



INDIVIDUAL CONSULTANT PROCUREMENT NOTICE

Date: **14 April 2014**

Country: Republic of Moldova

Description of the assignment: Consultant to assist with enhancing the research and analysis capacities of the staff of the Central Electoral Commission of Moldova

Project name: Democracy Programme/Elections

Period of assignment/services: 29 April -15 July 2014 (23 WD)

Proposals should be submitted online by pressing the "Apply Online" no later than 28 April 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 "Programme for improving the quality of Moldovan Democracy through Parliamentary and electoral support" is a multi-year institutional development programme that aims to support the institutional consolidation and modernization of both Moldovan Parliament and Moldovan Central Electoral Commission (CEC).

Electoral component of the Programme (Programme) provides continuous assistance to the CEC towards:

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

As part of development of CEC strategic plan and restructuring of human resources within the CEC an Analysis and Documentation Division (ADD) was formally established in 2012. Since its creation ADD has benefited from capacity building support through training and study visits offered by the Programme. This year support will continue through assistance with implementation of individual development plans and delivery of other capacity development activities for the division.

CEC pays a particular attention to analysis and generation of statistical data and information related to the electoral process. Data collected by CEC is being used to identify options for improving current procedures of elections organization and deployment. The Analysis and Documentation Division of the CEC, consisting of 5 young and enthusiastic members, is in charge of this processes, having its major role

in analyzing the official electoral statistical data and information.

ADD tasks include: conducting extended analytical researches, producing analysis and documentation studies; developing documentary studies, informative memos, other synthesis and analysis materials; carrying out studies on international electoral practice; carrying out analysis on the electoral processes via gender lens and formulating proposals and recommendations for enhancing gender equality in the electoral process; carrying out various pre-electoral and post-electoral analyses and studies; elaborating CEC's annual Report.

2. SCOPE OF WORK, RESPONSIBILITIES, AND DESCRIPTION OF THE PROPOSED ANALYTICAL WORK

The Programme intends to contract an experienced consultant to assist CEC with implementation of ADD members' individual development plans and delivery of customized capacity building methodological support to enhance their professional skills.

For the performance of works the consultant is expected to carry out a general situation analysis, perform an inception study of available information and conduct discussions with ADD staff. Based on obtained findings, the consultant shall develop a detailed work plan to be applied for the assignment.

The work plan will describe in details consultant's approach and timelines for implementation of the consultancy services that must include, but not necessarily be limited to:

- ✓ Delivery of individual capacity building training sessions to members of ADD team on agreed in advance topics (at least 3 sessions for each individual);
- ✓ Provision to members of the ADD of targeted methodological support, coaching and advise in performance of their ongoing research, analysis and documentation duties;
- ✓ Upon request, consultation of representatives of other CEC departments in the field of analysis and documentation;
- ✓ Suggestion to ADD of appropriate mechanisms that could facilitate use for various analytical purposes of statistical data available on hard copy only;
- ✓ Delivery of one half day training to the entire CEC Apparatus to strengthen the capacities of all staff in undertaking researches, elaborating analytical studies, operating with disaggregated statistical data, etc;

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

3. REQUIREMENTS FOR EXPERIENCE AND QUALIFICATIONS

I. Academic Qualifications:

- Master's Degree in Law, Social Sciences or other relevant to the assignment field

II. Experience:

- At least 5 years of proven experience in data analysis and documentation, social statistics, other relevant fields
- Previous experience in working with Moldovan Central Public Administration institutions
- Proven understanding the peculiarities of the CEC's mandate in performing electoral analysis and documentation of data obtained as result of elections organization and deployment
- Knowledge of gender equality standards and their applicability to electoral area
- Proven ability to design and deliver training activities
- Previous experience in working within UNDP or other international organizations will be an asset

III. Competencies:

- Strong organizational and interpersonal skills
- Knowledge of Romanian and Russian (verbal and written) is a must; Knowledge of English will be an advantage

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 and personal CV

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:

- Master's Degree in Law, Social Sciences or other relevant to the assignment field
- At least 5 years of proven experience in data analysis and documentation, social statistics, other relevant fields
- Knowledge of Romanian and Russian (verbal and written)

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, Social Sciences or other relevant to the assignment field	Master's – 10 pts; PhD - 20 pts	20
At least 5 years of proven experience in data analysis and documentation, social statistics, other relevant fields	5 years – 10 pts, each additional year – 10 pts, up to max. 40pts	40
Previous experience in working with Moldovan Central Public Administration institutions	Less than 1 year – 0 pts, 1 years – 5 pts, each additional year – 5 pts, up to max. 20 pts	20
Proven understanding the peculiarities of the CEC's mandate in performing electoral analysis and documentation of data obtained as result of elections organization and deployment	no – 0, yes – 20 pts	20
Knowledge of gender equality standards and their applicability to electoral area	no – 0, yes – 20 pts	20
Proven ability to design and deliver training activities	no – 0, yes – 20 pts	20
Previous experience in working within UNDP or other international organizations will be an asset	no – 0, yes – 10 pts	10
Strong organizational and interpersonal skills	no – 0, yes – 20 pts	20
Knowledge of Romanian and Russian (verbal and written) is a must. Knowledge of English will be an advantage	Romanian and Russian –10 pts; English – 10 pts	20
Interview (demonstrated technical knowledge and experience, strong organizational and interpersonal skills)	80 pts – demonstrated technical knowledge and experience; 30 pts – strong organizational and interpersonal skills	110
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