



INDIVIDUAL CONSULTANT PROCUREMENT NOTICE

Date: **23 October 2014**

Country: Republic of Moldova

Description of the assignment: National Consultant/Trainer on Management Skills

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

Period of assignment/services: 15 working days within 1 month assignment

Proposals should be submitted online by pressing the "Apply Now" button no later than 06 November 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

Professional management in the Parliament's Secretariat is essential for fulfilling the Secretariat's main duty, which is providing appropriate support to the Parliament, its structures and the individual Members of Parliament. In this context, professional management skills of senior managers are very important, in particular in a period when the Secretariat is modernizing its capacities. The UNDP Parliament Project provides capacity building support to the Parliament of Moldova in its policy formulation, monitoring and evaluation activities. Within this area Parliament employees receive on-the-job technical assistance as well as benefit from specially designed training programmes conducted by both local and international experts.

The Secretariat of Parliament has started a process of modernization of its capacities. Strategic priorities have been identified for updating and strengthening of work flow processes. In the same time, starting with next year the Secretariat of Parliament will be implementing a new Strategic Plan for 2015-2018. Senior managers have a leading and motivating role in this process. At this stage, strengthening their ability to engage and inspire others is crucial for achieving the expected results.

By organizing the management skills training, the UNDP Parliament project seeks to improve the capacities of Parliament of Moldova Secretariat senior managers, to ensure their successful engagement in the process of modernization of the Secretariat and to motivate staff in a changing work environment.

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 focusing on how to set priorities, delegate, motivate and develop people's capacities, coach

them to become top performers and communicate objectives and goals.
For detailed information, please refer to Annex 1 – Terms of Reference.

3. REQUIREMENTS FOR EXPERIENCE AND QUALIFICATIONS

I. Academic Qualifications:

- Bachelor's degree in Public Administration, Human Resources, Communications, Public relations and other related field;

II. Years of experience:

- A minimum of 5 years of relevant professional experience in designing and conducting training courses on management, leadership or other appropriate field;
- Experience working with Parliament, Government and/or international organizations (successful experience in working with UN agencies is an asset);
- Knowledge of Moldovan policies and legal framework related to human resources management;

III. Competencies:

- 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);
- Leadership skills and ability to work in team;
- Availability to work with UNDP and Parliament during the indicated /approved period;
- Fluency in Romanian. Knowledge of English and 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 (or 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:

- Bachelor's degree in Public Administration, Human Resources, Communications, Public relations and other related field;
- A minimum of 5 years of relevant professional experience in designing and conducting training courses on management, leadership or other appropriate field.

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>		
• Bachelor's degree in Public Administration, Human Resources, Communications, Public relations and other related field;	Bachelor's – 40 pts; Master's/PhD – up to 50 pts	50
• A minimum of 5 years of relevant professional experience in designing and conducting training courses on management, leadership or other appropriate field;	5 years – 60 pts, >5 years – up to 70 pts	70
• Experience working with Parliament, Government and/or international organizations (successful experience working with UN agencies is an asset);	no – 0 pts; to some extent – 10-30 pts, yes – up to 50 pts	50
• Knowledge of Moldovan policies and legal framework related to human resources management;	no – 0 pts; to some extent – 10-40 pts, yes – up to 60 pts	60
• 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);	no – 0 pts; to some extent – 10-30 pts, yes – up to 40 pts	40
• Fluency in Romanian. Knowledge of English and Russian will be an asset.	10 pts for each language	30
Maximum Total Technical Scoring		300
<u>Financial</u>		

<p>Evaluation of submitted financial offers will be done based on the following formula:</p> <p>$S = F_{min} / F * 200$</p> <p>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.</p>	200
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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