



INDIVIDUAL CONSULTANT PROCUREMENT NOTICE

Date: **08 October 2014**

Country: Republic of Moldova

Description of the assignment: National Consultant/Trainer on ex-post impact assessment of legislation

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

Period of assignment/services: 20 working days through November, 2014

Proposals should be submitted online by pressing the "Apply Now" button no later than 23 October 2014.

Requests for **clarification only** must be sent by standard electronic communication to the following e-mail: 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

A systematic analytical approach is essential to the development of high-quality regulation. That is why since 2008 the Moldovan Parliament made the Regulatory Impact Assessment (RIA) mandatory for all the regulations related to entrepreneurial activity, protecting entrepreneurs' interests and rights and reducing the impact of regulation on business.

There are, however, many questions about how to design and apply RIA so that it is effective at improving regulatory decisions taken within complex administrative processes. The Government is overall responsible for overseeing regulatory analysis and in providing quality control. But an efficient and constructive oversight through parliamentary committees is obviously needed. More than that, the Parliament has an important role as regards ex-ante (bills submitted to and discussed by Parliament) and ex-post (assessment of acts and their enforcement) RIA. Thereby, building the capacities of parliamentary staffers to make a Regulatory Impact Assessment will contribute to a more effective enforcement of legislation.

In 2013 the UNDP Democracy Programme/Parliament provided trainings to the Members of Parliament and parliamentary staff on RIA (ex-ante). In order to further improve the knowledge of parliamentary staff on RIA, the project is planning to provide a Training Program for parliamentary staff on ex-post impact assessment of legislation.

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

The expected output for the national consultant's assignment is to design and deliver a two-day training program on the principles, methods and mechanisms of the ex-post impact assessment of legislation to the staff from the Legal Department (Group 1) and from standing committees (Group 2) of the Parliament of Moldova.

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

3. REQUIREMENTS FOR EXPERIENCE AND QUALIFICATIONS

I. Academic Qualifications:

- Master's degree in Law, Public or Business Administration and other related field;

II. Years of experience:

- A minimum of 5 years of relevant professional experience in designing and conducting training courses on RIA or other relevant issues;
- Experience in the development and/or implementation of RIA;
- Knowledge of Moldovan legal framework related to RIA;
- Experience in working with Parliament, Government and/or international organizations (successful experience in working with UN agencies is an asset);

III. Competencies:

- Strong analytical and drafting skills;
- Ability to analyse, plan, communicate effectively orally and in writing, draft report, organize and meet expected results, adapt to different environments (cultural, economic, political and social);
- Demonstrated interpersonal and diplomatic skills, as well as the ability to communicate effectively with all stakeholders and to present ideas clearly and effectively;
- Fluency in Romanian. Knowledge of English 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. Dully completed and signed P11 Form, personal CV and at least 3 references.

*) We reserve the right to reject incomplete applications.

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.

No travel missions are envisaged under present assignment.

6. EVALUATION

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

- Master's degree in Law, Public or Business Administration and other related field;
- A minimum of 5 years of relevant professional experience in designing and conducting training courses on RIA or other relevant issues.

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
<u>Technical</u>		
• Master's degree in Law, Public or Business Administration and other related field;	(Master's – 25 pts, PhD – up to 30 pts)	30
• A minimum of 5 years of relevant professional experience in designing and conducting training courses on RIA or other relevant issues;	(5 years – 40 pts, >5 years – up to 50 pts)	50
• Experience in the development and/or implementation of RIA;	(no – 0, at some extent – up to 20 pts, yes – up to 30 pts)	30
• Knowledge of Moldovan legal framework related to RIA;	(no – 0, at some extent – up to 30 pts, yes – up to 40 pts)	40
• Experience in working with Parliament, Government and/or international organizations (successful experience in working with UN agencies is an asset);	(no – 0, yes – up to 20 pts)	30
• Interview	<ul style="list-style-type: none">• Strong analytical and drafting skills – 30 pts;• Ability to analyse, plan, communicate effectively orally and in writing, draft report, organize and meet expected results, adapt to different environments (cultural, economic, political and social) – 40 pts;• Demonstrated interpersonal and diplomatic skills, as well as the ability to communicate effectively with all stakeholders and to present ideas clearly and effectively- 30 pts;	120

	<ul style="list-style-type: none"> Fluency in Romanian. Knowledge of English or Russian will be an asset – up to 10 pts for Romanian, up to 5 pts for each English and Russian. 	
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