



INDIVIDUAL CONSULTANT PROCUREMENT NOTICE

Date: **31 July 2015**

Country: Republic of Moldova

Description of the assignment: National Consultant to support Central Electoral Commission in in Voters Lists area

Project name: Democracy Programme / Elections

Period of assignment/services: 60 working days between September and December 2015

Proposals should be submitted online by pressing the "Apply Now" button no later than 17 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

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 in delivering 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.

The Central Electoral Commission of the Republic of Moldova is a permanent and independent electoral management body. Among the objectives set forth in CEC Strategic Development Plan for the 2012-2015, are the improvement of voters' registration system in Moldova and further development of Voters Lists' related CEC Informational Technology Systems.

In July 2013 the Programme assisted the CEC with development and start of the implementation of a roadmap on voters' registration. The implementation of this roadmap continued throughout 2014 and 2015 bringing together key Moldovan institutions involved, directly or indirectly, in Voters' Lists (VL) compilation process.

Development of two CEC IT modules: "State Register of Voters" and "Importer" is also among the objectives set in this roadmap. During 2014, with the Programme support CEC developed and tested these two software products, enabling their usage at the Moldovan parliamentary elections of 30 November 2014 and General Local Elections of 28 June 2015, when the data on voters was extracted for the first time, based on voters' IDNP (State Identification Number of the Physical Person), from the State Register of Population for the purpose of compilation / update of Voters Lists.

Having in mind the subsequent lessons learned from the recent electoral events, CEC requested the Programme support in further testing and improvement of the "State Register of Voters" module, development of the corresponding legal and normative framework relevant to Voters' Lists.

2. SCOPE OF WORK

The Programme wishes to contract a national consultant to provide CEC with support in Voters' Lists area.

The expected output for the consultant's assignment is to support the CEC Voters' List Working Group in the process of implementation of the Voters' Lists related activities stipulated in the recently adopted by CEC "State Automated Informational System "Elections" (SAISE) Development Plan for July 2015 - December 2016".

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

3. REQUIREMENTS FOR EXPERIENCE AND QUALIFICATIONS

Qualifications:

I. Academic background:

- Bachelor in Law, Political Science, IT or other relevant field.

II. Years of experience:

- At least 10 years of relevant experience in electoral area.
- At least 5 years of progressive professional experience in voters lists area;
- At least 1 year of professional experience in working with/within an Electoral Management Body (e.g. Central Electoral Commission, District Electoral Commissions, Precinct Electoral Bureau);

III. Competencies:

- Problem solving skills and result orientation;
- Experience in the formulation of technical specifications and software development for voter registration or analogous software will be an asset;
- Demonstrated interpersonal and diplomatic skills, as well as the ability to communicate effectively with all stakeholders and to present ideas clearly and effectively;
- Proficiency in Romanian and Russian, English will be considered an asset.

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. 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 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:

- Bachelor in Law, Political Science, IT or other relevant field.
- At least 10 years of relevant experience in electoral area.

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 in Law, Political Science, IT or other relevant field	<i>University degree - 10 pts., Master's – 15 pts.;</i>	15
At least 10 years of relevant experience in electoral area.	<i>10 years – 40 pts., more than 10 years of experience – 5 pts. for each additional year of experience up to a maximum of 60 points;</i>	60
At least 5 years of progressive professional experience in voters lists area;	<i>5 years – 30 pts., more than 5 years of experience – 5 pts. for each additional year of experience up to a maximum of 50 points;</i>	50
At least 1 year of professional experience in working with/within an Electoral Management Body (e.g. Central Electoral Commission, District Electoral Commissions, Precinct Electoral Bureau);	<i>1 year – 10 pts., more than 1 year of experience – 5 pts. for each additional year of experience up to a maximum of 35 points;</i>	35

Interview	<ul style="list-style-type: none"> • Problem solving skills and result orientation (<i>up to 35 pts.</i>); • Experience in the formulation of technical specifications and software development for voter registration or analogous software will be an asset (<i>up to 35 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 35 pts.</i>); 	105
Fluency in Romanian, English and Russian languages;	<i>Romanian – 15 pts.; Russian – 10 pts.; English- 10 pts.</i> ;	35
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>F_{min} – 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