



INDIVIDUAL CONSULTANT PROCUREMENT NOTICE

Date: **23 March 2016**

Country: Republic of Moldova

Description of the assignment: Two national trainers (lead-facilitator and co-facilitator) to develop and carry out a Training of Trainers course on Electoral Management

Project name: Democracy Programme / Elections

Period of assignment/services: April – June 2016

Proposals should be submitted online by pressing the "Apply Now" button no later than 07 April 2016

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 the strategic development of the Central Electoral Commission of Moldova (CEC) 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. This objective is to be reached through support in development of the national electoral strategic and legal framework conducive to organisation of the elections using official data and modern IT tools.

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 Centre 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; 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.

In 2016, CCET is more focused on improving training delivery, strengthening the capacities of the trainers, as well as developing new training programmes and methodology for different target groups, as first time voters, vulnerable groups and local public administration representatives.

Taking into account that on 4 March 2016, the Constitutional Court of the Republic of Moldova abolished the amendment to the Constitution from 5 July 2000 and re-introduced the direct presidential elections, CCET shall be ready to deliver trainings and prepare professionals to organize and conduct potential presidential elections in the near future.

2. SCOPE OF WORK:

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 two national training experts (further referred as lead-facilitator and co-facilitator) to develop and conduct a training of trainers course on electoral management (further referred as training).

The lead-facilitator and co-facilitator are expected to undertake the following steps to ensure preparation of relevant, concise and clear deliverables, meeting the stated objectives.

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

3. REQUIREMENTS FOR EXPERIENCE AND QUALIFICATIONS

LEAD-FACILITATOR:

Academic Qualifications:

- Master' degree or similar in Political Science, International Relations, Communications or other related field;

Working experience:

- Minimum 3 years of experience in training of trainers and/or designing training programs in elections and/or democratic governance;
- Experience in working with election management bodies, Parliament, Government and/or international organizations, including UN agencies will be an asset;

Competencies:

- Demonstrated interpersonal skills, as well as the ability to communicate effectively with all stakeholders and to present ideas clearly and effectively;
- Strong analytical and drafting skills;
- Ability to adapt quickly to new environment and deliver immediate results;
- Proficiency in Romanian and English. Knowledge of one or more additional languages relevant for Moldova, including Bulgarian, Gagauzian, Romani, Russian, Ukrainian or sign language will be a strong advantage.

CO-FACILITATOR:

Academic Qualifications:

- Bachelors' degree or higher in Political Science, International Relations, Communications or other related field;

Working experience:

- Minimum 2 years of experience in training of trainers and/or designing training programs in elections and/or democratic governance;
- Experience in working with election management bodies, Parliament, Government and/or international organizations, including UN agencies will be an asset;

Competencies:

- Demonstrated interpersonal skills, as well as the ability to communicate effectively with all stakeholders and to present ideas clearly and effectively;
- Strong analytical and drafting skills;
- Ability to adapt quickly to new environment and deliver immediate results;
- Proficiency in Romanian and English. Knowledge of one or more additional languages relevant for Moldova, including Bulgarian, Gagauzian, Romani, Russian, Ukrainian or sign language will be a strong 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:

- Motivation letter 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);
- 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.;
- Duly completed P 11 form, personal CV and at least 3 references.

Important note: National consultants/trainers shall clearly indicate which job title ("LEAD-FACILITATOR" or "CO-FACILITATOR") they are applying for.

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:

LEAD-FACILITATOR:

- Master' degree or similar in Political Science, International Relations, Communications or other related field;
- Minimum 3 years of experience in training of trainers and/or designing training programs in elections and/or democratic governance

CO-FACILITATOR:

- Bachelors' degree or higher in Political Science, International Relations, Communications or other related field;
- Minimum 2 years of experience in training of trainers and/or designing training programs in elections 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:

- 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.

LEAD-FACILITATOR:

Criteria	Scoring	Maximum Points Obtainable
<u>Technical</u>		
Master' degree or similar in Political Science, International Relations, Communications or other related field;	<i>Master' degree – 15 pts., PhD – 20 pts.</i>	20
Minimum 3 years of experience in training of trainers and/or designing training programs in elections and/or democratic governance;	<i>3 years – 30 pts., each additional year of experience – 5 pts. up to a maximum of 70 points;</i>	70
Experience in working with election management bodies, Parliament, Government and/or international organizations, including UN agencies will be an asset;	<i>Yes - 40 pts., No – 0 pts.</i>	40
<u>Interview</u>	<ul style="list-style-type: none"> • Demonstrated interpersonal skills, as well as the ability to communicate effectively with all stakeholders and to present ideas clearly and effectively (<i>up to 50 pts.</i>); • Strong analytical and drafting skills (<i>up to 50 pts.</i>); • Ability to adapt quickly to new environment and deliver immediate results (<i>up to 50 pts.</i>); • Proficiency in Romanian and English. Knowledge of one or more additional languages relevant for Moldova, including Bulgarian, Gagauzian, Romani, Russian, Ukrainian or sign language will be a strong advantage (<i>Romanian and English – 4 pts. each, any of the mentioned languages</i>) 	170

	– 2 pts. each, max – 20 pts.)	
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; F_{min} – the lowest financial offer out of all the submitted offers qualified over the technical evaluation round; F – financial offer under consideration		200

CO-FACILITATOR:

Criteria	Scoring	Maximum Points Obtainable
<u>Technical</u>		
Bachelors' degree or higher in Political Science, International Relations, Communications or other related field;	<i>Bachelors' degree – 15 pts., Master degree – 20 pts.</i>	20
Minimum 2 years of experience in training of trainers and/or designing training programs in elections and/or democratic governance;	<i>2 years – 30 pts., each additional year of experience – 5 pts. up to a maximum of 70 points;</i>	70
Experience in working with election management bodies, Parliament, Government and/or international organizations, including UN agencies will be an asset;	<i>Yes - 40 pts., No – 0 pts.</i>	40
<u>Interview</u>	<ul style="list-style-type: none"> • Demonstrated interpersonal skills, as well as the ability to communicate effectively with all stakeholders and to present ideas clearly and effectively (<i>up to 50 pts.</i>); • Strong analytical and drafting skills (<i>up to 50 pts.</i>); • Ability to adapt quickly to new environment and deliver immediate results (<i>up to 50 pts.</i>); • Proficiency in Romanian and English. Knowledge of one or more additional languages relevant for Moldova, including Bulgarian, Gagauzian, Romani, Russian, Ukrainian or sign language will be a strong advantage (<i>Romanian and English – 4 pts. each, any of the mentioned languages – 2 pts. each, max – 20 pts.</i>) 	170
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; F_{min} – 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