diplomatic skills, as well as the ability to communicate effectively with all stakeholders and to present ideas clearly and effectively	no - 0 points; yes – 10 points	10
Full professional knowledge of MS Office suite	no - 0 points; yes – 10 points	10
Excellent analytical and writing skills	no - 0 points; yes – 10 points	10
Proficiency in Romanian and English	English – 10 points, Romanian – 10 points	20
Interview (demonstrated technical knowledge and experience; presentation skills/ interpersonal skills ; ability to manage diversity of views/ adapt to different cultural environments)	50 – demonstrated technical knowledge and experience; 30 – presentation skills/ interpersonal skills; 10 – ability to manage diversity of views/ adapt to different environments)	90
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