



INDIVIDUAL CONSULTANT PROCUREMENT NOTICE

Date: **03 November 2014**

Country: Republic of Moldova

Description of the assignment: National Consultant for updating the Handbook for Members of Parliament

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

Period of assignment/services: 25 working days through November-December, 2014

Proposals should be submitted online by pressing the "Apply Now" button no later than 18 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

The "Improving the quality of Moldovan democracy through parliamentary and electoral support" UNDP Programme aims to enhance parliamentary capacity in carrying out its core functions, entrenching gender and human rights considerations in formal political process. The programme adopts a comprehensive, long-term approach to parliamentary development including strengthening of the legislatures law-making, representation and oversight roles.

The newly elected Parliament includes MPs without previous parliament experience. Lacking overview and fundamental know-how on parliamentary rules and regulations, procedures and how to manoeuvre inside the parliamentary sphere, there is an immediate need for providing those MPs a "getting started" package, including a Handbook.

In 2010 with project support the first Handbook for newly elected MPs was developed. However, in the last few years the Parliament of Moldova has been very active in developing its organizational setup in order to improve the legislative process and have prompt reaction to changes and priorities of the society. As the parliamentary elections will be organized this year, the composition of the Parliament will change. In this context, making available an updated version of the Handbook for MPs will help the new

comers to get the most recent information on how the Parliament functions.

The Handbook will establish a clear framework regarding the services provided by the Parliament's Secretariat to MPs, improving the internal communication and telling (informing) MPs about what they need to know in a quick, informative and accessible manner.

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

The expected output for the National Consultant's assignment is to produce an updated version of the Handbook for newly elected Members of Parliament (MPs). The Handbook should provide information for new MPs about the Parliament, its structures and functioning.

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

3. REQUIREMENTS FOR EXPERIENCE AND QUALIFICATIONS

I. Academic Qualifications:

- Bachelor's degree in Law, Communications, Journalism, Media Relations, Social Sciences or other related field;

II. Years of experience:

- At least 3 years of relevant experience in outreach and/or advocacy;
- Experience in developing different communication materials, handbooks, brochures;
- Knowledge of legal framework, policies and regulations related to the roles and responsibilities of the Parliament of Moldova;
- 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);
- Leadership skills and ability to work in team;
- 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. 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 Law, Communications, Journalism, Media Relations, Social Sciences or other related field;
- At least 3 years of relevant experience in outreach and/or advocacy.

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 Law, Communications, Journalism, Media Relations, Social Sciences or other related field;	Bachelor's – 20 pts; Master's/PhD – up to 30 pts	30
• At least 3 years of relevant experience in	3 years – 60 pts, >3 years – up to 70 pts	70

outreach and/or advocacy;		
• Experience in developing different communication materials, handbooks, brochures;	no – 0 pts; to some extent – up to 30 pts, yes – up to 50 pts	50
• Experience working with Parliament, Government and/or international organizations (successful experience in working with UN agencies is an asset);	no – 0 pts; to some extent – up to 40 pts, yes – up to 60 pts	60
• Knowledge of legal framework, policies and regulations related to the roles and responsibilities of the Parliament of Moldova;	no – 0 pts; to some extent – up to 30 pts, yes – up to 40 pts	40
• Strong analytical and drafting skills;	no – 0 pts; to some extent – up to 10 pts, yes – up to 20 pts	20
• 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>		
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