



## INDIVIDUAL CONSULTANT PROCUREMENT NOTICE

Date: **27 December 2017**

**Country:** Republic of Moldova

**Description of the assignment:** Grants Management Consultant

**Project name:** Enhancing democracy in Moldova through inclusive and transparent elections  
(EDMITE Project)

**Period of assignment/services:** January 2018 – December 2018 (up to 180 working days)

Proposals should be submitted **online by pressing the "Apply Online" button**, no later than 10 January 2018.

Requests for **clarification only** must be sent by standard electronic communication to the following e-mail: [eva.bounegru@undp.org](mailto:eva.bounegru@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 long-standing partnership between the Central Electoral Commission and UNDP resulted in the establishment of a strong professional institution, able to provide transparent and inclusive democratic elections. The Central Electoral Commission with UNDP support, managed to move the electoral process in the Republic of Moldova to an advanced level through the development and use of the modern and innovative State Automated Information System "Elections" (SAISE).

During 2012 – 2017, UNDP offered support to the Central Electoral Commission (CEC) in the areas of gender equality and human rights, institutional capacity development, strategic development of the Center for Continuous Electoral Training (CICDE) to deliver professional training to electoral officials, political party finance legislation implementation and transparent electoral reform processes. Moreover, substantial steps were taken in addressing challenges to the electoral process related to the data quality and data exchange possibilities among key registers owned by different government institutions.

Based on the solid results achieved, UNDP continues to support the CEC and CICDE to ensure the finality and sustainability of the previous UNDP interventions through the new Project "Enhancing democracy in Moldova through inclusive and transparent elections" (further referred to as the "EDMITE Project").

The EDMITE Project will be implemented between 2017 – 2019 contributing to:

- (1) achieving a more accurate State Register of Voters (SRV), by: (a) improving the quality and accessibility data by reengineering the Civil Status Service (CSS) systems, (b) fully developing the State Address Register and (c) facilitating data exchange and interoperability between different government agencies via M-Connect Platform;
- (2) enhancing the inclusiveness of the electoral process through developing a remote voting tool and adjusting the SAISE system to keep up with the technical and political developments;
- (3) supporting the legal reform in the area of elections to erase ambiguities and respond to the technical developments;
- (4) enhancing political participation of citizens by setting up and implementing voters' information and civic education programmes, specifically targeting vulnerable groups including women, youth, persons with different types of disabilities and linguistic minorities and the Diaspora.

According to the Moldovan Electoral Code, the CEC and CICDE are responsible to provide the media with information on the elections and the general election administration practices; communicate election

related issues to the press and the public at large, implement civic education and voters' information programmes and involve key stakeholders, such as political parties and civil society in all phases of the electoral process.

Thus, one of the objectives of the Project is to provide assistance to the CEC and CICDE to develop and implement voter information and civic education campaigns throughout 2017 – 2019 years. The goal of these campaigns is to inform the general public, including different target and vulnerable groups (women, youth, people with disabilities, linguistic minorities groups and the Diaspora) about the electoral processes and the newly adopted electoral system, as well as to improve the communication between the electoral management body and the citizens of Moldova.

In support of this goal and as part of the Plan of Activities for 2018, the EDMITE Project aims to prepare and conduct a Small Grants Program, that will be focused on providing support to different NGOs and Associations to disseminate electoral materials and conduct activities among their peer group related to civic education and voter information.

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

The EDMITE Project intends to contract a Grants Management Consultant (further referred to as "Consultant") to provide support to the Project team in developing, managing and monitoring the Small Grants Program which will be launched in January 2018.

The Consultant shall provide administrative and technical guidance, as well as support to the Project Manager in the design of grants applications, guidelines and regulations for the small grants mechanism implemented by the EDMITE Project, grants implementation monitoring and assessment of the results achieved and reporting. All activities concerning the Small Grants Program shall be undertaken in close collaboration with the Central Electoral Commission and Center for Continuous Electoral Training. To achieve the stated objectives, she/he is expected to:

- Provide efficient support to all management aspects of the grants process, including the design of the Small Grants Program, setting the criteria for selection of proposals, review and selection of grantees, monitoring of the grantees activities, evaluation and reporting;
- Provide training and support to potential grantees in the preparation of their grant applications, during bidder's conferences;
- Analyze grantees applications to ensure feasibility, consistency, allocable costs and compliance with the grants competition selection criteria and UNDP requirements;
- Provide support to the grantees in the administration of the grants following the award;
- Maintain close coordination between the EDMITE Project and the grantees during the execution of the grants, to track milestones, timelines and quality of the deliverables;
- Develop and maintain grants tracking tools and oversee accurate reporting and documentation by grantees to ensure achievement of the planned results;
- Prepare regular reports on grantees' performance and signal any significant delays or other issues that impact implementation to the Project Manager;
- Collect and analyze monitoring and evaluation data of the grantees through different methods (that may include meetings, workshops, field visits, specific reports, specialized surveys and other relevant methods);
- Develop and communicate best practices, ensure large visibility of the activities performed under the Small Grants Program in close collaboration with the CEC/CICDE and EDMITE Project;
- Perform any other relevant tasks, as assigned by the Project Manager for the successful implementation of the assignment.

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

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

### Academic Qualifications:

- University degree in Finance, Economic Sciences, Business Administration, Communication, Journalism, or other relevant field; MA or equivalent in the same fields will be considered an advantage.

### Experience and knowledge:

- At least 3 years of work experience in reports writing, project and/or grants managements, including research or data collection and data tabulation;
- At least 2 years of previous experience in developing/or using monitoring and evaluation tools is a strong asset;
- Previous assignments within an UNDP Project or and/or EU-funded Project other international organisation is an advantage;

#### Competencies:

- High level of familiarity with CEC and CICDE roles and responsibilities, government institutions, NGOs and donors working in the electoral area, mass-media outlets and PR agencies;
- Excellent written communication skills, with analytic capacity and ability to identify relevant findings and prepare analytical documents;
- Capacity to build strong relationships with clients, focuses on impact and result for the client and to respond positively to feedback;
- Excellent analytical skills and the ability to summarize disparate information in a clear and concise manner;
- Excellent computer skills, including word processing, spreadsheet programs and data base management;
- Fluency in Romanian, Russian and English languages;

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:

- Offeror's Letter confirming Interest and Availability;
- Proposal: explaining why they are the most suitable for the work including previous experience in similar Projects (please provide brief information on each of the above qualifications, item by item);
- Financial proposal (in USD, specifying a total requested amount per working day, including all related costs, e.g. fees, phone calls etc.);
- Duly completed and signed Personal History Form (P11), personal CV and at least 3 references.

#### **5. FINANCIAL PROPOSAL**

- Contracts based on daily fee

The financial proposal will specify the daily fee, travel expenses and per diems quoted in separate line items, and payments are made to the Individual Consultant based on the number of days worked.

#### **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 the 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:

- University degree in Finance, Economic Sciences, Business Administration, Communication, Journalism, or other relevant field; MA or equivalent in the same fields will be considered an advantage;
- At least 3 years of work experience in reports writing, project and/or grants managements, including research or data collection and data tabulation;
- At least 2 years of Previous experience in developing/or using monitoring and evaluation tools is a strong asset;

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><u>Technical</u></b>		
University degree in Finance, Economic Sciences, Business Administration, Communication, Journalism, or other relevant field; MA or equivalent in the same fields will be considered an advantage;	Bachelors' degree – 5 pts., Master's Degree – 10 pts.	10
At least 3 years of work experience in reports writing, project and/or grants managements, including research or data collection and data tabulation;	3 years – 30 pts., each additional year of experience – 5 pts. up to a maximum of 40 points.	40
At least 2 years of previous experience in developing/or using monitoring and evaluation tools is a strong asset;	Each year of experience – 10 pts. up to a maximum of 30 points.	30
Previous assignments within an UNDP Project or and/or EU-funded Project other international organisation is an advantage;	Each demonstrated assignment – 10 pts. up to a maximum of 30 points.	30
<u>Interview</u>	<ul style="list-style-type: none"> <li>• High level of familiarity with CEC and CICDE roles and responsibilities, government institutions, NGOs and donors working in the electoral area, mass-media outlets and PR agencies - up to 40 pts.;</li> </ul>	170

	<ul style="list-style-type: none"> <li>• Excellent written communication skills, with analytic capacity and ability to identify relevant findings and prepare analytical documents; - <i>up to 25 pts.;</i></li> <li>• Capacity to build strong relationships with clients, focuses on impact and result for the client and to respond positively to feedback; - <i>up to 30 pts.;</i></li> <li>• Excellent analytical skills and the ability to summarize disparate information in a clear and concise manner - <i>up to 30 pts.;</i></li> <li>• Excellent computer skills, including word processing, spreadsheet programs and data base management; - <i>up to 20 pts.</i></li> <li>• Knowledge of Romanian, Russian and English. Knowledge of one or more additional languages relevant for Moldova, including Bulgarian, Gagauzian, and Romani, Ukrainian or sign language will be a strong advantage (<i>Romanian, Russian and English – 5 pts. each, any of the mentioned languages – 2 pts. each, max – 25 pts.</i>)</li> </ul>	
Belonging to the group(s) under-represented in the UN Moldova and/or the area of assignment*	(no – 0 pts, to one group – 10 pts, to two or more groups – 20 pts)	20
<b>Maximum Total Technical Scoring</b>		<b>300</b>

\* Under-represented group in the area of assignment (Grants Management) are women. Under-represented groups in UN Moldova are persons with disabilities, LGBT, ethnic and linguistic minorities, especially ethnic Gagauzians, Bulgarians, Roma, Jews, people of African descent, people living with HIV, religious minorities, especially Muslim women, refugees and other non-citizens.

<b>Financial</b>	
<p>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;  F<sub>min</sub> – the lowest financial offer out of all the submitted offers qualified over the technical evaluation round;  F – financial offer under consideration;</p>	<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**

## Terms of Reference

<b>Job title:</b>	Grants Management Consultant
<b>Duty Station:</b>	Republic of Moldova, Chisinau
<b>Reference to the project:</b>	Enhancing democracy in Moldova through inclusive and transparent elections (EDMITE Project)
<b>Contract type:</b>	Individual Contract (IC)
<b>Contract duration:</b>	January 2018 – December 2018 (up to 180 working days)
<b>Starting date:</b>	January 2018

### Job content

#### 1. BACKGROUND

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According to the Moldovan Electoral Code, the CEC and CICDE are responsible to provide the media with information on the elections and the general election administration practices; communicate election related issues to the press and the public at large, implement civic education and voters' information

programmes and involve key stakeholders, such as political parties and civil society in all phases of the electoral process.

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## **2. OBJECTIVE AND EXPECTED OUTPUTS**

The EDMITE Project intends to contract a Grants Management Consultant (further referred to as "Consultant") to provide support to the Project team in developing, managing and monitoring the Small Grants Program which will be launched in January 2018.

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- Develop and communicate best practices, ensure large visibility of the activities performed under the Small Grants Program in close collaboration with the CEC/CICDE and EDMITE Project;
- Perform any other relevant tasks, as assigned by the Project Manager for the successful implementation of the assignment.

## **3. KEY DELIVERABLES AND TENTATIVE TIMETABLE\***

<b>Key deliverables</b>	<b>Tentative Deadline</b>
Detailed work plan developed, agreed with and approved by the EDMITE Project;	By 26 January 2018
Set of inputs for the Small Grants Program design and launch provided;	By 15 February 2018
Set of monitoring, tracking and evaluation tools to be used during execution of the grants developed;	By 1 March 2018



Support to the grants applications evaluation process and supervision of contracts execution ensured;	By 30 November 2018
<p>Monthly narrative reports developed<sup>1</sup> being focused on:</p> <ul style="list-style-type: none"> <li>• Grants monitoring and evaluation findings and recommendations;</li> <li>• Data collected through different methods (that may include meetings, workshops, field visits, specific reports, specialized surveys and other relevant methods);</li> <li>• Number of meetings, relevant workshops and events organized within Small Grants Program;</li> <li>• Support provided to the EDMITE Project in developing the content for analytical briefs, press releases, success stories, blog posts and public appearance of UNDP or beneficiary representatives under Small Grants Program;</li> </ul>	By 10 December 2018
Final Activity Report, including qualitative and qualitative dis-aggregated (by sex, age, vulnerability of the targeted groups, etc.) data and information on the stages passed, resources used, results obtained versus expected, impact of obtained results, risks overcome, problems faced, lessons learned, conclusions and next stage recommendations submitted and approved by the EDMITE Project. The Report should comprise specific findings and recommendations on gender and human rights aspects.	By 15 December 2018

#### 4. INSTITUTIONAL ARRANGEMENTS

All communications and documentation related to the assignment will be in Romanian and English. The Consultant will work under the overall guidance and direct supervision of the Project Manager and in close collaboration with the CEC and CICDE staff for substantive aspects of the assignment.

This is a part-time consultancy. The timeframe for the work of Consultant is planned for January – December 2018.

During this time, he/she is expected to work up to 180 working days (average of 15 working days per month) (could be revised if justified accordingly) during which all the activities and outputs/results envisaged under the present assignment are expected to be performed.

#### 5. FINANCIAL ARRANGEMENTS

Payments will be disbursed in several instalments upon submission and approval of deliverables, and certification by UNDP Moldova Project Manager that the services have been satisfactorily performed.

#### 6. QUALIFICATIONS AND SKILLS REQUIRED

##### Academic Qualifications:

- University degree in Finance, Economic Sciences, Business Administration, Communication, Journalism, or other relevant field; MA or equivalent in the same fields will be considered an advantage.

##### Experience and knowledge:

- At least 3 years of work experience in reports writing, project and/or grants managements, including research or data collection and data tabulation;
- At least 2 years of previous experience in developing/or using monitoring and evaluation tools is a strong asset;
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##### Competencies:

- High level of familiarity with CEC and CICDE roles and responsibilities, government institutions, NGOs and donors working in the electoral area, mass-media outlets and PR agencies;
- Excellent written communication skills, with analytic capacity and ability to identify relevant findings and prepare analytical documents;
- Capacity to build strong relationships with clients, focuses on impact and result for the client and to respond positively to feedback;

<sup>1</sup> The reports shall be approved by the EDMITE Project Manager



- Excellent analytical skills and the ability to summarize disparate information in a clear and concise manner;
- Excellent computer skills, including word processing, spreadsheet programs and data base management;
- Fluency in Romanian, Russian and English languages;

Personal qualities:

- 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;
- Responsibility, creativity, flexibility and punctuality, ability to meet deadlines and prioritize multiple tasks.

The 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.

## **7. DOCUMENTS TO BE INCLUDED WHEN SUBMITTING THE PROPOSALS:**

Interested individual consultants must submit the following documents/information to demonstrate their qualifications:

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- Proposal: explaining why they are the most suitable for the work including previous experience in similar Projects (please provide brief information on each of the above qualifications, item by item);
- Financial proposal (in USD, specifying a total requested amount per working day, including all related costs, e.g. fees, phone calls etc.);
- Duly completed and signed Personal History Form (P11), personal CV and at least 3 references.

**Note:** Please, refer to the Individual Procurement Notice of this recruitment for a more detailed information on the application and selection process.