



INDIVIDUAL CONSULTANT PROCUREMENT NOTICE

Date: **23 March 2015**

Country: Republic of Moldova

Description of the assignment: International Consultant in the area of rights of voters with disabilities

Project name: Democracy Programme/Elections

Period of assignment/services: 21 April – 31 May 2015 (10 working days)

Proposals should be submitted online by pressing the "Apply Now" button no later than 07 April 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

UNDP Moldova Democracy Programme/Elections (further referred as Programme) is a multi-year institutional development programme that supports strategic development of the Central Electoral Commission of Moldova (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. This objective is to be reached through support in development of the capacities of electoral administration on central, regional and local levels to deliver inclusive and professional elections improved and gender and human rights mainstreamed.

Whilst a number of results have been achieved in the area of human rights, a number of issues remain to be addressed further. There is need to continue working on extending the number of polling stations equipped with access ramps for wheelchair-bound voters and with facilities for voters with vision impairments. Moreover, there are certain groups of Moldovan citizens, such as persons with mental disabilities, who do not have the right to vote based on a final court decision. In this regard, assessment of and discussions about possible amendments to the Moldovan Electoral Code enabling all Moldovan citizens, regardless of their mental capacities, to fully participate in the political processes should be undertaken. In this context, CEC requested the Programme support in development of policies and administer elections in line with international human rights standards. As a result of this activity the CEC will also be able to provide proposals to electoral legislation and other policy documents to improve access for disabled persons to elections.

2. SCOPE OF WORK

The expected output for the international consultant's assignment is (hereinafter referred as "Consultant") to consult CEC and the Programme in human rights area, namely with respect to voting rights of persons with disabilities.

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

Requirements for experience and qualifications

Academic Qualifications

- Master's degree in Law or related field. PhD in legal field will be an advantage.

Experience

- At least 7 years of relevant professional experience in the field of human rights;
- At least 3 years of proven experience in organizing, facilitating and conducting seminars, trainings and round tables with state institutions/agencies/organizations related to elections, voting rights and voters with disabilities;
- Practical election administration, elections technical assistance or election observation experience will be an advantage;

Competencies

- Demonstrated interpersonal and diplomatic skills, as well as the ability to communicate effectively with all stakeholders and to present ideas clearly and effectively;
- Demonstrated understanding of international electoral standards and principles;
- Excellent analytical and writing skills;

Language requirements

- Fluency in English. Knowledge of the Romanian or Russian will be an asset.

1. 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 candidate for the work including past experience in similar Projects (please provide brief information on each of the above qualifications, item by item);
- b. 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.);
- c. Duly completed and signed P11 Form, personal CV and at least 3 references.

3. 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.

4. EVALUATION

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

- Master's degree in Law or related field. PhD in legal field will be an advantage.
- At least 7 years of relevant professional experience in the field of human rights;

- At least 3 years of proven experience in organizing, facilitating and conducting seminars, trainings and round tables with state institutions/agencies/organizations related to elections, voting rights and voters with disabilities;

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 would be considered for the Financial Evaluation.

Criteria	Scoring	Maximum Points Obtainable
Technical		
Master's degree in Law or related field. PhD in legal field will be an advantage.	Master's degree – 15 pts., PhD – 25 pts.;	25
At least 7 years of relevant professional experience in the field of human rights;	7 years – 20 pts., more than 7 years of experience – 10 pts. for each additional year of experience up to a maximum of 40 additional points;	60
At least 3 years of proven experience in organizing, facilitating and conducting seminars, trainings and round tables with state institutions/agencies/organizations, especially related to elections, voting rights and voters with disabilities;	3 years – 10 pts., more than 3 years of experience – 10 pts. for each additional year of experience up to a maximum of 40 additional points;	50
Practical election administration, elections technical assistance or election observation experience will be an advantage;	No – 0 pts., Yes – 20 pts.	20
Interview	Demonstrated interpersonal and diplomatic skills, as well as the ability to communicate effectively with all stakeholders and to present ideas clearly and effectively – up to 35 pts. Demonstrated understanding of international electoral standards and principles – up to 35 pts. Excellent analytical and writing skills – up to 35 pts.	105
Fluency in English. Knowledge of the	English – 20 pts.; Romanian – 10 pts.;	40

Romanian or Russian will be an asset.	Russian – 10 pts.;	
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