

## INDIVIDUAL CONSULTANT PROCUREMENT NOTICE

Date: 18 June 2015

**Country:** Republic of Moldova

**Description of the assignment:** National Consultant to support preparation and delivery of a BRIDGE workshop on Political Financing

**Project name:** Democracy Programme / Elections

**Period of assignment/services:** 12 working days within two months period

Proposals should be submitted online by pressing the "Apply Now" button no later than 03 July 2015

Requests for **clarification only** must be sent by standard electronic communication to the following e-mail: [sergiu.galitchi@undp.org](mailto: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) and the Centre for Continuing Electoral Training (CCET) 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.

Among the objectives of the CEC 2012-2015 Strategic Plan is improvement of the Moldovan legal framework on Political Parties Financing and Financing of Electoral Campaigns. In this regard, following extensive consultations in Government and Parliament, finally, in April 2015 the Law 36<sup>1</sup> amending a series of national legal acts referring to financing of political parties was adopted. Although some provisions of the Law 36 will enter in force only as of January 2016, CEC and CCET have launched the process of development and implementation of a training programme for their staff and for other stakeholders, such as Moldovan political parties. In this regard CEC requested the Programme support with organization and delivery of a BRIDGE workshop on political financing.

The Programme intends to contract a team of two BRIDGE facilitators (one international and one national) to organize and jointly deliver one five days BRIDGE workshop on political financing to representatives of Moldovan political parties.

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<sup>1</sup> <http://lex.justice.md/index.php?action=view&view=doc&lang=1&id=358046>

## 2. SCOPE OF WORK:

UNDP wishes to contract a national BRIDGE facilitator to support the International BRIDGE facilitator in process of preparation and delivery of a five days BRIDGE workshop on political financing. The team of facilitators is expected to thoroughly analyze the original BRIDGE module in order to customize it for the local context and the electoral legal framework of the country, design an agenda to cover topics that are of direct relevance to the political financing system in Moldova.

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

## 3. REQUIREMENTS FOR EXPERIENCE AND QUALIFICATIONS

### I. Academic Qualifications:

- Bachelor's degree in Law, Public Administration, International development or related fields;

### II. Years of experience:

- Previous facilitation of BRIDGE workshops to members and staff of established electoral management bodies – minimum 3 workshops prepared and facilitated;
- Accreditation as BRIDGE facilitator;
- Previous professional experience in electoral area in the Republic of Moldova would be an asset;

### III. Competencies:

- Excellent analytical, communication and facilitation skills;
- Proficiency in written and spoken English and Romanian. Knowledge of Russian will be considered an asset;

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, e.g. phone calls etc. );
- c. P-11, 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:

- Bachelor's degree in Law, Public Administration, International development or related fields;
- Previous facilitation of BRIDGE workshops to members and staff of established electoral management bodies – minimum 3 workshops prepared and facilitated;
- Accreditation as BRIDGE facilitator;

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
<b>Technical</b>		
Bachelor's degree in Law, Public Administration, International development or related fields;	<i>MA – 25 pts., PhD – 30</i>	30
Accreditation as BRIDGE facilitator;	<i>Yes – up to 30 pts., No – 0 pts.</i>	30
Previous facilitation of BRIDGE workshops to members and staff of established electoral management bodies – minimum 3 workshops prepared and facilitated;	<i>3 workshops – 80 pts., each additional workshop – 10 pts., up to a maximum of 110 points;</i>	110
Previous professional experience in electoral area in the Republic of Moldova would be an asset;	<i>Yes – up to 30 pts., No – 0 pts.</i>	30
<u>Interview</u>	- Excellent analytical, communication and facilitation skills ( <i>up to 50 pts.</i> ) - Proficiency in written and spoken English and Romanian. Knowledge of Russian will be considered an asset ( <i>up to 50 pts.</i> )	100
<b>Maximum Total Technical Scoring</b>		<b>300</b>
<b><u>Financial</u></b>		
Evaluation of submitted financial offers will be done based on the following formula: <b><math>S = F_{min} / F * 200</math></b> S – score received on financial evaluation; F <sub>min</sub> – the lowest financial offer out of all the submitted offers qualified over the technical evaluation round; F – financial offer under consideration.		<b>200</b>

### 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**