



## INDIVIDUAL CONSULTANT PROCUREMENT NOTICE

Date: **14 July 2015**

**Country:** Republic of Moldova

**Description of the assignment:** International consultant on evaluation of CEC Strategic Development Plan 2012-2015 implementation

**Project name:** Democracy Programme / Elections

**Period of assignment/services:** 15 working days (with two missions to Moldova) between September and October 2015

Proposals should be submitted online by pressing the "Apply Now" button no later than 03 August 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 programme "Improving the quality of Moldovan democracy through parliamentary and electoral support" (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.

In 2012 the CEC prepared and approved Strategic Development Plan (SDP) for 2012 – 2015. The plan was prepared by the CEC through a wide consultative process with different stakeholders with support from UNDP Moldova. The strategic plan includes mission statement, SWOT analysis, vision and values of the CEC. It also contains detailed descriptions on strategic directions, objectives and activities.

As a result of adoption of the Strategic Development Plan the structure of CEC was aligned to meet new requirements of continuous development and modernisation of electoral processes. Furthermore, the CEC has adopted and implemented detailed yearly action plans in line with strategic plan to ensure its implementation.

Currently CEC has embarked on a process to review implementation of the current strategic plan and preparation of a new Strategic Development Plan for the period of 2016 – 2019.

As part of its mandate to support strategic development of the CEC the Programme will support the CEC in review of the current plan and will provide technical assistance and advice for preparation of the next.

### 2. SCOPE OF WORK:

The Programme intends to contract an international consultant (further referred to as "consultant") to evaluate implementation of the current CEC Strategic Development Plan 2012-2015 and to provide strategic recommendations for issues to be included in the plan to be developed for upcoming period. The results of the evaluation shall therefore serve as background for development of CEC Strategic Development Plan for 2016-2019.

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

### 3. REQUIREMENTS FOR EXPERIENCE AND QUALIFICATIONS

#### I. Academic Qualifications:

- Master's degree or equivalent in Political Sciences, Public Administration, International development

or related fields; Bachelor's degree combined with 9 years of relevant professional experience in advising/ implementing/ developing strategic development plans would be considered as the equivalent to the Master's Degree;

II. Years of experience:

- A minimum of 7 years of relevant professional experience in evaluation and/or advising/ developing strategic plans in Central European Region;
- Working experience in the field of election administration, democratic governance, public administration, development, including participatory strategic planning, monitoring and evaluation;
- Experience in evaluation, monitoring, assessment or developing Strategic Development Plans and/or other relevant strategic policy documents would be an asset;
- Experience in working with election management bodies, Government and/or international organizations (successful experience in working with UN agencies is an asset);

III. Competencies:

- Sound knowledge about results-based management (especially results-oriented planning, monitoring and evaluation);
- Extensive research and analytical skills;
- Excellent writing and oral communication;
- Leadership skills and ability to work with teams;
- Fluency in English. Knowledge of Romanian and/or Russian will be 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.

**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. DSA, travel, phone calls etc.). UNDP shall not accept travel costs exceeding those of an economy class ticket;
- 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:

- Master's degree or equivalent in Political Sciences, Public Administration, International development or related fields; Bachelor's degree combined with 9 years of relevant professional experience in advising/implementing/developing strategic development plans would be considered as the equivalent to the Master's Degree;
- A minimum of 7 years of relevant professional experience in evaluation and/or advising/ developing strategic plans in Central European Region;

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
<b>Technical</b>		
Master's degree or equivalent in Political Sciences, Public Administration, International development or related fields; Bachelor's degree combined with 9 years of relevant professional experience in advising/implementing/developing strategic development plans would be considered as the equivalent to the Master's Degree;	Bachelor's degree combined with 9 years of relevant professional experience in advising/implementing/developing strategic development plans would be considered as the equivalent to the Master's Degree – 10; <i>PhD – 15 pts.</i>	15
A minimum of 7 years of relevant professional experience in evaluation and/or advising/ developing strategic plans in Central European Region	<i>7 years – 50 pts., each additional year of experience – 10 pts. up to a maximum of 80 points;</i>	80

Working experience in the field of election administration, democratic governance, public administration, development, including participatory strategic planning, monitoring and evaluation;	<i>1 year – 20 pts, each additional year of experience – 10 pts up to a maximum of 40 points;</i>	40
Experience in evaluation, monitoring, assessment or developing Strategic Development Plans and/or other relevant strategic policy documents would be an asset;	<i>Yes – up to 15 pts., No – 0 pts.</i>	15
Experience in working with election management bodies, Government and/or international organizations (successful experience in working with UN agencies is an asset);	<i>Yes – up to 10 pts., No – 0 pts.</i>	10
<u>Interview</u>	<ul style="list-style-type: none"> <li>- Sound knowledge about results-based management (especially results-oriented planning, monitoring and evaluation) (<i>up to 30 pts.</i>);</li> <li>- Extensive research and analytical skills (<i>up to 30 pts.</i>);</li> <li>- Excellent writing and oral communication (<i>up to 30 pts.</i>);</li> <li>- Leadership skills and ability to work with teams (<i>up to 30 pts.</i>);</li> <li>- Fluency in English. Knowledge of Romanian and/or Russian will be an asset (<i>English – 10 pts., Romanian and Russian – 5 pts. each</i>)</li> </ul>	140
<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><u><math>S = F_{min} / F * 200</math></u></b> 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.		<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**