

INDIVIDUAL CONSULTANT PROCUREMENT NOTICE

Date: **11 June 2015**

Country: Republic of Moldova

Description of the assignment: National Consultant to support development of concept on E-voting for CEC Moldova

Project name: Democracy Programme / Elections

Period of assignment/services: 22 working days within two months period

Proposals should be submitted online by pressing the "Apply Now" button no later than 30 June 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 the 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. This objective is to be reached through support in development of the national electoral strategic and legal framework conducive to organisation of the elections using official data and modern IT tools.

In May 2008 the Parliament of Moldova approved the Law No. 101 on the State Automated Informational System "Elections" (SAISE). Long term objective of the SAISE is to achieve full automatization of elections in Moldova. This includes development of the possibility for citizens to vote in any polling station, possibility to vote through electronic voting machines (e.g. using an electronic pen, scanner or other electronic reading device) and/or possibility to vote via Internet (using identification devices that can read electronic documents).

The Programme has agreed to support CEC with elaboration of a concept on electronic voting in Moldova. According to the Law No. 101, the electronic voting (E-voting) system is to be developed, tested and piloted by Moldovan authorities by 2018 parliamentary elections. In this regard, CEC is currently planning to initiate consultations with relevant stakeholders aiming to develop the concept and roadmap for E-voting system implementation in Moldova, including costs analysis.

2. SCOPE OF WORK:

The expected output for the national consultant's assignment is to provide the necessary support to the international consultant on electronic voting expert, hired to advise CEC and other Moldovan authorities on E-voting system.

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

3. REQUIREMENTS FOR EXPERIENCE AND QUALIFICATIONS

I. Academic Qualifications:

- Master's degree in social sciences, Law, ICT or other relevant field.

II. Experience:

- At least 2 years of relevant working experience in development of policy or strategic documents related to the assignment;
- Experience in working with relevant public institutions would be a strong asset;
- Experience in working with international organizations will be an asset;

III. Competencies:

- Demonstrated interpersonal and diplomatic skills, as well as the ability to communicate effectively with all stakeholders and to present ideas clearly and effectively;
- Excellent analytical and writing skills;
- Proficiency in Romanian and English. Knowledge of one or more additional languages relevant for Moldova, including Bulgarian, Gagauzian, Romani, Russian, Ukrainian or sign language is an asset;

IV. Personal qualities:

- Proven commitment to the core values of the United Nations, in particular, respecting differences of culture, gender, religion, ethnicity, nationality, language, age, HIV status, disability, and sexual orientation, or other status;
- Responsibility.

UNDP Moldova is committed to workforce diversity. Women, persons with disabilities, Roma and other ethnic or religious minorities, persons living with HIV, as well as refugees and other non-citizens legally entitled to work in the Republic of Moldova, are particularly encouraged to apply.

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. Financial proposal (LUMP SUM) in USD, specifying in a total requested amount per day, including all related costs, travel, phone calls etc.);
- c. Duly completed P 11 form, personal CV 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:

- Master's degree in social sciences, Law, ICT or other relevant field.
- At least 2 years of relevant working experience in development of policy or strategic documents related to the assignment;

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		
Master's degree in social sciences, Law, ICT or other relevant fields	<i>MA – 25 pts., PhD – 30</i>	30
At least 2 years of relevant working experience in development of policy or strategic documents related to the assignment;	<i>2 years – 90 pts., each additional year of experience – 10 pts. up to a maximum of 120 points;</i>	120
Experience in working with relevant public institutions would be a strong asset;	<i>Yes – up to 20 pts., No – 0 pts.</i>	20
Experience in working with international organizations will be an asset;	<i>Yes – up to 10 pts., No – 0 pts.</i>	10
<u>Interview</u>	<ul style="list-style-type: none"> - Demonstrated interpersonal and diplomatic skills, as well as the ability to communicate effectively with all stakeholders and to present ideas clearly and effectively (<i>up to 30 pts.</i>) - Excellent analytical and writing skills (<i>up to 40 pts.</i>) - Proficiency in Romanian and English. Knowledge of one or more additional languages relevant for Moldova, including Bulgarian, Gagauzian, Romani, Russian, Ukrainian or sign language is an asset (<i>Romanian and Russian – 5 pts. each language; English – 5 pts., other languages – 5 pts., up to</i> 	120

	<i>max 20 pts.);</i> - Proven commitment to the core values of the United Nations, in particular, respecting differences of culture, gender, religion, ethnicity, nationality, language, age, HIV status, disability, and sexual orientation, or other status (<i>up to 20 pts.</i>) - Responsibility (<i>up to 10 pts.</i>)	
Maximum Total Technical Scoring		300
<u>Financial</u>		
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