



## INDIVIDUAL CONSULTANT PROCUREMENT NOTICE

Date: **06 August 2018**

**Country:** Republic of Moldova

**Description of the assignment:** International Consultant to develop parliamentary civic education programme

**Project name:** UNDP "Strengthening Parliamentary Governance in Moldova" (SPGM Project)

**Period of assignment/services:** September – November 2018

Proposals should be submitted online by pressing the "Apply Online" button, no later than **05 September 2018**

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 law-making, oversight and representation during the on-going process of domestic reform spurred by closer relations with the EU. The project also assists in making the Parliament's legislative activity more open, transparent and participatory through establishing tools and mechanisms for the engagement of civil society, professional associations and the public. Project interventions will offer and encourage equal opportunity for male and female participation.

In its efforts towards becoming a transparent institution, actively involved in the direct dialogue with citizens and civil society, the Parliament of the Republic of Moldova (PRM) has undertaken numerous steps to strengthen its outreach and educational role. Starting with 2013, the parliament launched multiple informational and educational activities to provide citizens a better insight of the law-making and decision-making processes, thus encouraging participatory democracy.

Building on the Parliament's Communications Strategy and Action Plan, as well as the Concept on Civic Education titled "My Parliament", the legislature aims to further enhance its public engagement and education roles in line with the best international parliamentary practices. In this context, the parliament intends to create a consolidated vision on approaches and innovative tools to engage citizens in the work of the legislature.

Therefore, UNDP is looking to hire a consultant to support the parliament in developing a 4-year civic education programme.

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

The expected output for the consultant's assignment is to support the PRM in designing a comprehensive framework describing the mission, vision, objectives and activities for enhancing parliament's role in the provision of civic education on the work and role of parliament in line with the best international practices. The consultant is expected to identify a range of activities that can be carried out by the parliament's existing team of communication and media experts in cooperation with other stakeholders. In order to achieve the stated objective, the Consultant will have the following responsibilities:

1. Prepare an inception report containing the methodology, detailed work plan, final schedule for the assignment;
2. Undertake a comprehensive desk review of the relevant national legal framework, policies and strategies on provision of civic education. Identify and document international best practices for the implementation of

- civic education programmes;
3. Provide a mapping of ongoing civic education programmes in the country by identifying the major stakeholders in the process of design, accreditation and delivery of civic education programmes and potential synergies. Review existing initiatives and methodologies employed by various stakeholders in civic education at national level, in order to identify the success factors, challenges, risks and opportunities;
  4. Organize a roundtable on parliamentary civic education with participation of staff from two other European parliaments;
  5. Based on the findings of the desk review, mapping and the round table proceedings, develop a report outlining the key conclusions and recommendations for the Parliament of Moldova in developing a civic education programme;
  6. Draft parliament's civic education programme describing the mission, vision, objectives and activities that could be carried by the PRM in the context of an enhanced education and outreach role. The programme should be accompanied by an activity plan that should include the following:
    - List of activities, services and campaigns that could be carried out by the Parliament of Moldova as well as of key stakeholders to be engaged at different stages of implementation;
    - Brief outline of the possible activities, services and campaigns, containing a description of the scope, expected outputs and outcomes, interventions, target groups and a list of necessary resources for implementation;
  7. Provide support to the parliament in organizing the presentation of the civic education programme and activity plan for feedback and finalization.
  8. Undertake two missions to Chisinau, according to the tentative schedule:
    - First half of October 2018 for data collection
    - Second half of November 2018 for presentation of the civic education programme strategy and activity plan

**Deliverables and tentative timeframe**

Nr.	Deliverables	Tentative timeframe/deadline
1.	Inception report containing the detailed work plan developed	By 26 September 2018
2.	Mapping of ongoing civic education programmes and key stakeholders in the process of design, accreditation and delivery of civic education in Moldova developed, and initiatives and methodologies employed by various stakeholders in civic education at national level reviewed	By 17 October 2018
3.	Roundtable on parliamentary civic education with participation of staff from two other European parliaments organised and facilitated	
4.	Draft report containing the findings and recommendations following the mapping and review developed and submitted for review	By 24 October 2018
5.	Draft parliament's civic education programme and activity plan describing the mission, vision, objectives and activities for the PRM developed and submitted for approval	By 14 November 2018
6.	Organize a presentation of the civic education programme and activity plan for feedback and finalization	By 30 November 2018
7.	Final report and civic education programme strategy and activity plan submitted to the beneficiary for approval	By 14 December 2018

\*This is a tentative timeframe. The final dates for providing the deliverables will be confirmed after the consultations with the Parliament and UNDP.

The consultant will work under the guidance of the UNDP Technical Specialist for substantive aspects of the assignment, and under the direct supervision of the UNDP Senior Project Officer – for administrative aspects. The consultant will report to the Parliament appointed representative and the UNDP Technical Specialist.

The consultant will work closely with the parliament's General Communication and Public Relations Department.

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

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

#### I. Academic Qualifications:

- Master's degree in communications, public administration, strategic management, or any other relevant social sciences;

#### II. Years of experience:

- At least 5 years of practical experience in designing and/or implementing public outreach and education concepts and training curricula on participatory democratic processes;
- Proven experience (at least 3 previous projects) in conceptualizing and developing civic education, public outreach concepts for national legislatures or international organizations working in democratic governance
- Experience in working with UN agencies is an asset

#### III. Competencies:

- Demonstrated interpersonal and diplomatic skills, as well as the ability to communicate effectively with stakeholders at all levels and to present ideas clearly and effectively;
- Excellent research and analytical skills;
- Time and project management skills;
- Fluency in English. Knowledge of Romanian and/or Russian is 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;

The UNDP Moldova is committed to workforce diversity. Women and men, persons with different types of disabilities, LGBTI, Roma and other ethnic, linguistic 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:

- Master's degree in communications, public administration, strategic management, or any other relevant social sciences;

- At least 5 years of practical experience in designing and/or implementing public outreach and education concepts and training curricula on participatory democratic processes;

#### Cumulative analysis

The award of the contract shall be made to the individual consultant whose offer has been evaluated and determined as:

- responsive/compliant/acceptable, and
- 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>		
Master's degree in communications, public administration, strategic management, or any other relevant social sciences;	Master's Degree – 10 pts., PhD – 20 pts.	20
At least 5 years of practical experience in designing and/or implementing public outreach and education concepts and training curricula on participatory democratic processes;	5 years – 25 pts., each additional year of experience – 5 pts. up to a maximum of 50 pts.	50
Proven experience (at least 3 previous projects) in conceptualizing and developing civic education, public outreach concepts for national legislatures or international organizations working in democratic governance	3 Projects – 30 pts., each additional project – 10 pts. up to a maximum of 50 pts.	50
<u>Interview</u>	<ul style="list-style-type: none"> <li>• Experience in working with UN agencies is an asset – (Yes/No) 10 pts.;</li> <li>• Demonstrated interpersonal and diplomatic skills, as well as the ability to communicate effectively with stakeholders at all levels and to present ideas clearly and effectively - up to 40 pts.;</li> <li>• Excellent research and analytical skills - up to 40 pts.;</li> <li>• Time and project management skills - up to 40 pts.;</li> <li>• Fluency in English. Knowledge of Romanian and/or Russian is an asset; - each language 10 pts, up to 30 pts.;</li> </ul>	160
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 (IT industry) are women. Under-represented groups in UN Moldova are persons with disabilities, LGBTI, 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>	
Evaluation of submitted financial offers will be done based on the following formula: <b><math>S = F_{min} / F * 200</math></b> <b>S</b> – score received on financial evaluation; <b>Fmin</b> – the lowest financial offer out of all the submitted offers qualified over the technical evaluation round; <b>F</b> – 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**