

INDIVIDUAL CONSULTANT PROCUREMENT NOTICE

Date: 9 February 2015

Country: Republic of Moldova

Description of the assignment: Gender consultant for the Centre for Continuous Electoral Training

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

Period of assignment/services: 40 working days between 2 March – 31 May 2015

Proposals should be submitted online by pressing the "Apply Online" no later than 23 February 2015.

Requests for **clarification only** must be sent by standard electronic communication to the following e-mail: 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) and the Center for Continuous Electoral Training (CCET) with a focus on enhancing capacities of the Electoral Management Bodies on gender

responsive electoral management and on strengthening capacities of elected women parliamentarians and councilors for performing the elected official's duties.

In 2015, to further support CCET's commitment to advance the inclusion of gender equality principles in its training programmes, the Women in Politics Programme will assist the Centre in mainstreaming the gender aspect in its training programmes for political parties, as well as electoral administrators engaged in the upcoming local elections.

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

The Programme intends to contract a national consultant (Consultant) to support CCET in developing and institutionalizing dedicated gender equality training modules to be integrated in CCET's training programs provided to political parties and electoral administrators prior to 2015 local elections. Namely the Consultant is expected to:

1. Study CCET training materials and training modalities applied for different target groups; familiarize with relevant national and international experience in integrating gender equality in trainings of electoral administrators and staff, political parties, LPAs, etc.;
2. Develop a ½ day **Training Module on Gender-balanced Nomination of Candidates for Local Elections** to be integrated in the trainings provided by CCET to political parties;
3. Develop a ½ day **Training Module on Ensuring Gender Equality in Local Elections Administration** to be integrated in all CCET trainings for electoral administrators and staff engaged in the local elections;
Note: Training materials developed under points 2 and 3 above need to comply with the existing format of CCET training materials, and shall include but not be limited to detailed session plans, relevant background materials, and corresponding Power Point Presentations.
4. Present both training modules to CCET trainers and staff, and provide hands-on training to CCET trainers' team on the actual delivery of the modules to end beneficiaries - political parties, and electoral administrators respectively.
5. Make adjustments to the training modules following the feed-back collected above, and submit the final versions in Romanian to CCET management;
6. Proofread the Russian translations of the training modules and submit final versions to CCET management;
7. Perform other tasks needed for the successful implementation of the assignment.

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

3. REQUIREMENTS FOR EXPERIENCE AND QUALIFICATIONS

I. Academic Qualifications:

- University degree in Social Sciences, Gender Studies, Human Rights, Law or other related field. More points will be granted to applicants holding MA and PhD-level degrees in the fields mentioned above. Additional certifications in the area of gender equality will be an asset.

II. Experience:

- A minimum of 3 years of experience in the area of gender equality and democratic governance, women's political participation, other fields relevant to the assignment;
- Proven experience in designing and delivering trainings on gender equality to various audiences, including public institutions/public servants, political parties, civil society organizations, etc.
- Experience working with international organizations on similar assignments. Experience with UN agencies is an asset.

- Previous experience in developing training materials, publications, articles on gender issues
- III. Competencies:
- Demonstrated in-depth knowledge of gender equality issues, international standards, and best practices;
 - Outstanding presentation and training skills;
 - Advanced drafting and communication skills;
 - Excellent self-organizing ability;
 - Fluent in Romanian and Russian languages. Intermediate-high level of English is required. Full proficiency in English would be an advantage.

4. DOCUMENTS TO BE INCLUDED WHEN SUBMITTING THE PROPOSALS

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

- a. 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);
- b. Aggregated financial proposal (in USD, specifying a total requested amount per working day, including all related costs, e.g. fees, phone calls etc.);
- c. Updated Curriculum Vitae (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:

- University degree in Social Sciences, Gender Studies, Human Rights, Law or other related field;
- A minimum of 3 years of experience in the area of gender equality and democratic governance, women's political participation, other fields relevant to the assignment;
- Fluency in Romanian and Russian languages. Intermediate-high level of English is required.

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:

- responsive/compliant/acceptable, and
- 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
<u>Technical</u>		
University degree in Social Sciences, Gender Studies, Human Rights, Law or other related field; Additional points will be granted to applicants holding MA and PhD-level degrees in the fields mentioned above,	Bachelor's – 10 pts; Master's or PhD - 20 pts	20
Additional certifications in the area of gender equality will be an asset	Additional certifications in the area of gender equality – 10 pts	10
A minimum of 3 years of experience in the area of gender equality and democratic governance, women's political participation, other fields relevant to the assignment	Less than 3 years – 0 pts; 3 years – 10 pts, each additional year – 10 pts, up to max. 40pts	40
Demonstrated in-depth knowledge of gender equality issues, international standards, and best practices	1 project – 5 pts, each additional project – 5 points, up to max. 20 pts	20
Proven experience in designing and delivering trainings on gender equality to various audiences, including public institutions/public servants, political parties, civil society organizations, etc.	Less than 2 years – 0 pts; 2 to 3 years – 10 pts, each additional year – 10 pts, up to max. 50pts	50
Previous experience in developing training materials, publications, articles on gender issues	Each experience – 5 pts, up to max. 20 pts	20
Experience working with international organizations on similar assignments. Experience with UN agencies is an asset	no– 0, international organizations – up to 10 pts; UN experience – additional 10 pts	20
Interview (demonstrated technical knowledge and experience; In-depth knowledge of gender equality issues, international standards, and best practices; Outstanding presentation and training skills; Advanced drafting and communication skills; Excellent self-organizing ability; Linguistic skills: fluency in Romanian and Russian languages and intermediate-high level of English is required. Full proficiency in English would be an advantage)	Demonstrated technical knowledge and experience – 40 pts; knowledge of gender equality issues, international standards, and best practices – up to 20 pts; presentation and training skills – up to 15 pts, drafting and communication skills – up to 15 pts; self-organizing ability – 15 pts; fluency in Romanian and Russian – 5 pts; English: intermediate-high – 5 pts; proficiency – 10 pts;	120
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**