



## INDIVIDUAL CONSULTANT PROCUREMENT NOTICE

Date: **24 December 2014**

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**Country:** Republic of Moldova

**Description of the assignment:** National Consultant to provide technical support in Voters Lists area

**Project name:** Democracy Programme/Elections

**Period of assignment/services:** 15 January – 15 August 2015

Proposals should be submitted online by pressing the "Apply Online" no later than **4 January 2015**

Requests for **clarification only** must be sent by standard electronic communication to the following e-mail: [beatricia.revenco@undp.org](mailto: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.

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### BACKGROUND

The Central Electoral Commission of the Republic of Moldova (CEC) is a permanent and independent electoral management body working on the implementation of its key objectives set forth in its Strategic Development Plan for the period 2012-2015. Among these are the improvement of voter registration system in Moldova and further elaboration and implementation of the State Automated Information System "Elections" (SAISE).

UNDP Moldova Democracy Programme/Elections (Programme) has agreed to support the CEC in its efforts to meet these objectives and to build the capacity of its staff to manage these tasks in the longer term. The Programme is a multi-year institutional development programme that aims to support the institutional consolidation of the CEC as well as modernization of the all electoral process towards:

- Improving the capacity of the CEC to meet European gender and human rights standards;
- Improving the institutional environment for electoral management bodies that can deliver inclusive and modern electoral processes;
- Improving the electoral and population registration process in the Republic of Moldova.

In May 2008 the Parliament of Moldova approved Law No. 101 on the Concept of SAISE – a comprehensive election management system which integrates key IT tools and functions needed by an Election Management Body to conduct elections.

In July 2013 the Programme assisted the CEC with development of a roadmap on voters' registration. The implementation of this roadmap started in 2013 and continued throughout 2014, bringing together key state institutions involved, directly or indirectly, in voters' lists (VL) preparation process. Development of the two of the key SAISE Modules, "SRV" and "Importer" is among the objectives set in this roadmap.

During 2014, with the Programme support, CEC developed and tested the two software products, enabling usage at the parliamentary elections of 30 November 2014 of the two SAISE modules to extract based on the IDNP data from the State Register of Population in order to compile / update the VL, thus ensuring VL accuracy, avoiding duplications and repetitive voting.

Having in mind the subsequent lessons learnt from the recent electoral events, CEC requested the Programme support in further testing and improvement of this software, development of the corresponding legal and normative framework relevant to the SRV functioning and integration with other state registries, further expansion of SAISE and last but not least, support in address system development area.

## **SCOPE OF WORK, RESPONSIBILITIES AND DESCRIPTION OF THE PROPOSED ANALYTICAL WORK**

The Programme wishes to contract an experienced national consultant to provide CEC and the Programme with local support in advice in further enhancement of the VL area.

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

## **REQUIREMENTS FOR EXPERIENCE AND QUALIFICATIONS**

### Technical Qualifications:

- Bachelor in Law, Political Science, IT or other relevant field.
- At least 10 years of relevant experience in electoral area.

### Years of experience:

- At least 5 years of progressive professional experience in voters lists area;
- At least 1 year of professional experience in working with/within an Electoral Management Body (e.g. Central Electoral Commission, District Electoral Commissions, Precinct Electoral Bureau);

### Competencies:

- Problem solving skills and result orientation;
- Experience in the formulation of technical specifications and software development for voter registration or analogous software will be an asset;
- Demonstrated interpersonal and diplomatic skills, as well as the ability to communicate effectively with all stakeholders and to present ideas clearly and effectively;
- Proficiency in Romanian and Russian, English will be considered an asset.

## **DOCUMENTS TO BE INCLUDED WHEN SUBMITTING THE PROPOSALS**

Interested individuals must submit the following documents/information to demonstrate their qualifications:

- 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);
- Financial proposal (in USD, specifying a total requested amount per working day, including all related costs, e.g. fees, phone calls etc.);
- Duly completed P11 Form

## **FINANCIAL PROPOSAL**

The financial proposal should specify the daily fee, travel expenses and per diems quoted in separate line items. Payments are made to the Individual Consultant based on the number of days worked.

All envisaged travel costs must be included in the financial proposal. This includes all travel to join duty station/repatriation travel. UNDP shall not accept travel costs exceeding those of an economy class ticket. The financial proposal will specify the daily fee in USD. The timeframe for the work of the Consultant is planned between January and August 2015. During this 8 months period the consultant is expected to work full time, 80 working days (average of 10 working days per month).

## **EVALUATION**

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

- Bachelor in Law, Political Science, IT or other relevant field. Bachelor and will be also acceptable;
- At least 10 years of relevant experience in electoral area.

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
<b>Technical</b>		
Bachelor in Law, Political Science, IT or other relevant field.	(Bachelor's – 10 pts, Master's – 20 pts.; PhD – 30 pts.)	30
At least 10 years of relevant experience in electoral area.	(10 years – 30 pts., each additional year– 10 pts, up to max 60 pts.)	60
At least 5 years of progressive professional experience in voters lists area;	(less than 5 years – 0 pts., 5 years – 20 pts., each additional year– 10 pts, up to max 60 pts.)	60
At least 1 year of professional experience in working with/within an Electoral Management Body (e.g. Central Electoral Commission, District Electoral Commissions, Precinct Electoral Bureau);	(less than 5 years – 0 pts., 1 year – 10, each additional year – 5 pts., up to max 30)	30
Proficiency in Romanian and Russian, English will be considered an asset.	Romanian 5 pts., Russian – 5 pts.; English – 10 pts.	20
Interview: Demonstrated interpersonal and diplomatic skills:  <ul style="list-style-type: none"> <li>- Problem solving skills and result orientation</li> <li>- Experience in the formulation of technical specifications and software development for voter registration or analogous software will be an asset;</li> <li>- Ability to analyse, plan, manage diversity of views, adapt to different environments (cultural, economic, political and social);</li> <li>- Ability to present ideas clearly and effectively;</li> </ul>	60 pts. – demonstrated technical knowledge and experience; 10 – communication/ interpersonal skills; 10 – creativity/resourcefulness)  10 – ability to analyse, plan, manage  10 – ability to present ideas	100
<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**