



INDIVIDUAL CONSULTANT PROCUREMENT NOTICE

Date: **30 July 2015**

Country: Republic of Moldova

Description of the assignment: National consultant to provide coordination and administrative support to the Women's Platform of the Parliament of the Republic of Moldova

Project name: Democracy Programme/Parliament

Period of assignment/services: 250 WD during 12 months assignment (between August 2015 and August 2016)

Proposals should be submitted online by pressing the "Apply Now" button no later than **14 August 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

In relation to the parliamentary development, during the last three years the Parliament of Moldova has been very active in reforming its institutional structure and ensuring the capacity building of its staff. With support of the Programme, the Members of Parliament and parliamentary staff were trained in different areas like regulatory impact assessment, communication, performance appraisal and gender equality etc.

The Law on Gender Equality states that the Parliament will (a) adopt gender sensitive laws and regulations, (b) monitor gender impact of the adopted regulation and (c) will hold other state institutions accountable to promote and implement gender equality in their activity. In order to increase its efficiency and effectiveness, the Parliament requires a combination of greater numbers of women, stronger gender-sensitive infrastructure and stronger policy and legislation on gender equality. It is also important that parliament has the ability to consider and address how its work – especially in terms of legislation and national budget – affect women in society. Placing gender equality issues at the heart of policy decisions, institutional structures and resource allocation through a process of gender mainstreaming can address these issues.

According to the Comparative Study of Structures for Women MPs in the OSCE Region, an effective way to facilitate change, to enhance the level of gender-sensitivity of Parliamentary institutions and procedures, thus supporting MPs in exercising the power entrusted to them by the electorate is through the establishment of mechanisms, or infrastructure, that allow all parliamentarians – men and women – to work towards achieving better gender equality. Such infrastructure might come in the form of a women's caucus, a dedicated committee on gender equality, or an advisory group on gender issues.

Furthermore, in line with the findings of the IPU studies on Equality in Politics and Gender-Sensitive Parliaments, the establishment of women's parliamentary caucuses is one of the mechanisms that have enabled women to strengthen their political impact. Women's parliamentary caucuses facilitate

communication and dialogue within and across parties and can provide a forum where MPs from different parties come together in an informal, neutral environment to discuss interests of mutual concern related to the gender equality agenda. Women's caucuses can also help to bring greater equality between men and women in the daily operations and work of parliament. Such caucuses have been particularly effective in changing legislation and policies from a gender perspective and raising awareness about gender equality.

Subsequently, following several attempts to establish a cross-party women's caucus in the Republic of Moldova, in March 2015, the Women MPs Dialogue Platform (WP) has been created and a Coordination Council has been appointed, comprising representatives from each parliamentary political faction. The WP resulted in following elaboration of a joint statement of shared principles and goals regarding institutionalization of communication between women parliamentarians.

In order to enhance the efficiency of the activity of the WP and increase its visibility in terms of cooperation with the CSOs, other women's organisations, relevant stakeholders and to facilitate the overall coordination of the activity of the WP, provision of the administrative and substantive support by means of a Secretariat of the WP is imperative.

In this regard UNDP Democracy programme is seeking to hire a full-time national consultant for a period of 12 months, who will offer support in coordination of the WP activities.

2. SCOPE OF WORK

The expected output for the national consultant is to provide administrative, substantial and analytical support to the Women MPs Dialogue Platform in the Parliament of the Republic of Moldova, being responsible for running the day-to-day business of the Women MPs Dialogue Platform (WP). The national consultant shall act as the liaison person on behalf of the WP in the communication with CSOs, other women's organisations and undertake other responsibilities relevant for the overall functioning of the WP under the guidance and in close cooperation with the members of the Coordination Council of the WP.

The national consultant shall provide administrative, substantial and high level analytical support to the Women MPs Dialogue Platform in the Parliament of the Republic of Moldova and work closely with the Coordination Council of the WP in line with the values, vision and mission of the WP.

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

3. REQUIREMENTS FOR EXPERIENCE AND QUALIFICATIONS

Academic background:

- A Bachelor's degree in law, public administration, communications or any other appropriate field;

Working experience:

- At least 5 years of professional experience in central public administration or non-governmental sector dealing with coordination, analytical and research tasks;
- Previous work experience with technical assistance projects involving international development partners will be considered as asset;
- Experience in organizing workshops, round-tables, hearings, conferences and other public events would be a strong advantage;
- Experience in working with parliament, government and/or international organizations (successful experience in working with UN agencies is an asset);

Competencies:

- Excellent analytical, research and writing skills;
- Ability to analyze, plan, manage diversity of views, adapt to different environments (cultural, economic, political and social);

- Demonstrated interpersonal and diplomatic skills, as well as the ability to communicate effectively with all stakeholders and to present ideas clearly and effectively;
- Knowledge related to gender equality issues would be an asset;
- Fluency in Romanian, Russian and English languages;

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.

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. Cover letter with description of relevant previous experience in coordination and administration of events, as well as assisting projects in administrations;
- b. Financial proposal (LUMP SUM) in USD, specifying requested amount per day (fee) and all related costs (e.g. phone calls etc.);
- c. Duly completed P11 Form with three 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:

- A Bachelor's degree in law, public administration, communications or any other appropriate field;
- At least 5 years of professional experience in central public administration or non-governmental sector dealing with coordination, analytical and research tasks;

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 | | |
| Bachelor's degree in law, public administration, communications or any other appropriate field; | <i>Bachelor's degree - 10 pts., Master's – additional 20 pts.;</i> | 20 |
| At least 5 years of professional experience in central public administration or non-governmental sector dealing with coordination, analytical and research tasks; | <i>5 years – 30 pts., more than 5 years of experience – 10 pts. for each additional year of experience up to a maximum of 60 points;</i> | 60 |
| Previous work experience with technical assistance projects involving international development partners will be considered as asset; | <i>No – 0 pts., Yes - up to max 20 pts.</i> | 20 |
| Experience in organizing workshops, round-tables, hearings, conferences and other public events would be a strong advantage; | <i>No – 0 pts., Yes - up to max 30 pts.</i> | 30 |
| Experience in working with parliament, government and/or international organizations (successful experience in working with UN agencies is an asset); | <i>No – 0 pts., Yes - up to max 20 pts.</i> | 20 |
| <u>Interview</u> | Excellent analytical, research and writing skills (<i>up to 30 pts.</i>); Ability to analyze, plan, manage diversity of views, adapt to different environments (cultural, economic, political and social) (<i>up to 30 pts.</i>); 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>); Knowledge related to gender equality issues would be an asset (<i>up to 30 pts.</i>); | 120 |
| Fluency in Romanian, Russian and English languages; | <i>Romanian – 10 pts.; Russian – 10 pts.; English- 10 pts.;</i> | 30 |

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|--|------------|
| Maximum Total Technical Scoring | 300 |
| <u>Financial</u> | |
| <p>Evaluation of submitted financial offers will be done based on the following formula:</p> <p>$S = F_{min} / F * 200$</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> | 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