

INDIVIDUAL CONSULTANT PROCUREMENT NOTICE

Date: 23 June 2015

Country: Republic of Moldova

Description of the assignment: International Consultant to deliver a BRIDGE workshop on Political Financing

Project name: Democracy Programme / Elections

Period of assignment/services: 12 working days during September – October 2015

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

UNDP wishes to contract an international BRIDGE facilitator to prepare and deliver, in conjunction with one national BRIDGE facilitator a five days BRIDGE workshop on political financing. The team of facilitators is expected to thoroughly analyse 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:

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

I. Years of experience:

- At least 5 years of experience in the area of electoral assistance and/or democratic governance.
- BRIDGE accredited facilitator;
- Previous experience in facilitating BRIDGE modules to members and staff of established electoral management bodies is required - minimum 1 workshop prepared and facilitated ;
- Previous facilitation of BRIDGE module on Political financing – minimum 1 workshop prepared and facilitated;

II. Competencies:

- Professional experience in electoral area would be an asset;
- Experience working on electoral issues in Eastern Europe/CIS will be an asset;
- Excellent analytical, communication and facilitation skills;
- Proficiency in written and spoken English. Knowledge of Romanian and/or Russian will be considered an asset;

The 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:

- Masters' degree in Law, Public Administration, International development or related fields;
- At least 5 years of experience in the area of electoral assistance and/or democratic governance;
- BRIDGE accredited 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:

- 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		
Masters' degree in Law, Public Administration, International development or related fields;	<i>MA – 15 pts., PhD – 20</i>	20
At least 5 years of experience in the area of electoral assistance and/or democratic governance;	<i>5 years – 60 pts., each additional year of experience – 5 pts. up to a maximum of 80 points;</i>	80
BRIDGE accredited facilitator;	<i>20 pts.</i>	20
Previous experience in facilitating BRIDGE modules to members and staff of established electoral management bodies is required - minimum 1 workshop prepared and facilitated;	<i>1 workshop – 15 pts., each additional workshop 2 pts., up to 30 pts.</i>	30
Previous facilitation of BRIDGE module on Political financing – minimum 1 workshop;	<i>1 workshop – 15 pts., each additional workshop 2 pts., up to 30 pts.</i>	30
<u>Interview</u>	<ul style="list-style-type: none"> - Experience working on electoral issues in Eastern Europe/CIS will be an asset (<i>up to 30 pts.</i>) - Professional experience in electoral area would be an asset (<i>up to 30 pts.</i>) Excellent analytical, communication and facilitation skills (<i>up to 30 pts.</i>); - Proficiency in written and spoken English. Knowledge of Romanian and/or Russian will be considered an asset (<i>up to 30 pts.</i>); 	120
Maximum Total Technical Scoring		300
<u>Financial</u>		

<p>Evaluation of submitted financial offers will be done based on the following formula:</p> <p><u>$S = F_{min} / F * 200$</u></p> <p>S – score received on financial evaluation;</p> <p>Fmin – the lowest financial offer out of all the submitted offers qualified over the technical evaluation round;</p> <p>F – financial offer under consideration.</p>	<p>200</p>
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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