



INDIVIDUAL CONSULTANT PROCUREMENT NOTICE

Date: **23 September, 2014**

Country: Republic of Moldova

Description of the assignment: Two National Training Experts to develop and carry out a Training of Trainers course aimed at increasing training capacity of the Center for Continuous Electoral Training

Project name: Democracy Programme/Elections

Period of assignment/services: 13-24 October, 2014

Proposals should be submitted online by pressing the "Apply Now" button no later than 07 October, 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.

1. BACKGROUND

The Center for Continuous Electoral Training (CCET) was established by the Central Electoral Commission of Moldova in 2011, with its operations launched in 2013. The CCET mission is to create a favorable climate for insuring a correct and fair organization of unfolding elections in the Republic of Moldova promoting international standards and best practices in election management.

The goal of the CCET is to establish a professional training center in Moldova with the capacity to design, implement and conduct training, teaching, and research for various electoral stakeholders.

The Electoral Code of Moldova requires that members of electoral councils and bureaus appointed under the Electoral Code must have, from the 2013 elections onwards, an appropriate certificate of competency from the CCET. The next Parliamentary are planned for 30 November 2014 and the CCET must train and certify around 20,000 people.

The CCET main focus now is to create a pool of trainers capable of providing a professional training for the potential electoral staff. A series of trainings of trainers have been organized over the last year, starting with July-August 2013. However, due to large number of people CCET has to train before parliamentary Elections 2014, there is a need to train more trainers. Therefore, the CCET will organize three more ToTs will be scheduled for October, 2014.

The CCET in collaboration with the UNDP and with funding provided by the Government of Norway is looking to hire Trainers of Trainers. The TOT trainers will train about 100 trainers which will be employed

to conduct countrywide trainings and certification of individuals with different background as potential electoral officials appointed by the local public administration and parliamentary political parties.

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

The Project will contract two National Training Experts to develop and carry out a Training for Trainers course aimed at increasing training capacity of the Center for Continuous Electoral Training.

The National Training Experts will elaborate the agenda and methodology of ToT training, co-facilitate Training of Trainers workshop to introduce a training methodology to the newly recruited trainers, develop the skills of the trainers in the use of participative training methods, and the efficient use of training tools such as presentations, multimedia and interactive activities, and elaborate evaluation methodology of participants and participate in the evaluation of the participants.

The selected training experts will:

- Develop the training course (including agenda, working methods and learning procedures, background materials) corresponding to 4 complete days of training (not including the lunch and coffee break time) ;
- Prepare the handouts for the participants at the training, including case-studies, simulation practice and other relevant support materials/handouts in coordination with the Center for Continuous Electoral Training, corresponding to 1 complete day of work.
- Deliver the course during 13-24 October, 2014 according to the agreed schedule;
- Organize participate, together with two national training expert assistants in evaluation of trainers and final testing of the course, corresponding to 5 complete days of work;
- Submit the evaluation forms filled in by trainees to the Electoral Specialist and to the Center for Continuous Electoral Training management.
- Draft and submit a report to the Electoral Specialist upon training delivery, including a Summary of the evaluation by the trainees.

Working language:

The training shall be performed in either Romanian or Russian language. All training materials prepared by the Trainers of training shall be in Romanian language. The Trainers of training shall submit all training materials and hand-outs to the Electoral Specialist at least 1 week in advance to ensure adequate quality.

Institutional arrangements:

The Experts will work in close collaboration with the Center for Continuous Electoral Training – for substantive aspects of the assignment and under the direct supervision of the project Electoral Specialist – for administrative aspects.

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

3. REQUIREMENTS FOR EXPERIENCE AND QUALIFICATIONS

Academic Qualification

- Relevant University Degree in Political Science, International Relations or related discipline (Masters degree – an advantage).
- Formal teacher training qualifications. BRIDGE accreditation is an advantage;

Experience

- Minimum 5 years of experience in training and capacity building in elections;
- Demonstrated experience in designing training programs for electoral officials with different background;
- Proven previous experience in the area of training and capacity building in Moldova highly desirable;

Competencies

- Strong analytical and drafting skills.
- Ability to analyse, plan, communicate effectively with stakeholders and present ideas clearly and effectively.
- Demonstrated interpersonal and diplomatic skills.
- Ability to enter new environments, adapt quickly and produce immediate results.
- Computer literacy - competent user of Microsoft Office programs.

Language requirements

- Fluency in written and spoken English and Romanian. Knowledge of Russian would be an asset.

4. DOCUMENTS TO BE INCLUDED WHEN SUBMITTING THE PROPOSALS

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

- **Proposal:** explaining why they are the most suitable for the work;
- **Technical proposal to include brief** training course with the description of the content and training techniques; (by days and hours);
- **Financial proposal;** in (USD, specifying a total lump sum amount and the number of anticipated working days);
- **Personal CV** including past experience in similar projects 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 shall include a breakdown of this lump sum amount (including fee, taxes, 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:

- Relevant University Degree in Political Science, International Relations or related discipline
- Minimum 5 years of experience in training and capacity building in elections.

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
<u>Technical</u>		
Relevant University Degree in Political Science, International Relations or related discipline (Masters degree – an advantage).	University degree - 10 pts, Master's – 20 pts; Formal teacher training qualifications. BRIDGE accreditation is an advantage – 30pts	30
Minimum 5 years of experience in training and capacity building in elections	5-8 years – up to 35 pts, more than 8 years of experience – 5 pts, for each additional year of experience up to a maximum of 40 additional points;	75
Demonstrated experience in designing training programs for electoral officials with different background	No – 0pts, at some extent – up to 20pts, yes – up to 65 pts	65
Proven previous experience in the area of training and capacity building in Moldova;	No – 0pts, at some extent – 20pts, yes – 65 pts;	65
Relevant Technical proposal (justification of being suitable for the work, vision and working approach). Proven report writing skills.	Max. 40	40
Fluency in written and spoken Romanian and Russian. Knowledge of English would be an asset.	Romanian – 10 pts; Russian – 10 pts; English- 5 pts	25
Maximum Total Technical Scoring		300
<u>Financial</u>		
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