

INDIVIDUAL CONSULTANT PROCUREMENT NOTICE

Date: **10 August 2015**

Country: Republic of Moldova

Description of the assignment: National Consultant to Develop Standard Operating Procedures on International Travel of MPs and Parliamentary Staff

Project name: Democracy Programme / Parliament

Period of assignment/services: 30 working days within a 2 months assignment

Proposals should be submitted online by pressing the "Apply Now" button no later than 25 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

The UNDP Programme "Improving the quality of Moldovan democracy through parliamentary and electoral support" aims to enhance parliamentary capacity in carrying out its core functions, thus contributing to viable democracy and open society in Moldova. The project adopts a comprehensive, long-term approach to parliamentary development including strengthening of the legislatures law-making, representation and oversight roles.

In the context of the frequent international travel of the Members of the Parliament of the Republic of Moldova and parliamentary staffers to attend various events in the context of international and bilateral cooperation as well as events aimed to enhance the professional capacities of the MPs, clear actions and processes should be applied, in order to address a range of administrative, procedural and institutional matters and to enhance the impact of these activities on the quality of the Parliament's work.

A range of foreign international and European Parliaments have applied the practice of developing guidelines, instructions or standard operating procedures for official international travel of Members of the Parliament and staff. Such standard operating procedures are expected to guide the operations in the preparation, organisation and follow-up related to the official international travel of the Members of the Parliament and staff and to ensure a well thought out and standardized approach to work flows and prevailing policy and rules that need to be adhered to.

In this context, UNDP Democracy Programme is seeking to hire a national consultant to develop Standard Operating Procedures (SOP) for international official travel of the Members of the Parliament of the Republic of Moldova and parliamentary staffers based on the best international practices.

2. SCOPE OF WORK:

The expected output for the national consultant assignment is to map systems and procedures and develop a practical and comprehensive set of Standard Operating Procedures for the international travel of MPs and parliamentary staff.

The assessment should include areas of improvement and recommendations based on the European and international best practices. The consultant will meet, coach and provide trainings to the parliamentary staff, party factions and Standing Committees on SOP's implementation.

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

3. REQUIREMENTS FOR EXPERIENCE AND QUALIFICATIONS

Academic Qualifications:

- Master degree in public law, international relations, economics and/or business administration;

Experience:

- At least 5 years of professional experience in international relations, governance, parliamentary services and democracy;
- Working experience in administration, protocol unit within state governmental institutions or parliament would be an advantage
- Working experience with the international inter-governmental organizations is a strong advantage;

Competencies:

- Knowledge of the process of development of guidelines and/or procedures for business process management, with specific knowledge in SOPs for state institutions;
- Strong analytical and drafting skills;
- Ability to analyse, plan, communicate effectively orally and in writing, draft report, organize and meet expected results, adapt to different environments (cultural, economic, political and social);
- Fluency in Romanian. Knowledge of English and Russian would be a strong asset;

Computer literacy and ability to effectively use office technology equipment, IT tools.

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:

1. Proposal:
 - i.Explaining why they are the most suitable for the work including past experience in similar assignments;
 - ii.Providing a brief information on each of the above qualifications, item by item and a brief methodology on how they will approach and conduct the work (if applicable);
2. Financial proposal (lump sum in USD), specifying a fee per day and total requested amount including all related costs, e.g. fees, per diems, travel costs, phone calls etc.;
3. Duly filled in and signed Personal History Form (P11) and at least 3 names for a reference check.

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 degree in public law, international relations, economics and/or business administration;
- At least 5 years of professional experience in international relations, governance, parliamentary services and democracy;

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		
Master degree in public law, international relations, economics and/or business administration;	<i>Master degree – 10 pts., PhD – 20 pts.</i>	20
At least 5 years of professional experience in international relations, governance, parliamentary services and democracy;	<i>5 years – 30 pts., each additional year of experience – 5 pts. up to a maximum of 50 points;</i>	50
Working experience in administration, protocol unit within state governmental institutions or parliament would be an advantage	<i>Yes – up to 30 pts., No – 0 pts.</i>	30
Working experience in administration, protocol unit within state governmental institutions or parliament would be an advantage	<i>Yes – up to 30 pts., No – 0 pts.</i>	30
<u>Interview</u>	- Knowledge of the process of development of guidelines and/or procedures for business process management, with specific knowledge in SOPs for state institutions (<i>up to 50 pts.</i>); - Strong analytical and drafting skills (<i>up to 50 pts.</i>);	170

	<ul style="list-style-type: none"> - Ability to analyse, plan, communicate effectively orally and in writing, draft report, organize and meet expected results, adapt to different environments (cultural, economic, political and social) <i>(up to 50 pts.)</i>; - Fluency in Romanian (10 pts.). Knowledge of English and Russian would be a strong asset; (5 pts. each) <i>(up to max 20 pts.)</i>; 	
Maximum Total Technical Scoring		300
<u>Financial</u>		
Evaluation of submitted financial offers will be done based on the following formula: <u>$S = F_{min} / F * 200$</u> 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.		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