



## INDIVIDUAL CONSULTANT PROCUREMENT NOTICE

Date: 5 August 2016

**Country:** Republic of Moldova

**Description of the assignment:** Consultant to evaluate the Parliamentary Territorial and Information Offices

**Project name:** "Strengthening the parliamentary governance in Moldova"

**Period of assignment/services:** September-October (30 days within 2 months assignment)

Proposals should be submitted online by pressing the "Apply Now" button no later than **22 August 2016, 14:00 local time**

Requests for **clarification only** must be sent by standard electronic communication to the following e-mail: [victoria.muntean@undp.org](mailto: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

UNDP project "Strengthening Parliamentary Governance in Moldova", further on referred to as the SPGM project, is designed to address the main needs of the Parliament of Moldova in the areas of legislation making, oversight and representation during the on-going process of domestic reform spurred by closer relations with the EU. The project is also assisting in making the Parliament's legislative activity more open, transparent and participatory through establishing tools and mechanisms for the engagement with the Civil Society, professional associations and general public. Project interventions will offer and encourage equal opportunity for male and female participation.

In order to bring Members of Parliament (MPs) closer to the constituents, the Parliament of Moldova, with support of UNDP, established 4 Parliamentary Territorial and Information Offices (PTIOs) in Edineț, Orhei, Leova and Comrat in autumn 2014. The PTIOs were conceptualized as a pilot project to last for two years. In line with best practices of project management, the pilot phase of the PTIOs is subject to an evaluation. The objective of this evaluation will be to identify achievements and gaps in the functioning of the PTIOs during piloting period of 2014 - 2016, enable an independent review of the legal framework, financial means and human resources policy, and assess public perception of the PTIOs.

In this context, the UNDP SPGM project is seeking to hire a consultant to conduct the evaluation of the functioning of the PTIO's, based on the criteria further described under section 2 of the Terms of Reference and subsequently develop an evaluation report including recommendations and further actions to be undertaken.

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

The expected output for the consultant's assignment is to conduct an evaluation of the PTIOs, considering the relevance, effectiveness, sustainability, and impact of the PTIOs, identifying the lessons learned and assessing the scope for continuation/replication of the model or its subsequent adjustment.

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

### 3. REQUIREMENTS FOR EXPERIENCE AND QUALIFICATIONS

#### I. Academic Qualifications:

- Master degree or equivalent (5-years university education) in Political Sciences, Law, Public Administration or related field;

#### II. Work experience:

- At least 5 years of experience in performing results-based management analyses (especially results-oriented monitoring and evaluation);
- Extensive and proven experience in conducting project / programme monitoring and evaluation;
- Proven experience in developing analytical reports and conducting research on areas as democratic governance, local governance, public finances, communications;
- Proven technical experience in parliamentary processes, including experience in the field of legal analysis and research and functions of the parliament;
- Experience in participating in debates, round tables or other types of focused discussions;
- Experience in working with government institutions, international organizations (successful experience in

working with UN agencies is an asset);

III. Competencies:

- Extensive research and analytical skills;
- 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);
- Fluency in English, Romanian and Russian;
- Computer literacy and ability to effectively use office technology equipment, IT tools.

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. Brief methodology to describe the implementation of the assignment (maximum 5 pages)
- b. 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);
- c. 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.);
- d. 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.

**6. EVALUATION**

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

- Master degree or equivalent (5-years university education) in Political Sciences, Law, Public Administration or related field;
- At least 5 years of experience in performing results-based management analyses (especially results-oriented monitoring and evaluation);

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
<b><u>Technical</u></b>		
Master degree or equivalent (5-years university education) in Political Sciences, Law, Public Administration or related field;	<i>Master's or equivalent – 20 pts.</i>	20
At least 5 years of experience in performing results-based management analyses	<i>5 years – 20 pts., each additional year of experience – 5 pts. up to max. 35 points;</i>	35

(especially results-oriented monitoring and evaluation);		
Extensive and proven experience in conducting project / programme monitoring and evaluation;	<i>1-3 assignments – up to 15 pts., each additional assignment – 5 pts., up to max. 25 pts.;</i>	25
Proven experience in developing analytical reports and conducting research on areas as democratic governance, local governance, public finances, communications;	<i>1-3 assignments – up to 10 pts., each additional assignment – 5 pts., up to max. 20 pts.;</i>	20
Proven technical experience in parliamentary processes, including experience in the field of legal analysis and research and functions of the parliament;	<i>to some extent – up to 10 pts., extensive – up to max. 20 pts.;</i>	20
Experience in participating in debates, round tables or other types of focused discussions;	<i>to some extent – up to 10 pts., extensive – up to max. 20 pts.;</i>	20
Experience in working with government institutions, international organizations (successful experience in working with UN agencies is an asset);	<i>1-3 assignments – up to 10 pts., each additional assignment – 5 pts., up to max. 20 pts.;</i>	20
Brief methodology to describe the implementation of the assignment (maximum 5 pages)	<i>to some extent – up to 10 pts., extensive – up to max. 15 pts.;</i>	15
Interview	<ul style="list-style-type: none"> <li>• Extensive research and analytical skills (<i>up to 40 pts.</i>);</li> <li>• 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) (<i>up to 35 pts.</i>);</li> <li>• Fluency in English, Romanian and Russian (<i>10 pts. each, up to max 30 pts.</i>);</li> <li>• Computer literacy and ability to effectively use office technology equipment, IT tools (<i>up to 10 pts.</i>);</li> <li>• Proven commitment to the core values of the United Nations (<i>up to 10 pts.</i>)</li> </ul>	125
<b>Maximum Total Technical Scoring</b>		<b>300</b>
<b><u>Financial</u></b>		
<p>Evaluation of submitted financial offers will be done based on the following formula:  <b><u><math>S = F_{min} / F * 200</math></u></b>  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.</p>		<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**