



## INDIVIDUAL CONSULTANT PROCUREMENT NOTICE

Date: **16 July 2014**

**Country:** Republic of Moldova

**Description of the assignment:** International 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 days within a period of August – October 2014

Proposals should be submitted online by pressing the "Apply Now" button no later than 31 July 2014.

Requests for **clarification only** must be sent by standard electronic communication to the following e-mail: [sergiu.galitchi@undp.org](mailto:sergiu.galitchi@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 "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.

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

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.

The expected output for the international consultant's assignment is to provide 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, as well as the impact achieved by the programme in that period; assess the effectiveness of UNDP support to the programme; identify and critically analyze the relevance of the programme activities as well as the effectiveness of the implementation modalities. The evaluation will examine whether the activities, outputs and objectives lined out in the programme document have been achieved and provide recommendations on the way forward in the remaining implementation period until July 2016.

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

## **3. REQUIREMENTS FOR EXPERIENCE AND QUALIFICATIONS**

### **I. Academic Qualifications:**

- Master degree in Law, Public Administration, International development or related fields; Bachelor and at least 8 years of relevant experience will be also acceptable;

### **II. Years of experience:**

- At least 7 years of work experience in the field of democratic governance, public administration, development, including participatory planning, monitoring and evaluation;
- Previous regional work experience in related areas, in transitional or emerging democracies, including Central and Eastern Europe or CIS countries is a strong advantage;

### **III. Competencies:**

- Sound knowledge about results-based management (especially results-oriented monitoring and evaluation);
- Sound knowledge of the Moldovan political/governance systems with a focus on Parliament and elections;
- Knowledge of the assistance to Moldova in the area of democratic Governance and previous experience in the evaluation of the assistance projects;
- Extensive research and analytical skills;
- Excellent writing and oral communication;
- Facilitation and management skills;
- Possess leadership skills and be a team player;
- Knowledge of UN system and UNDP;
- Availability to work during the indicated /approved period;
- Fluency in English. Knowledge of Romanian and/or Russian will be an asset.
- Computer literacy and ability to effectively use office technology equipment, IT tools.

#### **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 day, including all related costs, e.g. fees, per diems, travel costs, 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 case of unforeseeable travel for the business purpose, 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.

Up to two travel missions are envisaged under this assignment, with a minimum 15 working days in Moldova.

#### **6. EVALUATION**

Initially, individual consultants will be short-listed based on the following minimum qualification criteria:

- Master degree in Law, Public Administration, International development or related fields; Bachelor and at least 8 years of relevant experience will be also acceptable;
- At least 7 years of work experience in the field of democratic governance, public administration, development, including participatory planning, monitoring and evaluation.

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 points);

\* Financial Criteria weight – 40% (200 points).

Only candidates obtaining a minimum of 210 points would be considered for the Financial Evaluation.

Criteria	Scoring	Maximum Points Obtainable
<b>Technical</b>		
<ul style="list-style-type: none"> <li>Master degree in Law, Public Administration, International development or related fields; Bachelor and at least 8 years of relevant experience will be also acceptable;</li> </ul>	(Bachelor's +8 years' experience – 20 pts, Master's – 25 pts, PhD – 30 pts)	30
<ul style="list-style-type: none"> <li>At least 7 years of work experience in the field of democratic governance, public administration, development, including participatory planning, monitoring and evaluation;</li> </ul>	(7 years – 60 pts, >7 years – 70 pts)	70
<ul style="list-style-type: none"> <li>Previous regional work experience in related areas, in transitional or emerging democracies, including Central and Eastern Europe or CIS countries is a strong advantage;</li> </ul>	(no – 0, at some extent – 10-20 pts, yes – 30 pts)	30
<ul style="list-style-type: none"> <li>Interview</li> </ul>	<ul style="list-style-type: none"> <li>Sound knowledge about results-based management (especially results-oriented monitoring and evaluation) (10 pts);</li> <li>Sound knowledge of the Moldovan political/governance systems with a focus on Parliament and elections (20 pts);</li> <li>Knowledge of the assistance to Moldova in the area of democratic Governance and previous experience in the evaluation of the assistance projects (20 pts);</li> <li>Extensive research and analytical skills (no – 0, at some extent – 10 pts., yes – 20 pts.);</li> <li>Excellent writing and oral communication (20 pts);</li> <li>Facilitation and management skills (20 pts);</li> <li>Possess leadership skills and be a team player (10 pts);</li> <li>Knowledge of UN system and UNDP (20 pts);</li> <li>Availability to work during the indicated /approved period (10 pts);</li> <li>Fluency in English. Knowledge of Romanian and/or Russian will be an asset (English – 15 pts.; Romanian or Russian – 5 pts.)</li> </ul>	170
<b>Maximum Total Technical Scoring</b>		<b>300</b>
<b>Financial</b>		
Evaluation of submitted financial offers will be done based on the following formula: <b><math>S = F_{min} / F * 200</math></b> 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.		<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**