

## INDIVIDUAL CONSULTANT PROCUREMENT NOTICE

Date: **05 October 2015**

**Country:** Republic of Moldova

**Description of the assignment:** National Consultant on communications

**Project name:** Democracy Programme

**Period of assignment/services:** 120 working days within 12 months assignment

Proposals should be submitted online by pressing the "Apply Now" button **no later than 20 October 2015**

Requests for **clarification only** must be sent by standard electronic communication to the following e-mail: [sergiu.galitchi@undp.org](mailto: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 Programme "Improving the Quality of Moldovan Democracy through Electoral and Parliamentary Support" (further referred to as "Programme") is a multi-year institutional development project that aims to support the institutional consolidation of the Moldovan Parliament and Moldovan Central Electoral Commission (CEC) towards their increased transparency, accountability and efficiency.

As regards Parliamentary component, the Programme is focusing on improving of the legislative, oversight and representation functions of the Parliament. The Programme also assists the Parliament to increase the participation of civil society and citizens in policy making and oversight processes. It also builds the capacities of Members of Parliament in budget understanding, development and monitoring of its implementation.

In relation to the Electoral support, the overarching goal of the electoral component of the Programme is improvement of the democratic and governance processes in the Republic of Moldova through organization and conduct of democratic elections, conducted in line with best international standards and practices, fully representing the will of Moldovan people. Among the Programme objectives is to support the CEC and the electoral administration at regional and local levels to deliver inclusive and professional elections, gender and human rights mainstreamed.

### 2. SCOPE OF WORK:

The expected output for the national consultant's assignment is to ensure visibility of the Programme and manage all aspects of awareness raising and communication, in full compliance with the applicable UNDP visibility guidelines and rules, including through implementation of the Programme's communication strategy, development and dissemination of information, promotion materials and handouts working with programme's beneficiaries to ensure synergy in communication about the achieved results of the Programme.

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

### **3. REQUIREMENTS FOR EXPERIENCE AND QUALIFICATIONS**

- I. Academic Qualifications:
  - University degree in Public Relations, Communication, Journalism or other relevant field.
- II. Experience and knowledge:
  - At least 3 years of working experience in working with the media, developing and implementing media/communications, visibility and awareness raising campaigns;
  - At least 2 years of work experience in drafting communication and awareness raising materials, writing articles, press releases, interviews and other communication products;
  - Experience in similar positions in an UNDP and/or EU-funded project or other international organisation is an advantage;
  - Experience in communication with different categories of people, including public officials, mass media and NGO representatives is an asset;
- III. Competencies:
  - Knowledge of the government institutions, NGOs and donors working in the area, mass-media outlets and PR agencies;
  - Knowledge of human rights issues, including torture issues
  - Excellent written communication skills, with analytic capacity and ability to synthesize project outputs and relevant findings for the preparation of analytical documents;
  - Capacity to build strong relationships with clients, focuses on impact and result for the client and to respond positively to feedback;
  - Fluency in Romanian, Russian and English languages.
- IV. Personal qualities:
  - 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.

The 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 assignments;
  - 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 (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.

### **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.

## **5. EVALUATION**

Initially, individual consultants will be short-listed based on the following minimum qualification criteria:

- University degree in Public Relations, Communication, Journalism or other relevant field.
- At least 3 years of working experience in working with the media, developing and implementing media/communications, visibility and awareness raising campaigns;

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.

<b>Criteria</b>	<b>Scoring</b>	<b>Maximum Points Obtainable</b>
<b>Technical</b>		
University degree in Public Relations, Communication, Journalism or other relevant field.	University degree – 10 pts., MA– 20 pts.	20
At least 3 years of working experience in working with the media, developing and implementing media/communications, visibility and awareness raising campaigns	3 years – 30 pts., each additional year of experience – 5 pts. up to a maximum of 60 points;	60
At least 2 years of work experience in drafting communication and awareness raising materials, writing articles, press releases, interviews and other communication products	Up to 2 years – 5 pts., 2 years – 15 pts., each additional year of experience – 5 pts. up to a maximum of 40 points;	40
Experience in similar positions in an UNDP and/or EU-funded project or other international organisation is an advantage;	Yes – up to 15 pts., No – 0 pts.	15

Experience in communication with different categories of people, including public officials, mass media and NGO representatives is an asset;	Yes – up to 15 pts., No – 0 pts.	15
<u>Interview</u>	<ul style="list-style-type: none"> <li>- Knowledge of the government institutions, NGOs and donors working in the area, mass-media outlets and PR agencies (up to 30 pts.);</li> <li>- Knowledge of human rights issues, including torture issues (up to 30 pts.);</li> <li>- Excellent written communication skills, with analytic capacity and ability to synthesize project outputs and relevant findings for the preparation of analytical documents (up to 30 pts.);</li> <li>- Capacity to build strong relationships with clients, focuses on impact and result for the client and to respond positively to feedback (up to 30 pts.);</li> <li>- Fluency in Romanian, Russian and English languages. (each – 10 pts., up to max 30 pts.)</li> </ul>	150
<b>Maximum Total Technical Scoring</b>		<b>300</b>
<b><u>Financial</u></b>		
Evaluation of submitted financial offers will be done based on the following formula: <b><math>S = F_{min} / F * 200</math></b> 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.		<b>200</b>

#### 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**