



INDIVIDUAL CONSULTANT PROCUREMENT NOTICE

Date: 8 August 2016

Country: Republic of Moldova

Description of the assignment: National consultant to provide support to the Moldova National GOPAC Chapter

Project name: Strengthening Parliamentary Governance in Moldova Project

Period of assignment/services: September 2016 – September 2017 (up to 120 working days)

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. 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 goal of the UNDP "Strengthening Parliamentary Governance in Moldova" Project, 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.

To support the Members of the Parliament of the Republic of Moldova in its role to curb corruption and with a view to join the Global Organization of Parliamentarians against Corruption (GOPAC), a group of Members of the Parliament of Moldova have established on 12th July 2016 the Moldova National Chapter of the Global Organization of Parliamentarians Against Corruption (Moldova National Chapter). The objective of the National Chapter is to strengthen the role of the Parliament of the Republic of Moldova in curbing corruption and promoting transparency and accountability in order to ensure high standards of integrity in the Republic of Moldova. Both current and former Members of the Parliament (MPs) can join the Moldova GOPAC National Chapter. The executive body of the chapter is the Coordinating Council composed of two co-chairs and four additional Members.

To enhance the efficiency of the activity of the Moldova National Chapter and increase its visibility in terms of cooperation with the CSOs, other national GOPAC chapters, and other relevant stakeholders and to facilitate the overall coordination of the activity of the Moldova GOPAC National Chapter, the provision of the administrative and substantive support by means of a Secretariat of the National Chapter is imperative.

In this regard, the SPGM project is seeking to hire a part-time national consultant for a period of 12 months, who will offer support in coordination and implementation of the Moldova GOPAC National Chapter activities.

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

The expected output for the national consultant is to provide administrative, substantial (activities related to the goal and mission of the chapter) and analytical support to the Moldova National Chapter of GOPAC, being responsible for supporting day-to-day functioning of the Moldova National Chapter. The national consultant shall liaise with CSOs, other GOPAC national chapters and undertake other responsibilities relevant for the overall functioning of the Moldova National Chapter under the guidance and in close cooperation with the Co-Chairs of the Moldova National Chapter and members of the Coordinating Council.

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

3. REQUIREMENTS FOR EXPERIENCE AND QUALIFICATIONS

I. Academic Qualifications:

- University degree (BA level or equivalent) in law, public administration, communications or any

other related field; MA would be an advantage.

II. Knowledge and Experience:

- At least 5 years of relevant professional experience of working for central public administration authorities or non-governmental sector dealing with coordination, analytical and research tasks;
- Previous work experience with technical assistance projects involving international development partners will be considered as an asset.
- Experience in the administrative work (organization of workshops, round-tables, public hearings and consultations, conferences and other public events);
- Experience in conducting research and analyses on political, parliamentary, social or economic issues;
- Previous working experience in areas related to anti-corruption, integrity and ethics will be a strong asset;
- Prior experience in working with the Parliament will be considered an asset;

III. Competencies:

- Demonstrated interpersonal and diplomatic skills, as well as the ability to communicate with all stakeholders and to present ideas clearly and effectively;
- Ability to analyse, plan, draft reports, solve problems, manage PR projects/ events, meet expected results, adapt to different environments (cultural, economic, political and social);
- Fluency in English and Romanian. Knowledge of Russian is an asset.
- 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.

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:

- 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.

6. EVALUATION

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

- University degree (BA level or equivalent) Bachelor's degree in law, public administration, communications or any other related field;
- At least 5 years of relevant professional experience of working for central public administration authorities or non-governmental sector dealing with coordination, analytical and research tasks;

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>		
University degree (BA level or equivalent) in law, public administration, communications or any other related field. MA would be an advantage;	<i>BA level or equivalent – 10 pts, MA – 20 pts.</i>	20
At least 5 years of relevant professional experience of working for central public administration authorities or non-governmental sector dealing with coordination, analytical and research tasks;	<i>5 years – 30 pts., each additional year of experience – 5 pts.; up to max. 40 pts.</i>	40
Previous work experience with technical assistance projects involving international development partners will be considered as an asset.	<i>1-3 assignments – up to 10 pts., each additional assignment – 5 pts., up to max. 20 pts.;</i>	20
Experience in the administrative work (organization of workshops, round-tables, public hearings and consultations, conferences and other public events);	<i>to some extent – up to 15 pts., extensive – up to max. 30 pts.;</i>	30
Experience in conducting research and analyses on political, parliamentary, social or economic issues;	<i>1-3 assignments – up to 15 pts., each additional assignment – 5 pts., up to max. 30 pts.;</i>	30
Previous working experience in areas related to anti-corruption, integrity and ethics will be a strong asset;	<i>to some extent – up to 15 pts., extensive – up to max. 30 pts.;</i>	30
Prior experience in working with the Parliament will be considered an asset;	<i>to some extent – up to 5 pts., extensive – up to max. 10 pts.;</i>	10
Interview	<ul style="list-style-type: none"> • Demonstrated interpersonal and diplomatic skills, as well as the ability to communicate with all stakeholders and to present ideas clearly and effectively (<i>up to 45 pts.</i>); • Ability to analyse, plan, draft reports, solve problems, manage PR projects/ events, meet expected results, adapt to different environments (cultural, economic, political and social) (<i>up to 45 pts.</i>); • Computer literacy and ability to effectively use office technology equipment, IT tools (<i>up to 10 pts.</i>); • Fluency in English and Romanian. Knowledge of Russian is an asset (<i>Romanian and English – 6 pts. each, Russian – 4 pts., total up to 16 pts.</i>); • Proven commitment to the core values of the United Nations (<i>up to 4 pts.</i>) 	120
Maximum Total Technical Scoring		300
<u>Financial</u>		

<p>Evaluation of submitted financial offers will be done based on the following formula:</p> <p><u>S = Fmin / F * 200</u></p> <p>S – score received on financial evaluation;</p> <p>Fmin – the lowest financial offer out of all the submitted offers qualified over the technical evaluation round;</p> <p>F – financial offer under consideration.</p>	<p>200</p>
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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