



INDIVIDUAL CONSULTANT PROCUREMENT NOTICE

Date: **10 March 2014**

Country: Republic of Moldova

Description of the assignment: Lead facilitator to deliver BRIDGE External Voting workshop in Moldova

Project name: Democracy Programme/Elections

Period of assignment/services: 2 April - 31 May 2014 (11 WD)

Proposals should be submitted online by pressing the "Apply Online" no later than 25 March 2014.

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.

Qualified women are encouraged to apply. Due to large number of applications we receive, we are able to inform only the successful candidates about the outcome or status of the selection process.

1. BACKGROUND

UNDP Moldova Democracy Programme/Elections (hereinafter referred to as "Programme") is a multi-year institutional development programme that aims to support the institutional consolidation of the Central Electoral Commission of the Republic of Moldova (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 CEC is a permanent and independent state body managing the electoral process in Moldova, directly involved in the planning and organization of the External Voting (EV) process.

BRIDGE is a key component of UNDP electoral assistance worldwide and an important element of the Moldovan CEC staff development. Moldovan BRIDGE programme included 11 thematic workshops: on Introduction in Electoral Administration, Voter Registration, Strategic Planning, Gender and other modules as well as two BRIDGE Train the Facilitator (Tff) workshops (one in 2009 and one in 2013).

The current year is an electoral year for Moldova with regular parliamentary elections expected at the end of 2014. In an effort to strengthen capacities of the CEC and other stakeholders the Programme intends to organize and deliver a five day workshop on External Voting (EV) module, to train newly recruited staff of the CEC, relevant Ministry of Foreign Affairs (MFA) and Diaspora Agency representatives, as well as

other stakeholders. For this purpose a team of two BRIDGE accredited facilitators will be established.

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

2. OBJECTIVES:

UNDP wishes to contract one Lead BRIDGE facilitator (hereinafter referred to as Lead facilitator) to lead the process of preparation/customization and submission for approval and translation the workshop materials and subsequently to lead facilitation of the workshop during the third week of May 2014 (subject to agreement with the CEC). Potential collaboration with Semi-accredited facilitators in the delivery of the workshop should be taken into consideration.

Thus, mobilization period is to cover the following joint activities of the team of selected facilitators:

- Preparation (including customization) and submission for translation of workshop materials (home based, 2-4 April 2014);
- Drafting and submission for approval and translation of the workshop preliminary agenda (home based, 2-4 April 2014);
- Preparation and submission of the list of practical requirements for organization and delivery of the workshop (home based, 2-4 April 2014);
- Preparation for the workshop, including review and compilation of materials, set up of training venue and visibility materials and other tasks (in Chisinau, 14-16 May, 2014).
- Delivery of the workshop (in Chisinau, 19-23 May, 2014);
- Post-workshop evaluation activities and report (home based, 26 May, 2014).

The Lead facilitator will also lead the drafting of the workshop report progress.

3. REQUIREMENTS FOR EXPERIENCE AND QUALIFICATIONS

I. Qualifications:

- Master's degree in Law, Public Administration, International development or related fields;
- Fully Accredited BRIDGE facilitator;

II. Experience:

- Previous facilitation of at least 7 BRIDGE modules to members and staff of established electoral management bodies ;
- Previous facilitation of BRIDGE module on External Voting;
- Previous experience in leading a team of BRIDGE facilitators will be an asset;
- Professional experience in electoral management area will be a strong asset;
- Experience working on electoral issues in Eastern Europe/CIS region;
- Experience in delivering BRIDGE trainings with an interpreter is an advantage;

III. Competencies:

- Proficiency in written and spoken English. Knowledge of Romanian language will be considered a very strong asset;
- Good communication and demonstrated interpersonal skills;
- Excellent facilitation and presentation skills;
- Ability to analyse, plan, manage diversity of views and adapt to different cultural environments;
- Demonstrated ability to work in a team and creativity/resourcefulness.

4. DOCUMENTS TO BE INCLUDED WHEN SUBMITTING THE PROPOSALS

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

1. Proposal explaining why they are the most suitable candidate for the work including past experience in similar Projects (please provide brief information on each of the above qualifications, item by item);
2. Financial proposal;
3. Duly completed and signed P11 Form, personal CV 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

Timeframe for the work of the Lead facilitator is tentatively planned through April and May 2014. Consultancy will involve 11 days of work, 8 of which shall be conducted in Moldova in the period 14-23 May 2014 (inclusive). Please note that weekends shall not be reserved for working.

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:

- Fully accredited BRIDGE facilitator;
- Previous facilitation of at least 7 BRIDGE modules to members and staff of established electoral management bodies;
- Previous facilitation of BRIDGE module on External Voting.

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 shall be considered for the Financial Evaluation.

Criteria	Scoring	Maximum Points Obtainable
Technical		
Master's degree in Law, Public Administration, International development or related fields	Master's – 5 pts; PhD -10 pts	10
Fully accredited BRIDGE facilitator	Workshop facilitator – 5 pts; Accrediting facilitator – 10 pts; Expert facilitator – 15 pts	15
Previous facilitation of at least 7 BRIDGE modules to members and staff of established electoral management bodies	7 modules – 20 pts, each additional module – 5 pts, up to max. 50 pts	50
Previous facilitation of BRIDGE module on External Voting	One time – 10 pts, each additional facilitation experience – 10 pts, up to maximum 20 pts	20
Previous experience in leading a team of BRIDGE facilitators will be an asset	no – 0, yes – 15 pts	15
Professional experience in electoral management area will be a strong asset	5 years – 10 pts, each additional year – 10 pts, up to max. 40pts	40
Experience working on electoral issues in Eastern Europe/CIS region	no – 0, yes – 10 pts	10
Experience in delivering BRIDGE trainings with an interpreter is an advantage;	no – 0, yes – 10 pts	10
Proficiency in written and spoken English. Knowledge of Romanian language will be considered a very strong asset	English – 10 pts; Romanian– 20 pts	30
Interview (demonstrated technical knowledge and experience, communication and interpersonal skills; facilitation and presentation skills; ability to manage diversity of views, ability to work in a team and creativity/resourcefulness)	60 pts – demonstrated technical knowledge and experience; 10 pts – communication and interpersonal skills; 10 pts – facilitation and presentation skills; 10 pts – ability to manage diversity of views; 10 pts – ability to work in a team	100
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