

## INDIVIDUAL CONSULTANT PROCUREMENT NOTICE

Date: 4 April 2016

**Country:** Republic of Moldova

**Description of the assignment:** Procurement Assistant (temporary replacement)

**Project name:** "Improving the quality of Moldovan democracy through parliamentary and electoral support Programme" (Democracy Programme)

**Period of assignment/services:** May – October 2016 (5 months)

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

"Improving the quality of Moldovan democracy through parliamentary and electoral support Programme (Democracy Programme)" aims to strengthen the institutional capacity of the Parliament and Central Electoral Commission, improving their main functions and entrenching gender and human rights considerations in formal political process. In particular, the Programme will improve the legislative, oversight and representation functions of the Parliament, provide a solid basis for the improvement of the electoral process and supporting, when necessary, an inclusive process of constitutional reform. At the Central Electoral Commission, the Programme will support the further development of an enabling environment for the delivery of modern and inclusive electoral services.

The Programme activities will be implemented in close coordination and cooperation with the on-going UN Women programme "Enhancing Women's Political Representation through improved capacity and enhanced support in Moldova" (Women in Politics) aiming at ensuring an increased participation of women in politics and in the decision-making process by creating an environment conducive to their meaningful participation. The electoral component of this programme provides multi-year institutional development for the Central Electoral Commission of the Republic of Moldova.

### 2. SCOPE OF WORK

Under the guidance and direct supervision of the Programme Manager the incumbent assists the programme team, UNDP Country office, as well as national counterparts and clients in the effective and efficient implementation of the Democracy Programme, through provision of procurement services of the highest quality and standards. The Procurement Assistant applies and promotes the principles of results-based management (RBM), as well as a client-oriented approach consistent with UNDP rules and regulations.

The incumbent will provide procurement assistance to the Parliament and Electoral Senior Project Officers as well as to Programme Manager in implementation of day-to-day procurement activities, working in close collaboration and coordination with Programme and Finance Assistants. The incumbent will also work in collaboration with the Programme, Operations and other project teams in the Country Office (CO) for effective achievement of results, anticipating and contributing to resolving complex programme/project-related issues and information delivery. The Procurement Assistant is expected to exercise full compliance with UNDP programming, financial, procurement and administrative rules, regulations, policies and strategies, as well as implementation of the effective internal control systems.

The Procurement Assistant under the guidance and supervision of the Programme Manager and in close cooperation with all members of the programme team, will ensure the provision of high quality procurement services and products, as outlined in the Programme's plans, for the Parliament and Central Electoral Commission and their Moldovan partners. All work will be based on an appreciation of human rights and gender equality.

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

### 3. REQUIREMENTS FOR EXPERIENCE AND QUALIFICATIONS

#### Academic qualifications:

- University Degree in economics, finance, accounting, law, public administration or other related field. Additional training or certification in procurement or financial management would be an advantage.

#### Working experience:

- At least 5 (five) years of experience in administrative work, accounting/finance, economics, or other substantive area is required;
- Previous experience in development assistance or related work for a donor organization, consulting company, or NGO, or previous experience with UNDP is a very strong advantage.

#### Competencies:

- Knowledge of procurement principles and requirements
- Ability to communicate effectively, both orally and in writing, is required to obtain, evaluate and interpret factual data and to prepare accurate and complete reports and other documents;
- Experience in the usage of computers and office software packages (MS Word, Excel, etc.), advance knowledge of automated procurement systems, experience in handling of web based management systems;
- Ability to achieve results and meet strict deadlines in an effective manner, maintaining a high quality standard throughout;
- Fluency in oral and written English, Romanian and Russian. Working knowledge of one or more additional languages relevant for Moldova, including Bulgarian, Gagauzian, Romani, Ukrainian or sign language would be an asset.

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:

- 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);
- Financial proposal (LUMP SUM) in USD, specifying in a total requested amount per day, including all related costs, travel, phone calls etc. );
- 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 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:

- University Degree in economics, finance, accounting, law, public administration or other related field;
- At least 5 (five) years of experience in administrative work, accounting/finance, economics, or other substantive area is required;

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>  |   |            |
|---|---|------------|
| University Degree in economics, finance, accounting, law, public administration or other related field.<br>Additional training or certification in procurement or financial management would be an advantage;   | <i>University degree – 10 pts., MA– 15 pts.</i><br><i>Training or certification in procurement or financial management – additional 5 pts.</i><br><br><i>Up to max 20 pts.</i>  | 20         |
| At least 5 (five) years of experience in administrative work, accounting/finance, economics, or other substantive area is required;   | <i>5 years – 40 pts., each additional year of experience – 5 pts. up to a maximum of 50 points;</i>   | 50         |
| Previous experience in development assistance or related work for a donor organization, consulting company, or NGO, or previous experience with UNDP is a very strong advantage;  | <i>No – 0 pts., Yes – 30 pts.</i>   | 30         |
| <u>Interview</u>  | <ul style="list-style-type: none"> <li>- Knowledge of procurement principles and requirements (<i>up to max 45 points</i>);</li> <li>- Ability to communicate effectively, both orally and in writing, is required to obtain, evaluate and interpret factual data and to prepare accurate and complete reports and other documents (<i>up to max 45 points</i>);</li> <li>- Experience in the usage of computers and office software packages (MS Word, Excel, etc.), advance knowledge of automated procurement systems, experience in handling of web based management systems (<i>up to max 45 points</i>);</li> <li>- Ability to achieve results and meet strict deadlines in an effective manner, maintaining a high quality standard throughout (<i>up to max 40 points.</i>);</li> <li>- Fluency in oral and written English, Romanian and Russian. Working knowledge of one or more additional languages relevant for Moldova, including Bulgarian, Gagauzian, Romani, Ukrainian or sign language would be an asset (<i>English – 5 pts., Romanian – 5 pts., Russian – 5 pts., each additional language – 2 pts. each, up to max 25 pts.</i>).</li> </ul> | 200        |
| <b>Maximum Total Technical Scoring</b>  |   | <b>300</b> |
| <b>Financial</b>  |   |            |
| Evaluation of submitted financial offers will be done based on the following formula:<br><b>S = Fmin / F * 200</b><br>S – score received on financial evaluation;<br>Fmin – the lowest financial offer out of all the submitted offers qualified over the technical evaluation round;<br>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**