

## INDIVIDUAL CONSULTANT PROCUREMENT NOTICE

Date: **7 October 2014**

**Country:** Republic of Moldova

**Description of the assignment:** National Consultant to develop a Catalogue of Services for Parliamentary Constituency Offices

**Project name:** "Enhancing Women's Political Representation through improved capacity and enhanced support in Moldova"

**Period of assignment/services:** 40 working days between 27 October 2014 – 27 February 2015

Proposals should be submitted online by pressing the "Apply Online" no later than 20 October 2014.

Requests for **clarification only** must be sent by standard electronic communication to the following e-mail: [Victoria.ignat@undp.org](mailto:Victoria.ignat@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 candidates are particularly 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

In 2014, UNDP jointly with UN Women and in partnership with the East Europe Foundation (EEF) and the Centre "Partnership for Development" (CPD) started a new programme in Moldova: "Enhancing Women's Political Representation through improved capacity and enhanced support in Moldova" (Women in Politics). The programme aims at ensuring an increased participation of women in politics and in the decision-making process by creating an environment conducive to their meaningful participation, and providing support to capacity development of women before, during and after the elections at the central and local levels.

The programme purpose is to support gender equality advocates in creating a favourable environment for advancing women's right to participate in decision making at national and local levels by influencing legal frameworks and policies to increase women's leadership and political participation.

Among others, the Programme intervention is related to the electoral assistance and administration, parliamentary affairs and capacity building of elected women and builds further on the results achieved through the previous and on-going support to the institutional capacity development of the Parliament and the Central Elections Commission (CEC) with a focus on enhancing capacities of the Election Management Bodies on gender responsive electoral management and on strengthening capacities of elected women parliamentarians and councillors for performing the elected official's duties.

In an effort to facilitate the connection between citizens and lawmakers, four Parliamentary Constituency

and Information Offices (PCIOs) have been established in Edinet, Orhei, Comrat and Leova, in 2014 with support from UNDP's Democracy Programme. The offices will serve as a 'hub' for information and education on parliamentary and democracy issues and offer a space for decentralized committee meetings, public hearings or consultations. Moreover, the Constituency Offices are expected to provide a wide range of services to various population groups in their area, including women from vulnerable groups, and making sure that their concerns are addressed up in the political agendas of the legislators in a timely manner.

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

In this context, in order to better assist the staff of the constituency offices in providing effective support to residents, the Women in Politics programme seeks to hire a national consultant to develop a Catalogue of Services to be provided by the Constituency Offices to residents, as well as to assess the training and capacity building needs of the staff in terms of better delivering the aforementioned services to particular groups of constituency, including women from vulnerable groups. The national consultant will work in close cooperation and consultation with the international consultant selected under the Democracy Programme to develop the Standard Operating Procedures (SOP) for Parliamentary Constituency and Information Offices in Moldova, a Code of conduct for PCIOs staff and a Handbook for MPs on Constituency Relations and Representation.

The expected outputs resulted from the national consultant's assignment are: a 1) Catalogue of Services for Residents, including women from vulnerable groups; 2) a Training Needs Assessment report of the staff of PCIOs in delivering services pursuant to the catalogue; and 3) Training Curriculum addressing the specific skills and abilities that the staff of PCIOs need to acquire/expand in order to ensure an effective delivery of aforementioned services. All outputs need to be developed with due consideration to gender equality aspects and address, in particular, the issues of women from vulnerable groups.

In order to produce the required outputs, the Consultant will have the following responsibilities:

- Get acquainted with the feasibility study which served as basis for the Parliament to create constituency offices in Moldova, other relevant documents as provided by the joint UN Women-UNDP Women in Politics and UNDP Democracy Programmes;
- Study relevant international best practices regarding the work of Parliamentary Constituency Offices, and the type of services they provide to residents, especially women from vulnerable groups;
- Prepare a detailed work plan for the assignment;
- In cooperation with PCIOs management, organize **4 focus groups** with representatives of all categories of citizens served by the PCIOs, including women from vulnerable groups, in order to identify their expectations with regards to services that PCIOs should deliver.<sup>1</sup>
- Based on the needs identified from consultations with citizen's groups, develop the **list of services** to be provided by PCIOs to citizens, including to women from vulnerable groups ;
- Consult the respective list with relevant stakeholders, that should include but not be limited to representatives of the Democracy Programme (including the international consultant hired for complementary tasks), WiP Programme Management, other actors as required;
- Following proper consultations and incorporation of the recommendations to the list, proceed with the actual production of the contents of the **Catalogue of Services** for residents;
- Consult the contents of the Catalogue with the relevant stakeholders and submit a final version for approval;
- Following the development of the catalogue, organize **4 workshops with the staff of the PCIOS** to assess their current capacities on delivering the respective services, and determine the additional knowledge and skills that the staff needs to acquire, through training and capacity

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<sup>1</sup> Depending on the specifics of the regions covered by the PCIOs, the range of services required might be different, and it will be the task of the consultant to make sure these are reflected in the final list of services to be provided by each particular PCIOs.

- building activities, in order to ensure an effective delivery of the services included in the Catalogue, especially those aimed at women from vulnerable groups;
- Based on the findings of the workshops, produce a comprehensive **Training Needs Assessment Report** to reflect an aggregated summary of training and capacity building needs of the staff across the 4 PCIOs, and consult it with counterparts;
- Taking as basis the consulted outcomes of the training needs assessment exercise, develop a **Training Curriculum** with specific training subjects under each of the training and capacity building need identified by PCIOs staff during the above stages;
- Other relevant tasks, as agreed with the counterparts.

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

### 3. REQUIREMENTS FOR EXPERIENCE AND QUALIFICATIONS

Qualifications:

- Bachelor's Degree, in Political Sciences, Public Administration, Law, Human Rights or related fields. Additional points will be granted for advanced degrees in the aforementioned fields.

Experience:

- At least 3 years of professional experience in designing and implementing capacity building interventions targeting stakeholders from public institutions, civil society organizations, or other groups relevant to the assignment;
- Experience in designing service packages for citizens would constitute a significant advantage;
- Demonstrated experience in organizing and facilitating participatory needs assessment exercises involving different stakeholder groups;
- Proven experience in designing training curricula for different target groups. Particular work addressed at women from marginalized groups would be an advantage;
- Proven experience in working with the international organizations, central, regional and public authorities is required. Successful experience in working with UN agencies is an asset.

Competencies and personal abilities:

- Strong analytical and drafting skills;
- Excellent writing and oral communication;
- Leadership skills and ability to work with multi-disciplinary teams;
- Fluency in Romanian and Russian. Working knowledge of English is also required.

Skills:

- 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:

- a. Cover Letter: 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);
- b. Financial proposal;
- c. Duly completed P11 form and 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 number of anticipated working days, daily consulting fees, phone charges, meals, etc.).

### **Travel**

WiP Programme will cover transportation (for field visits) and printing costs, therefore these costs shall not be included in the financial proposal.

In 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:

- Bachelor's Degree, in Political Sciences, Public Administration, Law, Human Rights or related fields;
- At least 3 years of professional experience in designing and implementing capacity building interventions targeting stakeholders from public institutions, civil society organizations, or other groups relevant to the assignment;

Note: candidates that are not available during the required period shall not be considered.

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
<b><u>Technical</u></b>		
Bachelor's Degree, in Political Sciences, Public Administration, Law, Human Rights or related fields. Additional points will be granted for advanced degrees in the aforementioned fields	Bachelor's – 5 pts; Master's – 7 pts; PhD - 10 pts	10
At least 3 years of professional experience in designing and implementing capacity building interventions targeting stakeholders from public institutions, civil society organizations, or other groups relevant to the assignment	Less than 3 years – 0 pts; 3 years – 10 pts, each additional year – 10 pts, up to max. 50pts	50
Experience in designing service packages for citizens would constitute a significant advantage	Less than 2 years – 0 pts; 2 years – 10 pts, each additional year – 5 pts, up to max. 30 pts	30

Proven experience in designing training curricula for different target groups.  Particular work addressed at women from marginalized groups would be an advantage	experience training curricula: Less than 2 years – 0 pts, 2 to 5 years – 10 pts, each additional year – 5 pts, up to max. 30 pts. Particular experience – extra 10 pts.	40
Proven experience in working with the international organizations, central, regional and public authorities is required. Successful experience in working with UN agencies is an asset	no– 0, yes – 10 pts	10
Strong analytical and drafting skills demonstrated through development of academic studies, papers, analysis, books, etc.	no– 0, yes – 5 pts	5
Interview (demonstrated technical knowledge and experience; excellent oral communication; leadership skills and ability to work with multi-disciplinary teams; fluency in Romanian and Russian, working knowledge of English, Computer literacy and ability to effectively use office technology equipment, IT tools; demonstrated experience in organizing and facilitating participatory needs assessment exercises involving different stakeholder groups)	demonstrated technical knowledge and experience – 80 pts; excellent oral communication – 10 pts; leadership skills and ability to work with multi-disciplinary teams - 20; fluency in Romanian and Russian – 10pts , working knowledge of English – 10 pts; computer literacy – 5 pts; participatory needs assessment: less than 3 years – 0 pts; 3 years – 5 pts, each additional year – 5 pts, up to max. 20pts	155
<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**