



INDIVIDUAL CONSULTANT PROCUREMENT NOTICE

Date: **23 September, 2014**

Country: Republic of Moldova

Description of the assignment: Two National Training Expert Assistants to contribute to the development and organization of 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 Expert Assistants to contribute to the development and organization of a Training for Trainers course aimed at increasing training capacity of the Center for Continuous Electoral Training.

The National Training Expert Assistants will co-facilitate Training of Trainers course to introduce a training methodology to the newly recruited trainers, contribute to the development of 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, contribute to the elaboration of the evaluation methodology of participants and participate in the evaluation of the participants and assess the performance of trainers and prepare individual recommendations for selection as trainers.

The selected training expert assistants will:

- Contribute to the development of 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) ;
- Together with the ToT Training Experts 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.
- Assist in the delivery the course during 13-24 October, 2014 according to the agreed schedule;
- Perform evaluation of trainers and final testing of the course, corresponding to 5 complete days of work;
- Together with the ToT Training Experts submit the evaluation forms filled in by trainees to the Electoral Specialist and to the Center for Continuous Electoral Training management.

Working language:

The training shall be performed in either Romanian or Russian language. All training materials prepared by the National Training Expert Assistants shall be in Romanian language. The National Training Expert Assistants 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 National Training Expert Assistants 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 would be an asset;

Experience

- At least 2 years of experience in training and capacity building in elections;

Competencies

- Analytical and drafting skills.
- Ability to communicate effectively with stakeholders and present ideas clearly and effectively.
- Demonstrated interpersonal and diplomatic skills.
- Computer literacy - competent user of Microsoft Office programs.

Language requirements

- Fluency in written and spoken Romanian. Knowledge of English and 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;
- **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
- At least 2 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 - 20 pts, Master's – 40 pts; Formal teacher training qualifications – 60pts	60
At least 2 years of experience in training and capacity building in elections	2 – 5 years – up to 100 pts, more than 5 years of experience – 10 pts, for each additional year of experience up to a maximum of 50 additional points;	150
Relevant Technical proposal (justification of being suitable for the work, vision and working approach). Proven report writing skills.	Max. 60	60
Fluency in written and spoken Romanian. Knowledge of English and Russian would be an asset	Romanian – 12 pts; Russian – 12 pts; English- 6 pts;	30
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