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## INDIVIDUAL CONSULTANT PROCUREMENT NOTICE

Date: 16 September 2016

**Country:** Republic of Moldova

**Description of the assignment:** Consultant to strengthen the parliamentary oversight function over EU matters

**Project name:** “Strengthening the parliamentary governance in Moldova”

**Period of assignment/services:** October 2016 – July 2017 (up to 70 working days)

Proposals should be submitted online by pressing the "Apply Now" button no later than **27 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](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

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 public. Project interventions will offer and encourage equal opportunity for male and female participation.

In 2014, the Parliament of Moldova ratified the EU-Moldova Association Agreement (AA). The AA places a large emphasis on the approximation and harmonization of Moldovan legislation to European standards. This process significantly increases the amount of draft legislation and policy documents to be considered by the Parliament. In this context the Parliament of Moldova has an important role to provide a qualified contribution into the process, particularly in terms of securing effective legal approximation process and overseeing Government’s progress in implementing AA and Deep and Comprehensive Free Trade Agreement (DCFTA), part of EU-Moldova Association Agreement (DCFTA) obligations.

In this context, UNDP SPGM project is seeking to hire a consultant to strengthen the parliamentary oversight function in the context of EU integration process.

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

The expected output of the consultant is to provide capacity development aiming at improving the overall functioning of the CFPEI and PCEI. The consultant will also provide training for CFPEI and PCEI staff members in order to carry out their tasks in the areas of legal approximation and government oversight.

It is expected that as a result of the capacity development support, the role of the Parliament in the European integration process will be enhanced. More particularly, the professional skills of the Committees staff working on EU issues will be developed and translated into improved performance of their tasks, enabling the CFPEI and PCEI to exercise its legal approximation and oversight function.

**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 political sciences, public administration, law, social sciences or other related fields.

#### II. Work experience:

- A minimum of 7 years of working experience as an officer and/or consultant for the parliament/government at national and/or international level with the special focus on European affairs and EU integration;
- At least 5 years of experience in approximation of the domestic legislation with the EU law and strengthening parliamentary oversight in EU integration process;

- At least 5 years of working experience in developing and delivering trainings/seminars on EU legal harmonization and other EU integration topics;
- Strong knowledge of EU affairs, including EU enlargement history, policies and instruments, and ENP partnership framework;
- Working experience in/for the EU Member States of 2004, 2007 and/or 2013 accession wave and/or in the Eastern Partnership Countries is an asset;
- Experience in conducting complex legal and policy analysis, drafting strategies, institutional development plans/action plans, including for parliament and/or government;
- Proven experience in working with the international organizations and donor funded projects;

### 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 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 political sciences, public administration, law, social sciences or other related fields.
- A minimum of 7 years of working experience as an officer and/or consultant for the parliament/government at national and/or international level with the special focus on European affairs and EU integration;

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>Technical</b>		
Master degree or equivalent (5-year university degree) in political sciences, public administration, law, social sciences or other related fields	<i>Master's or equivalent – 20 pts.</i>	20
A minimum of 7 years of working experience as an officer and/or consultant for the parliament/government at national and/or international level with the special focus on European affairs and EU integration;	<i>7 years – 30 pts., each additional year of experience – 5 pts. up to max. 40 points;</i>	40
At least 5 years of experience in approximation of the domestic legislation with the EU law and strengthening parliamentary oversight in EU integration 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 5 years of working experience in developing and delivering trainings/seminars on EU legal harmonization and other EU integration topics;	<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
Working experience in/for the EU Member States of 2004, 2007 and/or 2013 accession wave and/or in the Eastern Partnership Countries is an asset;	<i>1-3 assignments – up to 15 pts., each additional assignment – 2.5 pts., up to max. 20 pts.;</i>	20
Experience in conducting complex legal and policy analysis, drafting strategies, institutional development plans/action plans, including for parliament and/or government;	<i>1-2 assignments – up to 10 pts., each additional assignment – 2.5 pts., up to max. 15 pts.;</i>	15
Proven experience in working with the international organizations and donor funded projects;	<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"> <li>Strong knowledge of EU affairs, including EU enlargement history, policies and instruments, and ENP partnership framework (<i>up to 15 pts.</i>);</li> <li>Strong analytical and drafting skills (<i>up to 30 pts.</i>);</li> <li>Excellent writing and oral communication (<i>up to 25 pts.</i>);</li> <li>Leadership skills and ability to work with teams (<i>up to 20 pts.</i>);</li> <li>Fluency in English. Knowledge of Romanian and/or Russian will be an asset (<i>10 pts. each, up to max 30 pts.</i>);</li> <li>Knowledge of UN system and UNDP will be considered a strong asset (<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>	140
<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: <b><math>S = F_{min} / F * 200</math></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.		<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**