



INDIVIDUAL CONSULTANT PROCUREMENT NOTICE

Date: 16 September 2016

Country: Republic of Moldova

Description of the assignment: Consultant on Parliament and Budget Process

Project name: "Strengthening the parliamentary governance in Moldova"

Period of assignment/services: October-December 2016 (up to 40 working days)

Proposals should be submitted online by pressing the "Apply Now" button no later than **26 September 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.

The budget is the most important economic policy tool of a government and provides a comprehensive statement of the priorities of a nation. As the representative institutions of the people, it falls to national parliaments to ensure that the budget optimally matches a nation's needs with available resources. Effective legislative participation in the budget process establishes checks and balances that are crucial for a transparent and accountable government and ensures efficient delivery of public services.

The Project "Strengthening Parliamentary Governance in Moldova", will concentrate on supporting the Budget Committee of the Parliament of Moldova in better review of proposal annual state budget and enhance capacities of MPs (from Budget Committee and Women Platform) to review the budget from gender perspective.

In this context, UNDP SPGM project is seeking to hire a consultant to assist the Parliament of Moldova in enhancing its input in the budget review process.

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

The expected output for the consultant's assignment is to assist the Parliament of Moldova, its MPs and staff in active engagement in the budgetary process and to thoroughly scrutinise the draft budget for achieving its inclusiveness and responsiveness to the country's strategic priorities. The consultant will work closely with the relevant stakeholders in the Parliament of Moldova to advance its own institutional capacity to make a positive impact on the budget, and to equip parliament, its members and parliamentary staff with the necessary tools to examine the budget from a gender perspective.

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 year university degree) in economy, finance, political sciences, public administration, law, social sciences or other related fields.

II. Work experience:

- At least 7 years of relevant professional experience in the field of state budgeting and/or gender responsive

budgeting;

- At least 5 years of established experience in designing capacity building programmes related to state budget process;
- At least 3 years of proven experience in organizing, facilitating and conducting seminars, trainings and workshops with state institutions/agencies/organizations, on budgeting issue;
- Previous experience supporting Parliaments in budget review and gender responsive budgeting process is a strong asset;
- In-depth knowledge and understanding of the OECD's Best Practices for Budget Transparency, World Bank's Principles of Good Budgeting and IMF's Code of Good Practice on Fiscal Transparency
- Experience of advisory work on parliamentary development or practical experience as Member of Parliament or parliamentary staffer is a strong advantage;
- Proven experience in engaging diverse stakeholders in state budgeting exercises and gender responsive budgeting
- Experience in comparative analysis, research, assessment on the implementation of the international legislation and policies.

III. Competencies:

- Strong analytical and drafting skills;
- Excellent writing and oral communication;
- Leadership skills and ability to work with teams;
- Knowledge of UN system and UNDP will be considered a strong asset;
- Fluency in English. Knowledge of Romanian and/or Russian will be an asset.

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) Methodological Proposal that should contain:
 - i. A brief methodology on how they will approach and conduct the assignment.
 - ii. Explain why they are the most suitable for the work including past experience in similar assignments and the relation to the above required qualifications.
- b) Financial proposal (in USD), specifying a fee per day and total requested amount including all related costs, e.g. fees, per diems, travel costs, phone calls etc.;
- c) Duly filled in and signed Personal History Form (P11) and at least 3 names for a reference check.

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 year university degree) in economy, finance, political sciences, public administration, law, social sciences or other related fields;
- At least 7 years of relevant professional experience in the field of state budgeting and/or gender responsive budgeting;

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
Technical		
Master degree or equivalent (5 year university degree) in economy, finance, political sciences, public administration, law, social sciences or other related fields.	<i>Master's or equivalent – 20 pts.</i>	20
At least 7 years of relevant professional experience in the field of state budgeting and/or gender responsive budgeting;	<i>7 years – 20 pts., each additional year of experience – 5 pts. up to max. 30 points;</i>	30
At least 5 years of established experience in designing capacity building programmes related to state budget process;	<i>Up to 5 years – 5 pts., 5 years – 20 pts., each additional year of experience – 2.5 pts. up to max. 25 points;</i>	25
At least 3 years of proven experience in organizing, facilitating and conducting seminars, trainings and workshops with state institutions/agencies/organizations, on budgeting issue;	<i>Up to 3 years – 5 pts., 3 years – 15 pts., each additional year of experience – 2.5 pts. up to max. 20 points;</i>	20
Previous experience supporting Parliaments in budget review and gender responsive budgeting process is a strong asset;	<i>1-3 assignments – up to 15 pts., each additional assignment – 2.5 pts., up to max. 20 pts.;</i>	20
Experience of advisory work on parliamentary development or practical experience as Member of Parliament or parliamentary staffer is a strong advantage;	<i>1-2 assignments – up to 10 pts., each additional assignment – 2.5 pts., up to max. 15 pts.;</i>	15
Proven experience in engaging diverse stakeholders in state budgeting exercises and gender responsive budgeting	<i>1-2 assignments – up to 10 pts., each additional assignment – 2.5 pts., up to max. 15 pts.;</i>	15
Experience in comparative analysis, research, assessment on the implementation of the international legislation and policies.	<i>1-2 assignments – up to 10 pts., each additional assignment – 2.5 pts., up to max. 15 pts.;</i>	15
Interview	<ul style="list-style-type: none"> • In-depth knowledge and understanding of the OECD's Best Practices for Budget Transparency, World Bank's Principles of Good Budgeting and IMF's Code of Good Practice on Fiscal Transparency (<i>up to 15 pts.</i>); • Strong analytical and drafting skills (<i>up to 30 pts.</i>); • Excellent writing and oral communication (<i>up to 25 pts.</i>); • Leadership skills and ability to work with teams (<i>up to 20 pts.</i>); • Fluency in English. Knowledge of Romanian and/or Russian will be an asset (<i>10 pts. each, up to max 30 pts.</i>); 	140

	<ul style="list-style-type: none"> • Knowledge of UN system and UNDP will be considered a strong asset (<i>up to 10 pts.</i>); • Proven commitment to the core values of the United Nations (<i>up to 10 pts.</i>) 	
Maximum Total Technical Scoring		300
<u>Financial</u>		
Evaluation of submitted financial offers will be done based on the following formula: <u>$S = F_{min} / F * 200$</u> 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.		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