



## INDIVIDUAL CONSULTANT PROCUREMENT NOTICE

Date: **04 April 2017**

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**Country:** Republic of Moldova

**Description of the assignment:** National Co-Facilitator to deliver a series of BRIDGE workshops on Electoral Systems and Gender Impact.

**Project name:** "Enhancing Women's Political Representation through improved capacity and enhanced support in Moldova" (Women in Politics)

**Period of assignment/services:** 25 working days between April – June 2017

Proposals should be submitted online by pressing the "Apply Online" button, no later than **11 April 2017**.

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

Due to large number of applications we receive, we are able to inform only the successful candidates about the outcome or status of the selection process.

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### 1. BACKGROUND

The Programme "[Enhancing Women's Political Representation through improved capacity and enhanced support in Moldova](#)" (short title "Women in Politics"/ WiP Programme) is implemented jointly by two UN Agencies - UN Women and UNDP, in partnership with two civil society organizations - East Europe Foundation (EEF) and the Centre "Partnership for Development" (CPD). The implementation time frame of the programme is 2014-2017.

The Programme aims at ensuring an increased participation of women in politics and in the decision-making process by creating an environment conducive to their meaningful participation and providing support to capacity development of women before, during and after the elections at the central and local levels. The Programme also seeks to promote increased public awareness of women's contribution to political leadership and supports the realization of women's rights and commitments undertaken by the Government of Moldova.

The programme consists of two inter-related components, and each UN Agency is responsible for the implementation of activities under particular areas of intervention. UN Women is responsible for the overall programme implementation, and is leading the specific parts related to the election legislation review and high-level advocacy for Temporary Special Measures (TSM), media capacity development, capacity of CSOs and women candidates, work with the communities and women on identifying their needs, among others. UNDP's area of responsibility is related to the electoral assistance and administration, parliamentary affairs and capacity building of elected women and builds further on the results achieved through the previous and on-going support to the institutional capacity development of the Parliament and the Central Elections Commission (CEC) with a focus on

enhancing capacities of the Election Management Bodies on gender responsive electoral management and on strengthening capacities of elected women parliamentarians and Councilors for performing the elected official's duties.

In 2011, the Center for Continuous Electoral Training was created as a public institution by the decision of the Central Electoral Commission No. 1030 as of 09 December 2011, based on article 26 of the Electoral Code of the Republic of Moldova with the objective to organize and deliver trainings and certification of Moldovan electoral officials and other stakeholders. In line with its main objective, the CCET fulfils functions such as preparing and disseminating didactical and informative materials, studies, methodological and scientific researches; proving analysis, consultancy and expertise services; creating partnerships and cooperating with educational institutions in developing training programs in order to deliver the best electoral practices to the people involved in the organization and development of the elections in Moldova.

The Programme intends to contract a team of two national BRIDGE Facilitators (Lead Facilitator and Co-Facilitator) to organize and jointly deliver a series of BRIDGE workshops to representatives of political parties, civil society organizations, media and opinion makers on electoral systems with particular focus on the impact on women's representation under various electoral systems, and recommendations to mitigate potential gender disparities. The Facilitators will be required to thoroughly analyze the original BRIDGE module and customize it to suit the local context in Moldova and address the gender perspective.

BRIDGE stands for "Building Resources in Democracy, Governance and Elections" and is a key component of UNDP electoral assistance worldwide. BRIDGE Programme in Moldova started in 2009 with a Train the Facilitator (TtF) workshop. Since 2009, several BRIDGE workshops have been conducted in Moldova, including Introduction in electoral Administration, External Voting, Civic Education, Voter Registration, Political Party Finance, Strategic Planning and Gender and Electoral Training.

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

The Programme intends to contract an workshop level accrediting BRIDGE Co-Facilitator (further referred as Co-Facilitator) who will work in the team with and will support the Lead Facilitator in the process of preparation, customization and submission for approval and translation of materials associated with the delivery of a series of workshops as indicated in the Deliverables schedule.

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

## **3. REQUIREMENTS FOR EXPERIENCE AND QUALIFICATIONS**

### Academic Qualifications:

- Bachelor's Degree in Law, Public Administration, International development or related fields.

### Experience:

- Accredited as BRIDGE Facilitator at least at "Workshop Facilitator" level;
- Minimum 3 BRIDGE workshops co- prepared and co-facilitated.

### Competencies:

- Understanding of the gender equality implications on electoral processes and systems;
- Knowledge of UNDP or UN electoral assistance or capacity development is an asset;
- Excellent analytical, communication and facilitation skills;
- Proficiency in written and spoken English and Romanian. Knowledge of Russian will be considered as 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.

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:

- Proposal: explaining why they are the most suitable for the work including experience in similar Projects (please provide brief information on each of the above qualifications, item by item);
- Aggregated financial proposal (in USD), specifying the amount requested per working day, (including all related costs, e.g. fees, phone calls etc.).
- Updated P11 form with at least 3 referees' contacts.

#### **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 fees, taxes, travel costs, accommodation costs, communication, and number of anticipated working days).

##### **Travel**

WiP Programme will cover transportation (for field visits) and printing costs, therefore these costs shall not be included in the financial proposal.

In 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:

- Bachelor's Degree in Law, Public Administration, International development or related fields.
- Accredited as BRIDGE Facilitator at least at "Workshop Facilitator" level;
- Minimum 3 BRIDGE workshops co-prepared and co-facilitated.

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 pts);

\* Financial Criteria weight – 40% (200 pts).

Only candidates obtaining a minimum of 210 points would be considered for the Financial Evaluation.

Criteria	Scoring	Maximum Points Obtainable
<b>Technical</b>		
Bachelor's Degree in Law, Public Administration, International development or related fields.	Bachelor's degree – 20 pts. MA – 25 pts. PhD – 30 pts.	30
Accredited as BRIDGE Facilitator at least at "Workshop Facilitator" level;	Yes – 30 pts.	40
Minimum 3 BRIDGE workshops co-prepared and co-facilitated.	3 workshops – 60 pts. Each additional workshop – 10 pts., up to a maximum of 90 points.	90
<u>Interview</u>	<ul style="list-style-type: none"> <li>- Understanding of gender equality implications on the electoral processes and systems (up to 45 pts.)</li> <li>- Knowledge of UNDP or UN electoral assistance or capacity development is an asset (up to 40 pts.)</li> <li>- Excellent analytical, communication and facilitation skills (up to 40 pts.)</li> <li>- Proficiency in written and spoken English and Romanian (5 pts. each). Knowledge of Russian will be considered an asset (additional 5 pts. - up to 15 pts.)</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**