



INDIVIDUAL CONSULTANT PROCUREMENT NOTICE

Date: 08 September 2015

Country: Republic of Moldova

Description of the assignment: International Consultant/Adviser on Strategic Planning

Project name: Democracy Programme / Elections

Period of assignment/services: 22 working days (with two missions to Moldova) during October – December 2015

Proposals should be submitted online by pressing the "Apply Now" button no later than 28 September 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 Continuous Electoral Training (CCET) 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, through free and fair elections representing the will of the people and which are fully in line with the international standards and best practices. This objective is to be reached through support in development of the capacities of electoral administration on central, regional and local levels to deliver inclusive and professional elections improved and gender and human rights mainstreamed.

In 2011, the Center for Continuous Electoral Training was created as a public institution by the decision of the Central Electoral Commission No. 1030 as of 09 December 2011, based on article 26 of the Electoral Code of the Republic of Moldova with the objective to organize and deliver trainings and certification of Moldovan electoral officials and other stakeholders.

In line with its main objective, the CCET fulfils functions such as preparing and disseminating didactical and informative materials, studies, methodological and scientific researches; proving analysis, consultancy and expertise services; creating partnerships and cooperating with educational institutions in developing training programs in order to deliver the best electoral practices to the people involved in the organization and development of the elections in Moldova.

To ensure a continuous development, transparency, performance improvement and efficient management of the CCET, the Programme intends to contract an international consultant to develop a Strategic Plan for the CCET based on international best practices and methodological tools and provide training to the CCET staff on strategic planning.

2. SCOPE OF WORK:

The Programme intends to contract an international consultant (further referred to as "consultant") to provide support to the development of the Strategic Plan for CCET based on international best practices and methodological tools. The Consultant will also share experience about the elaboration of strategic plans in other countries and transfer knowledge on strategic planning techniques and tools with a view to help create ownership of the process through coaching, trainings and joint workshops with CCET staff.

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 7 years of relevant professional experience in advising/implementing/developing strategic plans would be considered as the equivalent to the Master's Degree;

II. Years of experience:

- A minimum of 5 years of relevant professional experience in developing Strategic Plans and/or other relevant strategic policy documents in Central European Region;
- A minimum of 3 years of working experience in the field of election administration, democratic governance, public administration, development, including participatory strategic planning, monitoring and evaluation;
- At least 3 trainings/workshops conducted on strategic planning;
- Experience in working with election management bodies, Parliament, Government and/or international organizations, including 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;
- Knowledge of UN system and UNDP is an asset;
- Fluency in English. Knowledge of Romanian and/or Russian will be considered as 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 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 7 years of relevant professional experience in advising/implementing/developing strategic plans would be considered as the equivalent to the Master's Degree;
- A minimum of 5 years of relevant professional experience in developing Strategic Plans and/or other relevant strategic policy documents in Central European Region;
- At least 3 trainings/workshops conducted on strategic planning;

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's degree or equivalent in Political Sciences, Public Administration, International development or related fields; Bachelor's degree combined with 7 years of relevant professional experience in advising/implementing/developing strategic plans would be considered as the equivalent to the Master's Degree;	Bachelor's degree combined with 7 years of relevant professional experience in advising/implementing/developing strategic plans would be considered as the equivalent to the Master's Degree – 10; <i>PhD – 15 pts.</i>	15

A minimum of 5 years of relevant professional experience in developing Strategic Plans and/or other relevant strategic policy documents in Central European Region;	5 years 30 pts., each additional year of experience – 5 pts. up to a maximum of 55 points;	55
At least 3 trainings/workshops conducted on strategic planning;	3 trainings/workshops – 5 pts., each additional training/workshop – additional 5 pts., up to max 35 pts.	35
A minimum of 3 years of working experience in the field of election administration, democratic governance, public administration, development, including participatory strategic planning, monitoring and evaluation;	3 year – 10 pts, each additional year of experience – 5 pts up to a maximum of 25 points;	25
Experience in working with election management bodies, Parliament, Government and/or international organizations, including UN agencies is an asset.	Yes – up to 10 pts., No – 0 pts.	10
<u>Interview</u>	<ul style="list-style-type: none"> - Sound knowledge about results-based management (especially results-oriented planning, monitoring and evaluation); (up to 30 pts.); - Extensive research and analytical skills; (up to 30 pts.); - Excellent writing and oral communication (up to 30 pts.); - Leadership skills and ability to work with teams (up to 30 pts.); - Knowledge of UN system and UNDP is an asset (up to 20 pts.) - Fluency in English. Knowledge of Romanian and/or Russian will be an asset (English – 10 pts., Romanian and Russian – 5 pts. each) 	160
Maximum Total Technical Scoring		300
<u>Financial</u>		
Evaluation of submitted financial offers will be done based on the following formula: $S = F_{min} / F * 200$ 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