



INDIVIDUAL CONSULTANT PROCUREMENT NOTICE

Date: **14 September 2015**

Country: Republic of Moldova

Description of the assignment: International Consultant on Strategic Planning for Civil Status Service of Republic of Moldova

Project name: Democracy Programme / Elections

Period of assignment/services: 32 working days (with two missions to Moldova) between October 2015 and January 2016

Proposals should be submitted online by pressing the "Apply Now" button no later than 30 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.

The Programme also provides support to the Government of Moldova on development of key registers, data interoperability and improving business processes to improve the overall quality of data.

In Moldova the State Register of Voters (SRV) is based on the State Register of Population (SRP). Therefore, the quality of data in the SRP has a direct impact on the quality of voter lists. The SRP is maintained by the State Enterprise "Registru" based on information supplied by the Civil Status Service of the Republic of Moldova (further referred as CSS).

In accordance with the Government Decision No. 82 of 31 January 2008 on the Civil Status Service the key tasks of CSS are organization of civil status acts' registration processes and creation and maintenance of the informational systems (registers) on civil status acts.

The first step towards long-term objective of improving data quality provided by CSS shall be development of a medium term Strategic Plan of Civil Status Service of the Republic Moldova (henceforth referred to as the "Strategy"). Further steps on improvement of data quality shall be re-engineering of business processes, development of the State Register of Civil Status Acts and furnishing correct, complete and up-to-date civil status information to other state and private data consumers.

As part of this activity, the Programme intends to provide support to the CSS to prepare the Strategy, which will ensure a sustainable institutional development, the qualitative functioning of the civil status information systems and will improve the civil status acts registration processes.

2. SCOPE OF WORK:

The Programme intends to contract an experienced international consultant (further referred to as "consultant") to develop the Strategy based on international best practices, recommendations and methodological tools.

The consultant will share experience on similar strategies in other countries and transfer knowledge on

strategic planning techniques tools with a view to help create ownership of the process through coaching the CSS 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 development plans would be considered as the equivalent to the Master's Degree;

II. Years of experience:

- A minimum of 10 years of relevant professional experience in developing/implementing/advising on complex strategic issues in public administration reform, development strategies and/or other relevant strategic policy documents;
- A minimum of 3 years of working experience with population register authorities in government and/or as part of international assistance in the EU member states and/or associated countries,
- At least 2 development strategies/strategic plans or other relevant strategic policy documents for public institutions developed and implemented;
- At least 2 coaching workshops/presentations on strategic planning conducted;

III. Competencies:

- Sound knowledge about results-based management (especially results-oriented planning, monitoring and evaluation);
- Extensive research and analytical skills;
- Sound knowledge in the field of democratic governance, public administration, development, including participatory strategic planning, monitoring and evaluation would be an advantage
- Excellent writing and oral communication;
- Leadership skills and ability to work with teams;
- Knowledge of UN system and UNDP would be an asset;
- Fluency in English. Knowledge of Romanian and/or Russian will be considered as 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 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 development plans would be considered as the equivalent to the Master's Degree;
- A minimum of 10 years of relevant professional experience in developing/implementing/advising on complex strategic issues in public administration reform, development strategies and/or other relevant strategic policy documents;
- A minimum of 3 years of working experience with population register authorities in government and/or as part of international assistance in the EU member states and/or associated countries,

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 development 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 development plans would be considered as the equivalent to the Master's Degree – 5, PhD – 10 pts.	10
A minimum of 10 years of relevant professional experience in developing/implementing/advising on complex strategic issues in public	10 years – 20 pts., each additional year of experience – 5 pts. up to a maximum of 50 points;	50

administration reform, development strategies and/or other relevant strategic policy documents;		
A minimum of 3 years of working experience with population register authorities in government and/or as part of international assistance in the EU member states and/or associated countries,	<i>3 years – 15 pts, each additional year of experience – 5 pts up to a maximum of 40 points;</i>	40
At least 2 development strategies/strategic plans or other relevant strategic policy documents for public institutions developed and implemented;	<i>2 strategies – 10 pts., each additional strategy developed 2 pts., up to max 30 pts</i>	30
At least 2 coaching workshops/presentations on strategic planning conducted;	<i>2 workshops – 10 pts., each additional workshop – 2 pts., up to max 30 pts</i>	30
<u>Interview</u>	<ul style="list-style-type: none"> - Sound knowledge about results-based management (especially results-oriented planning, monitoring and evaluation) (<i>up to 20 pts.</i>); - Extensive research and analytical skills (<i>up to 20 pts.</i>); - Sound knowledge in the field of democratic governance, public administration, development, including participatory strategic planning, monitoring and evaluation would be an advantage (<i>up to 20 pts.</i>); - Excellent writing and oral communication (<i>up to 20 pts.</i>); - Leadership skills and ability to work with teams (<i>up to 20 pts.</i>); - Knowledge of UN system and UNDP (<i>up to 20 pts.</i>) - Fluency in English. Knowledge of Romanian and/or Russian will be an asset (<i>English – 10 pts., Romanian and Russian – 5 pts. each</i>) 	140
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