



## INDIVIDUAL CONSULTANT PROCUREMENT NOTICE

Date: **16 August 2018**

**Country:** Republic of Moldova

**Description of the assignment:** National legal consultant for development of parliamentary regulations

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

**Period of assignment/services:** September 2018 – January 2019 (up to 45 working days)

Proposals should be submitted online by pressing the "Apply Online" button, no later than **07 September 2018**

Requests for **clarification only** must be sent by standard electronic communication to the following e-mail: [sergiu.galitchi@undp.org](mailto: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 "Strengthening Parliamentary Governance in Moldova" (SPGM) Project works with the Parliament of the Republic of Moldova (PRM) to strengthen its law-making, oversight and representation functions with a specific focus on EU integration and the Sustainable Development Goals (SDGs). The project directly assists standing committees and the secretariat of parliament in the implementation of their mandate. Project interventions include training, technical assistance, easy-to-read publications, exchanges and opportunities for learning from other parliaments, as well as the provision of specialized technical equipment. Through this support, parliament is improving its capacity to strengthen the legal framework and successfully engage in oversight through multi-stakeholder action involving civil society, professional associations and the public. Activities will offer and encourage equal opportunity for male and female participation and gender is mainstreamed throughout the project.

In line with the Strategic Development Plan for 2017 – 2019, the Parliament's Secretariat has set the preparations for the new legislature's mandate as one of its specific objectives. As the end of the parliamentary cycle is approaching, the parliament is starting preparations for the next convocation with elections expected to take place at the end of 2018/beginning 2019.

By the decision of the Secretary General, a working group was created for the design and implementation of the orientation and induction programme for the newly elected MPs. Subsequently, a workplan was developed by the working group and subsequently approved by the Secretary-General in May 2018.

In line with the priority areas set in the parliament's work plan, the SPGM project will support the working group with the elaboration of the regulatory framework necessary for establishing the working bodies of the legislature.

In this regard, UNDP is seeking to hire a national consultant to support the working group with the development of parliamentary regulations concerning the preparation and organisation of the constituent meeting and other parliamentary bodies of the legislature.

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

The expected output for the national consultant's assignment is to support the secretariat's working group, represented by the General Legal Department for this assignment with the preparation of four regulations regarding the election of the Speaker of Parliament, the functioning of parliamentary groups, standing

committees and the permanent bureau to ensure the appropriate anti-corruption safeguards are imbedded in those regulations.

In order to achieve the stated objective, the consultant will have the following responsibilities:

1. Prepare a detailed work plan for the assignment;
2. Undertake a comprehensive desk review of the relevant national legal framework, as well as internal rules, regulations and guidelines within the parliament;
3. Review similar regulatory frameworks in other national parliaments and identify the applicable provisions to be applied in the documents listed below;
4. Develop in close cooperation with the General Legal Department of the Secretariat of Parliament the following draft regulations:
  - Regulation on functioning of the committee for the election of the Speaker and related documents:
    - Template decisions of the committee for the election of the Speaker;
    - Template of the voting ballot;
    - Instructions on registration of candidates;
    - Template of the minutes on aggregation of the results of the elections;
5. Scenario of the special committee sitting;
6. Regulation on functioning of the parliamentary factions and groups;
7. Regulation on functioning of the Standing Committees;
8. Regulation of the Permanent Bureau.

#### Deliverables and Timeframe

No.	Deliverables	Tentative timeframe/deadline
	Detailed work plan for the assignment developed	By 28 September 2018
	Draft regulation on the functioning of the committee for the election of the Speaker and related documents developed and submitted for review to the General Legal Department of the Secretariat of Parliament	By 16 November 2018
	Draft regulation on the functioning of the parliamentary factions and groups developed and submitted for review to the General Legal Department of the Secretariat of Parliament	
	Draft regulation on the functioning of the Standing Committees developed and submitted for review to the General Legal Department of the Secretariat of Parliament	By 30 November 2018
	Draft regulation on the functioning of the Permanent Bureau developed and submitted for review to the General Legal Department of the Secretariat of Parliament	
	Amendments of developed drafts carried out based on the comments and feedback received from the General Legal Department. Final regulations submitted to the working group for approval.	By 21 January 2019

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

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

### 3. REQUIREMENTS FOR EXPERIENCE AND QUALIFICATIONS

- I. Academic Qualifications:
  - Master's degree in Law, Public Administration or another relevant field.
- II. Experience and Knowledge:
  - At least 5 years of relevant professional experience in the field of legislation development and implementation;
  - In-depth knowledge of the national legislation regulating the functioning of parliament;
  - Experience in comparative legal analysis, research and assessment on law related matters;
  - Previous working experience in central public administration institutions or/and parliament would be an asset.
- III. Abilities:
  - Strong analytical and writing skills;
  - Ability to analyse, plan, communicate effectively orally and in writing, draft reports, organize and meet expected results, adapt to different environments (cultural, economic, political and social).
  - Fluency in Romanian and a good working knowledge of English.
- IV. Skills:
  - Computer literacy and ability to effectively use office technology equipment, IT tools.

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 Law, Public Administration or another relevant field.
- At least 5 years of relevant professional experience in the field of legislation development and implementation;

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>		
Master's degree in Law, Public Administration or another relevant field.	Master's Degree – (Yes / No) 20 pts.	20
At least 5 years of relevant professional experience in the field of legislation development and implementation;	5 years – 50 pts., each additional year of experience – 10 pts. up to a maximum of 70 pts.	70
<u>Interview</u>	<ul style="list-style-type: none"> <li>In-depth knowledge of the national legislation regulating the functioning of parliament;– up to 30 pts.;</li> <li>Experience in comparative legal analysis, research and assessment on law related matters - up to 40 pts.;</li> <li>Previous working experience in central public administration institutions or/and parliament would be an asset – up to 40 pts</li> <li>Excellent research and analytical skills - up to 30 pts.;</li> <li>Ability to analyse, plan, communicate effectively orally and in writing, draft reports, organize and meet expected results, adapt to different environments (cultural, economic, political and social)- up to 30 pts.;</li> <li>Fluency in Romanian and a good working knowledge of English - each language 10 pts, up to 20 pts.;</li> </ul>	190
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>F<sub>min</sub></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**