

INDIVIDUAL CONSULTANT PROCUREMENT NOTICE

Date: **9 October 2012**

Country: Republic of Moldova

Description of the assignment: National Consultant on human resources management

Project name: Support to Parliamentary Development in Moldova

Period of assignment/services: October - December 2012

Proposals should be submitted online or by email to vacancies-moldova@undp.org, no later than **15 October 2012**.

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 copies of the response, including an explanation of the query without identifying the source of inquiry, to all consultants.

1. BACKGROUND

The Republic of Moldova is undergoing major transformation in almost all spheres of its activity. A large number of reforms have been underway to promote modern, effective and transparent state institutions. The Parliament of Moldova, as an important chain in the system of state governance, has been a particular target of reforms and donor assistance.

The reform of the Parliament is a very broad and comprehensive process encompassing a variety of activities and stakeholders. Effective performance of representation, law-making and oversight functions is certainly largely dependent on the composition of the Parliament, presence of active political parties and capacities of its Members. However, success is not achieved without having efficient management system in place and the highly qualified staff who carry institutional memory of the organization in the naturally changing political environment.

Recently the Parliament of Moldova approved a new institutional structure for the Secretariat. A draft regulation on functioning of the Secretariat was developed. The regulations for separate departments will be finalized soon. By the end of the year every employee will have a job description.

In order to ensure effectiveness, coherence, timeliness and transparency of the recruitment process of parliamentary staffers, the parliament intends to develop and apply clear rules and procedures. Besides the recruitment, there is also need to establish a comprehensive and fair performance evaluation system, which will develop and retain the best workforce. Both recruitment and performance evaluation regulations will be developed within the framework of relevant Moldovan legal provisions.

Project is seeking to hire a national consultant who will be responsible for the Parliament Secretariat in developing special regulations for recruitment of staff and performance evaluation process.

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

The expected output for the national consultant's assignment is to develop, within the framework of relevant Moldovan legal provisions, regulations for recruitment of staff and performance evaluation process.

In order to achieve the stated objective, the Consultant will have the following responsibilities:

- Undertake a comprehensive desk review of the relevant national legal framework, relevant studies, researches, reports, EU/international best practices in the area of human resources management;
- Analyze similar experiences of other national European Parliaments;
- Get acquainted with the Report on Functional Review and Institutional Capacities Assessment of the Parliament Secretariat (2010) and Parliament Strategic Development Plan 2012-2014;
- Prepare a detailed work plan to be applied for respective assignment;
- Develop a policy on career planning and human resources management;
- Review (and/or) design criteria for fairness of recruitment and employment system, ensuring equal opportunities for everyone (e.g. gender, disability, race and religion). Based on the criteria, develop a Standard Operating Procedure (SOP)/regulation on recruitment of staff;
- Assess the current performance management policy documents and employee appraisal systems. Together with the executive management develop key performance indicators;
- Develop an SOP/regulation on performance evaluation of staff;
- Provide four day training on recruitment process and on the new appraisal systems and procedures;
- Actively participate in the discussion of the delivered results with Parliament and advocate for them;
- Organize a Roundtable discussion with Parliament of Moldova Secretariat staff;
- Other relevant tasks, as agreed with the counterparts.

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

3. REQUIREMENTS FOR EXPERIENCE AND QUALIFICATIONS

I. Academic Qualifications:

- University or Masters degree in Human Resources Management, Public Administration or similar disciplines;

II. Years of experience:

- At least 5 years experience in developing and establishing modern human resources management policies;
- Extensive knowledge of Moldovan civil service system/specifics with emphasis on human resource management;
- Experience in conducting instructional and participatory trainings, workshops, and presentations;
- Experience of advisory work on parliamentary development is a strong advantage;

III. Competencies:

- Strong analytical and drafting skills;

communicate effectively orally and in writing, draft report, organize and adapt to different environments (cultural, economic, political)

- and Parliament during the indicated /approved period;
- Demonstrated interpersonal and diplomatic skills, as well as the ability to communicate effectively with all stakeholders and to present ideas clearly and effectively;
- Fluency in Romanian. Knowledge of English or Russian will be an asset.
- Computer literacy and ability to effectively use office technology equipment, IT tools.

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;
2. Financial proposal;
3. Personal CV including past experience in similar projects and at least 3 references or the duly filled Personal History Form (P11).

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).

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 or Master degree in Human Resources Management, Public Administration or similar disciplines;
- At least 5 years experience in developing and establishing modern human resources management policies.

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 . 70% (350 pts);

* Financial Criteria weight . 30% (150 pts).

of 245 points would be considered for the Financial

		Scoring	Maximum Points Obtainable
1.	Relevant University Degree	(under-Master\$. 20 pts, Master\$. 30 pts)	30
2.	At least 5 years experience in developing and establishing modern human resources management policies	(5 years . 40 pts; >5 years . 60 pts)	60
3.	Extensive knowledge of Moldovan civil service system/specifics with emphasis on human resource management	(no - 0, yes - 50 pts.)	50
4.	Experience in conducting instructional and participatory trainings, workshops, and presentations	(no - 0, yes - 40 pts.)	40
5.	Experience of advisory work on parliamentary development is a strong advantage	(no - 0, yes - 30 pts.)	30
6.	Ability to analyze, plan, communicate effectively orally and in writing, draft report, organize and meet expected results, adapt to different environments (cultural, economic, political and social)	(no - 0, yes - 20 pts.)	20
7.	Proficiency in Romanian. Knowledge of English and Russian will be an asset	(Romanian . 15 pts; + Russian and English +5 pts)	20
8.	Interview (demonstrated technical knowledge and experience; communication/interpersonal skills; initiative; creativity/resourcefulness)	(60 . demonstrated technical knowledge and experience; 15 - communication/interpers onal skills; 15 . initiative; 10 . creativity/resourcefulnes s)	100
Maximum Total Technical Scoring			350

Financial

Evaluation of submitted financial offers will be done based on the following formula: **S = Fmin / F * 150**

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.

Winning candidate

The winning candidate will be the candidate, who has accumulated the highest aggregated score
(technical scoring + financial scoring).

ANNEXES:



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