



INDIVIDUAL CONSULTANT PROCUREMENT NOTICE

Date: **02 March 2015**

Country: Republic of Moldova

Description of the assignment: National Training Expert Assistant to contribute to the development and organization of a Training of Trainers course aimed at increasing training capacity of the Center for Continuous Electoral Training

Project name: Democracy Programme/Elections

Period of assignment/services: 30 March – 20 April 2015 (10 working days)

Proposals should be submitted online by pressing the "Apply Now" button no later than 23 March 2015. Requests for **clarification only** must be sent by standard electronic communication to the following e-mail: 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.

1. BACKGROUND

UNDP Moldova Democracy Programme/Elections (further referred as Programme) is a multi-year institutional development project that aims to support strategic development of the Central Electoral Commission (CEC) with the aim to strengthen the capacity of electoral administration to deliver professional, transparent and efficient electoral processes. Overarching goal of the Programme is to improve the democracy in Moldova through modernization of the electoral processes, through free and fair elections representing the will of the people and which are fully in line with the international standards and best practices.

Planning and conducting elections is a complex and challenging task that places heavy legislative, political, social and logistical demands on all participants involved in elections. As failure is not an option when it comes to elections, it is essential that people involved in this process possess adequate skills, knowledge and experience to successfully carry out their electoral responsibilities. Since 2008 CEC has been working to improve the design and implementation of training programs for temporary electoral officials.

To meet increasing need for effective trainings and further certification of electoral officials, in 2011 CEC created the Centre for Continuous Electoral Trainings (CCET). The main goal of the CCET is to provide trainings for various electoral officials, electoral bodies' staff members, judges, NGOs representatives, electoral observers, mass-media, political parties representatives and voters. The CCET mission is to create a favorable climate for insuring a correct and fair organization of unfolding elections in the Republic of Moldova promoting international standards and best practices in election management.

In 2010, Moldovan electoral code was amended to allow Precinct Electoral Bureaus (PEB) and District Electoral Commissions (DEC) members to be certified by the CEC. This certification is seen as one way to better control the quality of PEB and DEC activities and to ensure citizens temporarily hired during the election period are able to carry out the duties assigned to these electoral bodies. The mandatory trainings and certification of the electoral officials was, however, later in March 2014, cancelled. For this reason not all

over 20000 electoral officials, participating in 2014 Parliamentary elections, where trained and certified by CCET.

This year, local general elections will be organized. In this context, CCET must be prepared to deliver trainings to 25,000 – 30,000 electoral officials. To prepare for this challenging task, CCET asked the Programme support in strengthening the capacities of its pool of trainers capable of providing professional trainings for the potential electoral staff, with consideration to the peculiarities of local elections. The programme agreed to support CCET with organization and delivery of a Training of Trainers (ToT) course to increase the training capacity of the CCET trainers.

2. SCOPE OF WORK:

UNDP is looking to hire a national training assistant (assistant) to support the preparation and delivery of a Training of Trainers (ToT) course during which around 120 CCET trainers, to be engaged during 2015 local general elections will be trained.

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

3. Requirements for experience and qualifications

Academic Qualification

- Relevant University Degree in Political Science, International Relations or related discipline (Masters degree – an advantage).

Experience

- At least 2 years of experience in training and capacity building in elections;
- At least 1 year experience as trainer or formal teacher;

Competencies

- Analytical and drafting skills;
- Ability to communicate effectively with stakeholders and present ideas clearly and effectively;
- Demonstrated interpersonal and diplomatic skills;
- Computer literacy – competent user of Microsoft Office programs;

Language requirements

- Fluency in written and spoken Romanian. Knowledge of English and Russian would be an asset.

4. DOCUMENTS TO BE INCLUDED WHEN SUBMITTING THE PROPOSALS

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

- Technical proposal (justification of being suitable for the work, vision and working approach);
- Financial proposal; in (USD, specifying a total lump sum amount and the number of anticipated working days);
- P 11 form, personal CV including past experience in similar projects and at least 3 references.

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 shall include a breakdown of this lump sum amount (including fee, taxes, 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 the 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:

- Relevant University Degree in Political Science, International Relations or related discipline
- At least 2 years of experience in training and capacity building in elections;

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
Technical		
Relevant University Degree in Political Science, International Relations or related discipline (Masters degree – an advantage).	University degree - 20 pts, Master's – 60 pts.;	60
At least 2 years of experience in training and capacity building in elections	2 years – 50 pts., more than 2 years of experience – 8 pts. for each additional year of experience up to a maximum of 40 additional points;	90
At least 1 year experience as trainer or formal teacher;	Less than 1 year – 5 pts., 1 year – 10 pts., every additional year – 2 pts., up to max. of 25 pts.	25

Technical proposal (justification of being suitable for the work, vision and working approach). Proven report writing skills.	Max. 80	80
Fluency in written and spoken Romanian. Knowledge of English and Russian would be an asset	Romanian – 25 pts; Russian – 10 pts; English- 10 pts;	45
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