

INDIVIDUAL CONSULTANT PROCUREMENT NOTICE

Date: 9 May 2017

Country: Republic of Moldova

Description of the assignment: National consultant on change management

Period of assignment/services: June 2017 – May 2018

Proposals should be submitted online by pressing the "Apply Now" button no later than **23 May 2017, 10:00 local time**

Requests for **clarification only** must be sent by standard electronic communication to the following e-mail: sergiu.galitchi@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 UNDP project "Strengthening Parliamentary Governance in Moldova" (SPGM) is a multi-year institutional development project 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.

Since the start of the new parliamentary term, the Parliament has demonstrated commitment to make the work of committees more effective, and in addition to modernise the support systems in Parliament, including the ICT structure and Secretariat services to ensure transparency of committees' work. The areas identified are in line with earlier assessments conducted by UNDP, as well as the findings and recommendations of the Functional Analyses of the Parliament Secretariat conducted in 2016. The analysis provided a number of recommendations which aim to improve the support offered to the MPs and to the Parliament's working bodies, enhancing the inter-departmental relations and working procedures leading to a more coordinated and effective activity of the Secretariat.

Over the past years, the Secretariat has made significant steps to modernize the services provided to Members of Parliament (MPs). With the assistance of the UNDP Project "Strengthening Parliamentary Governance in Moldova", the Secretariat is implementing its second Strategic Development Plan 2017-19. This plan is guiding the Secretariat in addressing challenges, opportunities and risks in the work of the Secretariat of Parliament. To better perform the above noted, the Cabinet of the Speaker and the Speaker require substantive support to move forward with the changes in the institution aiming to professionalise and modernise Parliament's management, structure and services, in line with the recommendations of the Functional Analyses.

In this context, the SPGM project is seeking to hire a full-time qualified consultant to provide professional advice and guidance to the Speaker's Office on how to manage the institutional reform including the cross-departmental working processes that need to be put in place to ensure the smooth transition from the current situation to a more efficient and effective Service. Additionally, the consultant is expected to observe and ensure that the change process is in line with the international parliamentary standards related to transparency and accountability, as well as complies with the SDGs nationalisation requirements.

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

The overall objective of this consultancy is to provide high level expertise and support to Parliament's senior management on elements of change management in the process of modernisation of the Parliament's support services, establishing in the Parliament a foreign assistance coordination mechanism and the oversight of the implementation of Secretariat's Strategic Development Plan for 2017-2019. The Consultant is expected to contribute high-quality outputs, individually or in conjunction with other team members, by providing quality services and advice, including leading and/or supporting Parliament's senior management's change management exercises related to strategic positioning and functional alignment.

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

3. REQUIREMENTS FOR EXPERIENCE AND QUALIFICATIONS

Educational background:

- Master's Degree (or 5 years university degree) in Political Science, Public Administration or similar disciplines.

Working experience:

- At least 7 years of working experience in the field of public administration reform, strategic planning, public policy analysis, monitoring and implementation or change management within a public organization;
- At least 5 years of working experience in managing projects within the public sector;
- Experience of advisory work on parliamentary or government development is a strong advantage;
- Experience with resource mobilization and donor coordination will be a strong asset;
- Experience in conducting participatory trainings, workshops, and presentations.

Competences:

- Knowledge of Moldovan civil service system specifics will be a strong asset;
- Demonstrated track record of strategic planning and policy analysis;
- Proven track record in working effectively within multidisciplinary teams;
- Knowledge of modern organizational theory and practice with regard to the public sector;
- Ability to mentor staff and facilitate learning by doing;
- Ability to analyse, plan, communicate effectively orally and in writing, draft reports, organize and meet expected results, provide strategic advice in her/his area of expertise, adapt to different environments (cultural, economic, political and social);
- Ability to implement new systems and affect staff behavioural / attitudinal change;
- Fluency in Romanian. Knowledge of English 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.

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:

1. 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 experience in similar assignments and the relation to the above-required qualifications.
2. 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.;
3. 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's Degree (or 5 years university degree) in Political Science, Public Administration or similar disciplines.

- At least 7 years of working experience in the field of public administration reform, strategic planning, public policy analysis, monitoring and implementation or change management within a public organization;
- At least 5 years of working experience in managing projects within the public sector;

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's Degree (or 5 years university degree) in Political Science, Public Administration or similar disciplines.	<i>Master's or equivalent (or 5 years university degree) – 15 pts.</i>	15
At least 7 years of working experience in the field of public administration reform, strategic planning, public policy analysis, monitoring and implementation or change management within a public organization;	<i>7 years – 20 pts., each additional year of experience – 5 pts., up to max. 45 points;</i>	45
At least 5 years of working experience in managing projects within the public sector;	<i>5 years – 10 pts., each additional year of experience – 5 pts., up to max. 30 points;</i>	30
Experience of advisory work on parliamentary or government development is a strong advantage;	<i>Yes- 15 pts., No – 0 pts.</i>	15
Experience with resource mobilization and donor coordination will be a strong asset;	<i>Yes- 15 pts., No – 0 pts.</i>	15
Experience in conducting participatory trainings, workshops, and presentations will represent an asset.	<i>Yes- 15 pts., No – 0 pts.</i>	15
Interview	<ul style="list-style-type: none"> • Knowledge of Moldovan civil service system specifics will be a strong asset (<i>up to 20 pts.</i>); • Demonstrated tracked record of strategic planning and policy analysis (<i>up to 20 pts.</i>); • Proven track record in working effectively within multidisciplinary teams (<i>up to 20 pts.</i>); • Knowledge of modern organizational theory and practice with regard to the public sector (<i>up to 20 pts.</i>); • Ability to mentor staff and facilitate learning by doing (<i>up to 20 pts.</i>); • Ability to analyse, plan, communicate effectively orally and in writing, draft reports, organize and meet expected results, provide strategic advice in her/his area of expertise, adapt to different environments (cultural, economic, political and social) (<i>up to 20 pts.</i>); • Ability to implement new systems and affect staff behavioural / attitudinal change (<i>up to 20 pts.</i>); • Fluency in Romanian. Knowledge of English and Russian will be an asset (<i>Romanian – 10 pts., English and Russian – 5 pts. each, up to max 20 pts.</i>); • Proven commitment to the core values of the United Nations (<i>up to 5 pts.</i>); 	165

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>$S = F_{min} / F * 200$</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>	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