



## INDIVIDUAL CONSULTANT PROCUREMENT NOTICE

Date: **4 April 2013**

**Country:** Republic of Moldova

**Description of the assignment:** Adviser and Mentor to assist the Central Electoral Commission in the field of information technology and voter registration

**Project name:** Democracy Programme/Elections

**Period of assignment/services:** 66 working days

Proposals should be submitted online by pressing the "Apply Now" button at the link [http://jobs.undp.org/cj\\_view\\_job.cfm?job\\_id=36735](http://jobs.undp.org/cj_view_job.cfm?job_id=36735) no later than 22 April 2013.

Requests for **clarification only** must be sent by standard electronic communication to the following e-mail: [beatricia.revenco@undp.org](mailto:beatricia.revenco@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.

Please note that due to the current political situation in Moldova, the CEC may be required to run a national electoral event and any dates indicated in this announcement may become unavailable to the CEC.

### 1. BACKGROUND

UNDP has provided electoral support to Moldova since 2008. Since 2012, this support is now provided through the UNDP Moldova Democracy Programme, with the support of Sweden. In cooperation with other international partners, we support the CEC to:

- improve the institutional environment for electoral management bodies to aid the delivery of inclusive and modern electoral processes;
- improve the public registration process for Moldovans and support the modernization of Moldovan electoral processes; and
- embed gender and human rights concerns in formal political processes.

Voter registration has been identified as an area of vulnerability and concern in the Moldovan electoral process for many years. Responsibility for voter registration is diffused across the Moldovan public sector at both the national and the local level, and neither the process nor the responsibilities are well understood or resourced. The CEC has made a concerted effort in recent years to improve the technical base of the voter registration process and to work with other public sector partners. It has also commenced more systematic analysis of the lists compiled by local public administration. The most recent compilation, in March 2012, revealed an unacceptably low level of list quality in terms of both accuracy and completeness. In its Strategic Plan, the CEC has set two linked objectives that relate to the improvement of voter registration and the further elaboration and implementation of SIAS (State Automated Integrated System Elections) in this field.

The SIAS has recently been the subject of an IT performance audit by the Moldovan Court of Accounts (the supreme audit institution), and the project has agreed to assist the CEC in responding to the

conclusions and recommendations of this audit.

The Democracy Programme has agreed to support the CEC in its efforts to meet these objectives, and to build the capacity of its staff to manage these tasks in the longer term.

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

The Project will contract a Consultant to advise the Central Electoral Commission on the development of a roadmap to guide implementation of its strategic plan objectives relating to voter registration, including the use of SIAS in voter registration and in responding to the report of the Court of Accounts.

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

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

### **I. Academic Qualifications:**

- University degree or equivalent preferably in the field of Management, Political Science, International Relations, Law, or other related fields;

### **II. Years of experience:**

- Minimum (seven) 7 years of experience in developing policy and legal frameworks for voter registration;
- Experience in the formulation of technical specifications for voter registration or analogous software;
- Experience/participation in carrying out policy or strategy development for established electoral management bodies from Central and East European region.
- Experience in working with civil registries in connection with voter registration;

### **III. Competencies:**

- Excellent analytical and writing skills; and
- Proficiency in English. Knowledge of Romanian or Russian will be a very strong advantage.

## **4. DOCUMENTS TO BE INCLUDED WHEN SUBMITTING THE PROPOSALS**

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

### **1. Proposal:**

- (i) Explaining why they are the most suitable for the work;
- (ii) Provide a brief methodology on how they will approach and conduct the work (if applicable);

### **2. Financial proposal;**

### **3. Duly completed and signed P11 form as well as personal CV including past experience in similar projects and at least 3 references.**

## **FINANCIAL PROPOSAL**

The financial proposal shall specify a total lump sum amount, and payment terms around specific and measurable (qualitative and quantitative) deliverables (i.e. whether payments fall in installments or upon completion of the entire contract).

Payments are 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 travel costs, per diems, communication expenditures, fees, per diems, travel costs, phone calls etc.).

## **Travel**

The Consultant is supposed to have maximum 2 missions in Moldova.

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.

## 5. EVALUATION

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

- University degree or equivalent preferably in the field of Management, Political Science, International Relations, Law, or other related fields.
- Minimum (seven) 7 years of experience in developing policy and legal frameworks for voter registration;
- Experience in the formulation of technical specifications for voter registration or analogous software;
- Experience/participation in carrying out policy or strategy development for established electoral management bodies from Central and East European region.

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 or equivalent preferably in the field of Management, Political Science, International Relations, Law, or other related fields	(under-Master's – 10pts, Master's – 20 pts, PhD - 30 pts)	30
Minimum (seven) 7 years of experience in developing policy and legal frameworks for voter registration	(7-years - 30 pts; >7 years –50 pts)	50
Experience in the formulation of technical specifications for voter registration or analogous software	(each year of such work – 10 pts, max-30 pts)	30
Experience/participation in carrying out policy or strategy development for established electoral management bodies from Central and East European Region	(each year of such work – 10 pts, max-40 pts)	40
Experience in working with civil registries in connection with voter registration	(no – 0, yes – 10 pts.)	10

Excellent analytical and writing skills	(no – 0, yes – 10 pts.)	10
Proficiency in English; Knowledge or Romanian and/or Russian will be a strong advantage	(English –10 pts, Romanian or Russian – 20 pts.)	30
Interview (demonstrated technical knowledge and experience; communication/ interpersonal skills; initiative; creativity/ resourcefulness)	(60 – demonstrated technical knowledge and experience; 15 – communication/ interpersonal skills; 15 – initiative; 10 – creativity/resourcefulness)	100
<b>Maximum Total Technical Scoring</b>		<b>300</b>
<b><u>Financial</u></b>		
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; Fmin – the lowest financial offer out of all the submitted offers qualified over the technical evaluation round; F – 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**