



INDIVIDUAL CONSULTANT PROCUREMENT NOTICE

Date: **05 March 2015**

Country: Republic of Moldova

Description of the assignment: International Consultant to assess the role of Parliament in the European Integration Process

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

Period of assignment/services: 25 days within a 3 months assignment

Proposals should be submitted online by pressing the "Apply Now" button no later than 18 March 2015.

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" Programme aims to enhance parliamentary efficiency in carrying out its functions and responsibilities thus contributing to viable democracy and open society in Moldova. The project adopts a comprehensive, long-term approach to parliamentary development including strengthening of the legislature law-making, representation and oversight roles.

In 2014 the Parliament of Moldova ratified the EU-Moldova Association Agreement (AA). The AA places a large emphasize on the approximation and harmonization of Moldovan legislation to European standards. This process significantly increases the amount of draft legislation and policy documents to be considered by the Parliament. In this context, it is important to ensure the parliamentary Committee on Foreign Policy and European Integration (CFPEI) has the sufficient capacity to be the lead parliamentary committee in advising the other committees on EU related legislation and changes expected for national legal framework. The CFPEI plays also an important role of checking the progress made by the Government in implementation of AA and DCFTA¹.

Currently the Parliament is monitoring the Government in inconsistent way. In this context, the role of the Parliament of Moldova is crucial in providing a qualified contribution into the process, which goes beyond a technical legislative approximation exercise. A structural mechanism of consultations and reporting should be developed between Parliament and Government, by updating the Rules of Procedure of the Parliament or developing a special set of rules. A clear position for the Committee on

¹ The Deep and Comprehensive Free Trade Agreement (DCFTA), part of EU-Moldova Association Agreement.

Foreign Affairs and European Integration, also in relationship to other parliamentary committees is essential for successful implementation of AA and DCFTA. At the moment such a clear mechanism is absent.

In this context, UNDP is seeking to hire an international consultant to assess the existing capacity and practical working arrangements of the Parliamentary Committee on Foreign Affairs and European Integration (FAEI) in the field of European Integration.

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

The expected output for the international consultant's assignment is to carry out a comprehensive assessment of the tasks and duties of the existing legal framework and practical working arrangements of the parliamentary Committee on Foreign Affairs and European Integration (CFAEI) in the field of European Integration; to assess the cooperation between the Parliament (and between the parliamentary committees) and the Government of Moldova during the European integration process. The assessment should include areas of improvement and recommendations based on European best practices.

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

3. REQUIREMENTS FOR EXPERIENCE AND QUALIFICATIONS

I. Academic Qualifications:

- Master's degree or equivalent in Political Sciences, Public Administration, Law or related fields.

II. Years of experience:

- At least 7 years of working experience as an officer and/or consultant for parliament/government at national and/or international level with the special focus on European affairs and EU integration;
- At least 3 years of experience in drafting strategies, institutional development plans/action plans, including for public service institutions;
- Experience of coaching and conducting participatory trainings, workshops, and presentations on strategic planning;
- Working experience in/for the EU Member States of 2004, 2007 and/or 2013 accession wave is an asset;
- Working experience in the Eastern Partnership Countries is an asset;
- Proven experience in working with the international organizations and donor funded projects.

III. Competencies:

- In-depth knowledge and understanding of the legislative process and techniques;
- Sound knowledge of EU affairs, including EU enlargement history and policies, ENP partnership framework, etc.
- Strong analytical and drafting skills;
- Excellent writing and oral communication;
- Leadership skills and ability to work with teams;
- Knowledge of UN system and UNDP;
- Availability to work during the indicated /approved period;
- Fluency in English. Knowledge of Romanian 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 and at least 3 reference persons.

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.

Up to two travel missions are envisaged under this assignment, with about 10 days of work in Moldova.

6. EVALUATION

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

- Master's degree or equivalent in Political Sciences, Public Administration, Law or related fields;
- At least 7 years of working experience as an officer and/or consultant for parliament/government at national and/or international level with the special focus on European affairs and EU integration;
- At least 3 years of experience in drafting strategies, institutional development plans/action plans, including for public service institutions.

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
Technical		
<ul style="list-style-type: none">Master's degree or equivalent in Political Sciences, Public Administration, Law or related fields;	<i>Master's – 15 pts, PhD – 20 pts</i>	20
<ul style="list-style-type: none">At least 7 years of working experience as an officer and/or consultant for parliament/government at national and/or international level with the special focus on European affairs and EU integration;	<i>7 years – 40 pts, >7 years – 2 pts for each additional year up to maximum 50 pts</i>	50
<ul style="list-style-type: none">At least 3 years of experience in drafting strategies, institutional development plans/action plans, including for public service institutions;	<i>3 years – 20 pts, >3 years – 2 pts for each additional year up to maximum additional 10 pts</i>	30
<ul style="list-style-type: none">Working experience in the Eastern Partnership Countries is an asset;	<i>no – 0, at some extent – up to 10 pts, yes – up to 20 pts</i>	20
<ul style="list-style-type: none">Working experience in/for the EU Member States of 2004, 2007 and/or 2013 accession wave is an asset;	<i>no – 0, at some extent – up to 10 pts, yes – up to 20 pts</i>	20
<ul style="list-style-type: none">Proven experience in working with the international organizations and donor funded projects;	<i>no – 0, at some extent – up to 5 pts, yes – up to 10 pts</i>	10
<ul style="list-style-type: none">Interview	<ul style="list-style-type: none">In-depth knowledge and understanding of the legislative process and techniques (<i>up to 30 pts</i>);Sound knowledge of EU affairs, including EU enlargement history and policies, ENP partnership framework, etc. (<i>up to 30 pts</i>);Experience of coaching and conducting participatory trainings, workshops, and presentations on strategic planning (<i>up to 20 pts</i>);Strong analytical and drafting skills (<i>no – 0, at some extent – up to 5 pts, yes – up to 10 pts</i>);Excellent writing and oral communication (<i>up to 10 pts</i>);	150

	<ul style="list-style-type: none"> • Leadership skills and ability to work with teams (<i>up to 10 pts</i>); • Knowledge of UN system and UNDP (<i>up to 10 pts</i>); • Availability to work during the indicated /approved period (<i>up to 10 pts</i>); • Fluency in English. Knowledge of Romanian and/or Russian will be an asset (<i>English – 10 pts; Romanian and/or Russian – 5 pts each</i>) 	
Maximum Total Technical Scoring		300
<u>Financial</u>		
Evaluation of submitted financial offers will be done based on the following formula: <u>$S = F_{min} / F * 200$</u> 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