



INDIVIDUAL CONSULTANT PROCUREMENT NOTICE

Date: **14 July 2014**

Country: Republic of Moldova

Description of the assignment: National Consultant for the mid-term review of the parliamentary and electoral assistance provided through 2012-2014 in Moldova

Project name: "Improving the quality of Moldovan democracy through parliamentary and electoral support"

Period of assignment/services: 25 working days within the period of August – October 2014

Proposals should be submitted online by pressing the "Apply Online" no later than 27 July 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

The "Improving the quality of Moldovan democracy through parliamentary and electoral support" Programme (henceforth referred to as the "Programme") aims to strengthen the institutional capacity of the Parliament and Central Electoral Commission, improving their main functions and entrenching gender and human rights considerations in formal political process. In particular, the Programme is improving the legislative, oversight and representation functions of the Parliament, providing a solid basis for the improvement of the electoral process and supporting, when necessary, an inclusive process of constitutional reform. The Programme assists the Parliament to increase the participation of civil society and citizens in policy making and oversight processes. It also builds the capacities of Members of Parliament in budget understanding, development and monitoring of its implementation. At the Central Electoral Commission, the Programme supports the further development of an enabling environment for the delivery of modern and inclusive electoral services. The programme implementation period is four years (2012-2016). The Programme is fully financed by the Government of Sweden.

The programme's main aims are:

- 1) To improve the institutional capacity of the Parliament and Central Electoral Commission to meet European standards of gender and human rights;
- 2) To strengthen the legislative and oversight functions of the Parliament;
- 3) To establish a well-functioning cross-party women's caucus in the Parliament;
- 4) To foster the quality of the representative role of the Parliament and promote more interaction between Members of Parliament, citizens and civil society;
- 5) To promote Child's Rights into parliamentary work;
- 6) To improve voter registration process;
- 7) To improve the public registration process for Moldovans and support the modernisation of

Moldovan electoral processes.

As implementation of the “Improving the quality of Moldovan democracy through parliamentary and electoral support” Programme comes to a mid-point in 2014, an evaluation of its processes and outcomes is imperative.

The overall purpose of the evaluation is to assess the processes and achievements made during the first two years of implementing the Programme with a focus on achievements and constraints of the Programme targets for indicators and outputs as contained in the programme document. This will further allow for drawing conclusions, recommendations and lessons learned that will improve the assistance and expertise provided by the Programme to its main partners, the Parliament of the Republic of Moldova and the Central Electoral Commission (CEC); adjust its indicators and targets as well as the implementation arrangements.

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

The expected output for the national consultant’s assignment is to provide support to the international consultant to conduct a holistic, impartial and trustworthy review of the results achieved by the programme in the period from July 2012 (start of programme implementation) until 30 June 2014.

In order to achieve the stated objective, the national consultant will have the following responsibilities:

- Support international consultant to conduct a comprehensive desk review of the programme documentation in the period 2012-2014;
- Support international consultant to carry out interviews with relevant stakeholders, develop and apply questionnaires or field visits (as evaluation methodology) to assess the progress made by programme;
- Support international consultant to evaluate the efficiency of the Programme implementation, the quality of the results achieved and the time/political constraints;
- Support international consultant to conduct an assessment of management decisions vis-à-vis the cost effectiveness and to which extend the Programme outputs have been effectively achieved;
- Support international consultant to identify and analyze the challenges and constraints which confronted the programme during its implementation and draw lessons learnt;
- Support international consultant to assess the impact or prospects of the programme enhancing the consideration of cross cutting issues such as gender and European integration and sustainability of results with specific focus on national capacity and ownership of the process;
- Support international consultant to evaluate the overall impact of the programme and its contribution to the development of the Parliament of Moldova and Central Electoral Commission;
- Support international consultant to draft a set of concrete conclusions, recommendations and lessons learnt based on review findings and identified opportunities for intervention, including recommendations on the relevant changes to the Results and Resources Framework and the Risk Log.
- Support international consultant to prepare and present a comprehensive review report.

The evaluation of the Programme will be conducted by two consultants, one international consultant and one local consultant, working together as a team. The national consultant is expected to provide full support to the international consultant related to the execution of this assignment, including, but not limited to above mentioned responsibilities, organizing meetings including logistical arrangements during the two missions to Chisinau (1-12 September and 13-17 October, 2014), translating at the meetings to/from English and Romanian, keeping minutes, preparing draft inputs and presentations and other tasks.

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

3. REQUIREMENTS FOR EXPERIENCE AND QUALIFICATIONS

I. Academic Qualifications:

- Masters degree in Law, Public Administration, International development or related fields; Bachelor and at least 5 years of relevant experience will be also acceptable;
- II. Experience:
- At least 3 years of relevant working experience/participation in the review, evaluation and assessment of the development of projects and/or programmes;
 - Previous work experience in democratic governance, public administration, development or other related areas;
- III. Competencies:
- Demonstrated familiarity with the national context (legal and policy framework) related to the Parliamentary and/or Electoral System in Republic of Moldova;
 - Ability to analyze, plan, manage diversity of views, adapt to different environments (cultural, economic, political and social);
 - Fluency in English, Romanian and Russian languages.

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 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 (in USD, specifying a total requested amount per working day, including all related costs, e.g. fees, phone calls etc.);
3. Fully 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

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:

- Masters degree in Law, Public Administration, International development or related fields; Bachelor and at least 5 years of relevant experience will be also acceptable;
- At least 3 years of relevant working experience/participation in the review, evaluation and assessment of the development of projects and/or programmes;
- Fluency in English, Romanian and Russian languages.

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		
Masters degree in Law, Public Administration, International development or related fields; Bachelor and at least 5 years of relevant experience will be also acceptable	under-Master's – 10 pts, Master's – 20 pts; PhD -25	25
At least 3 years of relevant working experience/participation in the review, evaluation and assessment of the development of projects and/or programmes	3 years – 30 pts, each additional year– 10 pts, up to 70 pts	70
Previous work experience in democratic governance, public administration, development or other related areas	up to 1 year – 0 pts; each year of such work – 10 pts, up to 50 pts	50
Interview (demonstrated technical knowledge and experience; communication/ interpersonal skills; creativity/ resourcefulness; fluency in English, Romanian and Russian languages); demonstrated familiarity with the national context (legal and policy framework) related to the Electoral System in Republic of Moldova; ability to analyse, plan, manage diversity of views, adapt to different environments (cultural, economic, political and social)	60 pts – demonstrated technical knowledge and experience; 15 pts – communication/ interpersonal skills; 10 pts – creativity/resourcefulness; 10 pts – fluency in Romanian and Russian; 20 pts – fluency in English; 20 pts - demonstrated familiarity with the national context; 20 pts - ability to analyse, plan, manage diversity of views, adapt to different environments	155
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

ANNEX 3– TERMS OF REFERENCE FOR THE REVIEW