



INDIVIDUAL CONSULTANT PROCUREMENT NOTICE

Date: 21 March 2016

Country: Republic of Moldova

Description of the assignment: International Consultant on parliamentary oversight

Project name: "Improving the quality of Moldovan democracy through parliamentary and electoral support"

Period of assignment/services: April - August 2016

Proposals should be submitted online by pressing the "Apply Now" button no later than 1 April 2016

Requests for **clarification only** must be sent by standard electronic communication to the following e-mail: victoria.muntean@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

The "Improving the quality of Moldovan democracy through parliamentary and electoral support" Programme, Parliament Component, further on referred to as the Democracy Programme, aims to enhance parliamentary capacity in carrying out its core functions, thus contributing to viable democracy and open society in Moldova. The project adopts a comprehensive, long-term approach to parliamentary development including strengthening of the legislature law-making, representation and oversight roles.

In accordance with the constitutional rules, Parliament is the highest representative body of the people and is the sole legislative authority in the state. The parliamentary oversight function is one of the cornerstones of democracy. According to Inter-Parliamentary Union, parliamentary oversight is defined as 'review, monitoring and oversight of government and public institutions, including implementation of policies and laws'. Oversight is a means for holding the executive accountable for its actions and for ensuring that it implements policies in an effective manner.

However, to enable the Parliament to effectively and efficiently exercise its oversight and legislative functions, it is important that the legal framework offers sufficient legal basis and adequate tools and mechanisms to do that. The Parliament of Moldova's Rules of Procedure (RoP) and other regulations defining functions and competencies of parliamentary committees need to be adjusted to meet the present need for a comprehensive parliamentary oversight. Currently, parliamentary oversight of the government and other public authorities is limited and does not fully utilize opportunities for enhanced coordination between the Government's agenda and the work of the Parliament. Additionally, the Parliamentary Committees that carry out the detailed scrutiny of draft legislation, oversight of government activities and ensure interaction with the public and external actors, shall have sufficient capacities to carry out their role.

In order to support the Parliament of the Republic of Moldova enhance its oversight role, the Democracy Programme is seeking to hire an international consultant on parliamentary oversight to support the work of selected parliamentary standing committees. The support will be provided in the context of parliamentary committee's role to control and eliminate excesses of authority beyond the mandate provided by laws by the government and other public institutions, as well as ensure that government policies and actions, with focus on budgetary cycle, are both efficient and commensurate with the needs of the public. Special attention will be put to improve Parliament's interaction with Court of Accounts when it comes to strengthening oversight capacities of the Parliament vis-à-vis management of public finances and auditing.

2. SCOPE OF WORK, RESPONSIBILITIES AND DESCRIPTION OF THE PROPOSED ANALYTICAL WORK

International consultant is expected to conduct an assessment of the legal framework regulating Parliament's oversight role, offer strategic advice on its further development, and provide substantive input and design effective instruments aiming to enhance parliamentary oversight in the Republic of Moldova.

Expected results:

1. Selected Standing Committees' (especially legal affairs and budget committees') oversight and parliamentary practices related to budgetary oversight are improved based on Consultant's advice on experiences and good practices from other parliaments;
2. Standing Committees' secretaries are better able to conduct their work effectively in accordance with international best practice; and
3. A plan for continuous development of the committee capacities and practices is designed.

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

3. REQUIREMENTS FOR EXPERIENCE AND QUALIFICATIONS

I. Academic background:

- Master degree or equivalent in social and/or political sciences, public and/or business administration, law, management, economics or related discipline.

II. Work experience:

- A minimum of 7 years of relevant working experience in the area of parliamentary oversight, including budget oversight;
- At least 3 years of proven experience in organizing, facilitating and conducting seminars, trainings and round tables with state institutions/agencies/organizations;
- Experience within a parliamentary administration (in senior positions, such as: head of department, senior advisor etc.), or extensive experience as a parliamentarian will be a strong asset;
- Experience of working in former CIS countries will be an asset.

III. Competencies:

- Excellent drafting and analytical skills;
- Previous experience providing support to parliamentary committees in a transition country context, including experience in conducting a capacity needs assessment and review of parliamentary committee system with focus on oversight role will be an asset;
- Proven knowledge budgetary and oversight tools, public accounts' oversight and related research and mechanisms available to parliament. Thorough understanding of the oversight of public spending;
- Extensive knowledge and experience with public consultation tools and process and public hearings;
- Proficiency in English. Knowledge of Romanian and/or Russian is considered an advantage.

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.

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, number of days needed to complete the assignment, including all related costs, travel, phone calls etc.);
- c. Duly completed P 11 form, 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 will include a breakdown of this lump sum amount (including 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 case of unforeseeable travel for the business purpose, 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.

Up to 3 travel missions are envisaged under this assignment in Moldova.

6. EVALUATION

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

- Master degree or equivalent in social and/or political sciences, public and/or business administration, law, management, economics or related discipline.
- A minimum of 7 years of relevant working experience in the area of parliamentary oversight, including budget oversight;
- At least 3 years of proven experience in organizing, facilitating and conducting seminars, trainings and round tables with state institutions/agencies/organizations;

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 points);

* Financial Criteria weight – 40% (200 points).

Only candidates obtaining a minimum of 210 points would be considered for the Financial Evaluation.

Criteria	Scoring	Maximum Points Obtainable
<u>Technical</u>		
Master degree or equivalent in social and/or political sciences, public and/or business administration, law, management, economics or related discipline;	<i>Master's – 10 pts, PhD – 15 pts</i>	15
A minimum of 7 years of relevant working experience in the area of parliamentary oversight, including budget oversight;	<i>7 years – 20 pts., each additional year of experience – 5 pts. up to a maximum of 50 points;</i>	50
At least 3 years of proven experience in organizing, facilitating and conducting seminars, trainings and round tables with state institutions/agencies/organizations;	<i>3 years – 20 pts., each additional year of experience – 5 pts. up to a maximum of 40 points;</i>	40
Experience within a parliamentary administration (in senior positions, such as: head of department, senior advisor etc.), or extensive experience as a parliamentarian will be a strong asset;	<i>Yes - 15 pts., No – 0 pts.</i>	15

Experience of working in former CIS countries will be an asset.	Yes - 15 pts., No – 0 pts.	15
Interview	<ul style="list-style-type: none"> • Excellent drafting and analytical skills (<i>up to 30 pts</i>); • Previous experience providing support to parliamentary committees in a transition country context, including experience in conducting a capacity needs assessment and review of parliamentary committee system with focus on oversight role (<i>up to 40 pts</i>); • Proven knowledge budgetary and oversight tools, public accounts' oversight and related research and mechanisms available to parliament. Thorough understanding of the oversight of public spending (<i>up to 40 pts</i>); • Extensive knowledge and experience with public consultation tools and process and public hearings (<i>up to 35 pts</i>); • Proficiency in English. Knowledge of Romanian and/or Russian is considered an advantage (<i>English – 10 pts; Romanian or Russian – 5 pts each, up to max 20 pts.</i>) 	165
Maximum Total Technical Scoring		300
Financial		
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