



## INDIVIDUAL CONSULTANT PROCUREMENT NOTICE

Date: **22 February 2016****Country:** Republic of Moldova**Description of the assignment:** International consultant on developing and conducting a Mentoring Programme**Project name:** Democracy Programme / Elections**Period of assignment/services:** March – May 2016 (with one mission to Moldova)Proposals should be submitted online by pressing the "Apply Now" button no later than 04 March 2016

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 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 Continuing 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, CCET fulfils functions such as preparing and disseminating didactical and informative materials, studies, methodological and scientific researches; providing 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.

During this year, being a non-electoral one, CCET will be focusing on improving training delivery, strengthening the capacities of the trainers, as well as developing new training programmes and methodology.

To ensure a continuous development of modern and innovative electoral training programmes, as well as to consolidate the expertise in delivering trainings to different stakeholders, the Programme intends to contract an international consultant to develop and conduct a Mentoring Programme on training curriculum writing in the electoral area. The curriculum will be developed based on CCET needs assessment and/or the BRIDGE Introductory module. BRIDGE is a key component of UNDP electoral assistance worldwide that is extensively used for building the capacities of different electoral stakeholders (EMBs, NGOs, political parties, mass-media, etc.).

**2. SCOPE OF WORK:**

The Programme intends to contract an international consultant (hereinafter called "Consultant") to prepare and deliver, in conjunction with one national consultant, a Mentoring Programme on curriculum development.

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

**3. REQUIREMENTS FOR EXPERIENCE AND QUALIFICATIONS**Academic background:

- Master's Degree in Public Administration, Political Sciences, International Relations or other related field;

#### Work experience:

- At least 7 years of experience in the area of electoral assistance and/or democratic governance;
- Proof of mentoring activities conducted for other facilitators is a strong asset;
- Experience in working with UNDP or UN on electoral assistance or capacity development activities will be an asset;
- Proven working experience on electoral processes in the Eastern Europe/CIS, including previous experience in the Republic of Moldova will be considered an asset;
- BRIDGE Accrediting or Expert level facilitator will be a strong asset.

#### Competencies:

- Excellent analytical, communication and facilitation skills;
- Knowledge in developing training curricula and manuals will be an advantage;
- Knowledge of learning methodology and experience in areas such as capacity assessment, course organization and training impact evaluations;
- Proficiency in written and spoken English. Knowledge of Romanian and/or Russian will be considered 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 a total number of days needed to complete the assignment, the total requested amount per day, including all related costs, e.g. DSA, travel, phone calls etc. );
- 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 in Public Administration, Political Sciences, International Relations or other related field
- At least 7 years of experience in the area of electoral assistance and/or democratic governance;

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
<b>Technical</b>		
Master's Degree in Public Administration, Political Sciences, International Relations or other related field;	Master's Degree – 5, PhD – 10 pts.	10

At least 7 years of experience in the area of electoral assistance and/or democratic governance;	<i>7 years – 20 pts., each additional year of experience – 5 pts. up to a maximum of 40 points;</i>	40
Proof of mentoring activities conducted for other facilitators is a strong asset;	<i>Yes - 40 pts., No – 0 pts.</i>	40
Experience in working with UNDP or UN on electoral assistance or capacity development activities will be an asset;	<i>Yes - 20 pts., No – 0 pts.</i>	20
Proven working experience on electoral processes in the Eastern Europe/CIS, including previous experience in the Republic of Moldova will be considered an asset;	<i>Yes - 20 pts., No – 0 pts.</i>	20
BRIDGE Accrediting or Expert level facilitator will be a strong asset;	<i>Yes - 40 pts., No – 0 pts.</i>	40
<u>Interview</u>	<ul style="list-style-type: none"> <li>• Excellent analytical, communication and facilitation skills (<i>up to 30 pts.</i>);</li> <li>• Knowledge in developing training curricula and manuals will be an advantage (<i>up to 40 pts.</i>);</li> <li>• Demonstrates knowledge of learning methodology and experience in areas such as capacity assessment, course organization, training, and training impact evaluations (<i>up to 40 pts.</i>);</li> <li>• Fluency in English. Knowledge of Romanian and/or Russian will be an asset (<i>English – 10 pts., Romanian and Russian – 5 pts. each, max – 20 pts.</i>)</li> </ul>	130
<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> <b>S</b> – score received on financial evaluation <b>F<sub>min</sub></b> – the lowest financial offer out of all the submitted offers qualified over the technical evaluation round <b>F</b> – 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**