



INDIVIDUAL CONSULTANT PROCUREMENT NOTICE

Date: **14 September 2015**

Country: Republic of Moldova

Description of the assignment: National co-facilitator to deliver a BRIDGE workshop on Electoral Training

Project name: Democracy Programme / Elections

Period of assignment/services: 12 working days during October-November 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.

The Programme intends to contract a team of two national BRIDGE facilitators (a lead facilitator and a co-facilitator) to organize and jointly deliver one five days BRIDGE workshop to the CCET staff on planning, developing, evaluating and conducting Electoral trainings. The facilitators will be required to thoroughly analyze the original BRIDGE module and customize it to suit the local context in Moldova.

BRIDGE is a key component of UNDP electoral assistance worldwide. BRIDGE Programme in Moldova started in 2009 with a Train the Facilitator (TtF) workshop. Since 2009, a number of BRIDGE workshops have been conducted in Moldova, including Introduction in electoral Administration, External Voting, Civic Education, Voter Registration, Political Party Finance, Strategic Planning and Gender.

2. SCOPE OF WORK:

The Programme intends to contract an workshop level BRIDGE co-facilitator (further referred as co-facilitator) who will support the Lead facilitator in process of preparation, customization and submission for approval and translation of the materials associated with the delivery of the workshop and delivery of a five days BRIDGE

workshop in the indicated timeframe (9 – 13 November, 2015).
For detailed information, please refer to Annex 1 – Terms of Reference.

3. REQUIREMENTS FOR EXPERIENCE AND QUALIFICATIONS

I. Academic Qualifications:

- Bachelor's degree in Law, Public Administration, International development or related fields.

II. Work experience:

- Accredited as a BRIDGE facilitator at least at "Workshop Facilitator" level;
- Minimum 3 BRIDGE workshops prepared and facilitated to members and staff of established electoral management bodies;
- Professional experience in electoral area in the Republic of Moldova would be an asset;
- Experience in working with UNDP or UN on electoral assistance or capacity development activities is an asset.

III. Competencies:

- Excellent analytical, communication and facilitation skills;
- Proficiency in written and spoken English and Romanian. Knowledge of 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:

1. 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);
2. 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;
3. 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:

- Bachelor's degree in Law, Public Administration, International development or related fields;
- Accredited as BRIDGE Workshop level facilitator;
- Minimum 3 BRIDGE workshops prepared and facilitated to members and staff of established electoral management bodies;

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:

- responsive/compliant/acceptable, and
- 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, International development or related fields;	<i>Bachelor's degree – 20 pts., MA – 25 pts., PhD – 30</i>	30
Accredited as BRIDGE Workshop level facilitator;	<i>Yes – 30 pts.</i>	30
Minimum 3 BRIDGE workshops prepared and facilitated to members and staff of established electoral management bodies;	<i>3 workshops – 50 pts., each additional workshop – 10 pts., up to a maximum of 90 points;</i>	90
Professional experience in electoral area in the Republic of Moldova would be an asset;	<i>Yes – up to 20 pts., No – 0 pts.</i>	20
Experience in working with UNDP or UN on electoral assistance or capacity development activities is an asset.	<i>Yes – up to 20 pts., No – 0 pts.</i>	20
<u>Interview</u>	- Excellent analytical, communication and facilitation skills (<i>up to 60 pts.</i>) - Proficiency in written and spoken English and Romanian (<i>20 pts. each</i>). Knowledge of Russian will be considered an asset (<i>additional 10 pts.</i>) (<i>up to 50 pts.</i>)	110
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