

INDIVIDUAL CONSULTANT PROCUREMENT NOTICE

Date: **25 September 2019**

Country: Republic of Moldova

Description of the assignment: Administrative and Logistics Consultant

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

Period of assignment/ services: October 2019 – April 2020 (up to 75 working days)

Proposals should be submitted online by pressing the "Apply Online" button, no later than **09 October 2019**

Requests for **clarification only** must be sent by standard electronic communication to the following e-mail: 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

"Enhancing democracy in Moldova through inclusive and transparent elections" (*hereinafter "the Project"*) is a Project that sets the overall goal to achieve an enhanced transparency and inclusiveness of the electoral process in Moldova through a modernized IT system, improved legislation and intensified public participation, addressing the root causes of the current challenges hampering the further development of the democracy and the advancement of the electoral process in the Republic of Moldova.

The long-standing partnership between the Central Electoral Commission (CEC) and UNDP resulted in the establishment of a strong professional institution, able to provide transparent and inclusive democratic elections. With UNDP support, the CEC managed to enhance the electoral process in the Republic of Moldova through the development of the modern and innovative State Automated Information System "Elections" (SAISE).

A distinct thematic focus of the Project is to enhance the awareness on political participation and electoral processes via a series of multi-layered interventions. The Project supports the CEC and the Centre for Continuous Electoral Training (CICDE) in designing and implementing large-scale civic education and voter information programmes, offers strategic communication expertise and facilitates other activities as to generate a positive change and deliver tailored information to a wide spectrum of target groups (including women, youth and first-time voters, ethnic and linguistic minorities, diaspora, people with disabilities, etc.).

The Project objectives are:

- ✓ Achieve a more accurate State Register of Voters, improve the quality and accessibility of electoral data and facilitate the interoperability between central public institutions;
- ✓ Enhance the inclusiveness of the electoral process by increasing the functional and technical capacities of the State Automated Information System "Elections" (SAISE);
- ✓ Support the advancement of the legal reform in elections, particularly to the implementation of the political party finance legislation;
- ✓ Enhance the political participation of citizens by setting up and implementing the voters' information and civic education programmes.

The Project will be completed by end of April 2020 and, to ensure that all Project activities and closure related efforts are undertaken in a timely manner, additional administrative and logistics support is required.

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

The Project seeks to contract a National Consultant (*hereinafter "the Consultant"*) to provide administrative and logistics support to the Project Team in the implementation of key upcoming activities. She/he is expected to work closely with

the Project Manager, beneficiary institutions and stakeholders in order to deliver professional, effective and qualitative contributions to the Project's daily work.

The Consultant is expected to carry out the following:

- Provide overall administrative support in organizing events, workshops, training courses/ field visits according to the Project Work Plan;
- Provide support to the Project Team in the documentation and archiving process;
- Create and continuously update a database of Project beneficiaries considering the data disaggregation by gender, age, region, language, etc.
- Maintain close working relationships with the CEC/ CICDE and other stakeholders as to ensure a proactive communication with the beneficiary institutions;
- Liaise with external stakeholders and potential partners (e.g. private sector, civil society) to establish meaningful and relevant partnerships for the implementation of the planned activities;
- Contribute to the wide dissemination and visibility of Project achievements;
- Perform any other relevant logistical and administrative tasks, as requested 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

I. Academic Qualifications:

- Bachelor's degree or higher in Public Relations, Communication, Business Administration or another relevant field.

II. Experience:

- At least 3 (*three*) years of proven experience in project/ event planning, management and reporting, including post-event data collection and research (*please provide relevant details in the proposal*);
- Proven experience in office management;
- Previous experience of similar assignments with UNDP Moldova or another international organization will be considered as a strong advantage.

III. Competencies:

- Ability to perform and deliver expected results in a fast-paced working environment;
- Strong sense of initiative and ability to work independently;
- Excellent computer skills, including usage of Microsoft Office tools (*word processing, data spreadsheet and database management*);
- Excellent organizational skills and sound judgement;
- Demonstrated interpersonal skills, as well as the ability to communicate effectively and build meaningful partnerships with all stakeholders;
- Fluency in Romanian and English languages (*verbal and written*) is a must. Knowledge of Russian will be considered as an advantage.
- 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, flexibility and punctuality, ability to meet deadlines and prioritize multiple tasks.

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 (Motivation Letter): 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:

- Bachelor's degree or higher in Public Relations, Communication, Business Administration or another relevant field.
- At least 3 (*three*) years of proven experience in project/ event planning, management and reporting, including post-event data collection and research (*please provide relevant details in the proposal*);

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
Technical		
Bachelor's degree or higher in Public Relations, Communication, Business Administration or another relevant field.	Bachelor's degree – 10 pts, Master's Degree – 20 pts.	20
At least 3 (three) years of proven experience in project/ event planning, management and reporting, including post-event data collection and research (please provide relevant details in the proposal);	3 years – 30 pts., each additional year of experience – 10 pts. up to a maximum of 50 pts.	50
Proven experience in office management, Previous experience of similar assignments with UNDP Moldova or another international organization will be considered as a strong advantage.	1 assignment – 20 pts., each additional assignment – 20 pts. up to a maximum of 60 pts.	60
<u>Interview</u>	<ul style="list-style-type: none"> • Ability to perform and deliver expected results in a fast-paced working environment – up to 25 pts. • Strong sense of initiative and ability to work independently; up to 25 pts.; • Excellent computer skills, including usage of Microsoft Office tools (<i>word processing, data spreadsheet and database management</i>) - up to 25 pts.; • Excellent organizational skills and sound 	155

	judgement – <i>up to 25 pts.</i> ; • Demonstrated interpersonal skills, as well as the ability to communicate effectively and build meaningful partnerships with all stakeholders – <i>up to 25 pts.</i> ; • Fluency in Romanian and English languages (<i>verbal and written</i>) is a must. Knowledge of Russian will be considered as an advantage. <i>each language 30 pts, up to 30 pts.</i>	
Belonging to the group(s) under-represented in the UN Moldova and/or the area of assignment*	(no – 0 pts., to one group – 5 pts., to two or more groups – 15 pts.).	15
Maximum Total Technical Scoring		300

* 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.

Financial	
Evaluation of submitted financial offers will be done based on the following formula: $S = F_{min} / F * 200$ S – score received on financial evaluation; F_{min} – the lowest financial offer out of all the submitted offers qualified over the technical evaluation round; F – financial offer under consideration	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