



INDIVIDUAL CONSULTANT PROCUREMENT NOTICE

Date: 24 January 2013

Country: Republic of Moldova

Description of the assignment: National Consultant to develop a publication on international organizations concerning security sector

Project name: "Improving the quality of Moldovan democracy through parliamentary and electoral support"

Period of assignment/services: 20 days during March, 2013

Proposals should be submitted online by pressing the "Apply Now" button no later than [08 February 2013](#).

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 "Improving the quality of Moldovan democracy through parliamentary and electoral support" UNDP Programme aims to improve the legislative, oversight and representation functions of the Parliament, provide a solid basis for the improvement of the electoral process and supporting, when necessary, an inclusive process of constitutional reform. The Programme is also assisting the Parliament to increase the participation of civil society and citizens in policy making and oversight processes.

Within the Parliament of the Republic of Moldova a special standing committee, primarily responsible for developing of security related legislation and policies, is overseeing how laws and regulations in the security area are implemented by the government. Currently the Republic of Moldova is in the process of establishing strategic partnerships with EU and neighborhood countries, and to consolidate its relationship with international organizations from the field, aiming at maintaining peace, security and stability. In order to fulfill their oversight duties MPs have to be well informed about the role of different international organizations like UN, OSCE, NATO authorized to decide on the mechanisms of preventing regional or domestic conflicts.

At the beginning of their mandate many committee members do not have specific background or experience in the security field, they lack fundamental knowledge on parliament's oversight role and instruments on the security sector. Therefore, it is important to develop a booklet which would include information concerning the mandate, mission and responsibility of different international organizations focused on security, defense issues. The booklet will be part of the "getting started" package for all the MPs, in particular for those from the Committee on National Security, Defense and Public Order.

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

The expected output for the National Consultant's assignment is to develop a booklet which would include a short presentation of the mandate, mission and responsibilities of different international organizations focused on security and defense issues. The booklet will serve as a toolkit for MPs making the parliamentary oversight more efficient.

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

3. REQUIREMENTS FOR EXPERIENCE AND QUALIFICATIONS

I. Academic Qualifications:

- University / Master degree in Law, Mass Communications or Political Science;

II. Years of experience:

- At least 3 years of relevant experience in outreach and/or advocacy;
- Experience in developing different communication materials, handbooks, brochures;
- Experience in working with parliament, international organizations (successful experience in working with UN agencies is an asset);
- In-depth knowledge and understanding of the security sector in general and in Moldova specifically;
- Knowledge of the parliament or government institutions;

III. Competencies:

- Strong analytical and drafting skills;
- Ability to analyze, plan, communicate effectively orally and in writing, draft report, organize and meet expected results, adapt to different environments (cultural, economic, political and social).
- Ability to apply communications tools and techniques, including the ability to analyze and use research data;
- Availability to work with UNDP and Parliament during the indicated /approved period;
- Demonstrated interpersonal and diplomatic skills, as well as the ability to communicate effectively with all stakeholders and to present ideas clearly and effectively;
- Fluency in Romanian and English.

4. DOCUMENTS TO BE INCLUDED WHEN SUBMITTING THE PROPOSALS

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

1. Proposal explaining why they are the most suitable for the work;
2. Financial proposal in USD;
3. Personal CV including past experience in similar projects and at least 3 reference persons.

5. FINANCIAL PROPOSAL

The financial proposal shall specify a total lump sum amount, and payment terms around specific and measurable (qualitative and quantitative) deliverables (in one installment upon accomplishment of the task). Payment is 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 fees, taxes, miscellaneous expenses and number of anticipated working days).

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.

No travel is envisaged under this assignment.

6. EVALUATION

Initially, individual consultants will be short-listed based on the following minimum qualification criteria:

- University / Master degree in Law, Mass Communications or Political Science;
- At least 3 years of relevant experience in outreach and/or advocacy.

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:

- 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
Technical		
• University / Master degree in Law, Mass Communications or Political Science	(under-Master's – 10 pts, Master's – 20 pts)	20
• At least 3 years of relevant experience in outreach and/or advocacy	(3 years – 20 pts, >3 years – 30 pts)	30
• Experience in developing different communication materials, handbooks, brochures	(no – 0, yes – 40 pts.)	40
• Experience in working with parliament, international organizations (successful experience in working with UN agencies is an asset)	(no – 0, yes – 30 pts.)	30
• In-depth knowledge and understanding of the security sector in general and in Moldova specifically	(each year of such work – 10 pts, maximum 30 pts)	30
• Interview (demonstrated technical knowledge and experience: <ul style="list-style-type: none"> – ability to analyze, plan, communicate effectively orally and in writing, draft report, organize and meet expected results; – demonstrated technical knowledge and experience; – communication/ interpersonal skills; – Initiative, creativity/resourcefulness; 	(40 - ability to analyze, plan, communicate effectively orally and in writing, draft report, organize and meet expected results; 40 - demonstrated technical knowledge and experience; 30 - communication/ interpersonal skills; 20 - initiative, creativity/resourcefulness; 20 - fluency in Romanian and English orally and in writing.)	150

– fluency in Romanian and English orally and in writing.)		
Maximum Total Technical Scoring		300
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; Fmin – 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