



INDIVIDUAL CONSULTANT PROCUREMENT NOTICE

Date: **29 June 2012**

Country: Republic of Moldova

Description of the assignment: National consultant to support the Parliament of Moldova in drafting Rules of Procedure.

Project name: Support to Parliamentary Development in Moldova

Period of assignment/services: August – November 2012

Proposals should be submitted by email to vacancies-moldova@undp.org, no later than **20 July 2012**.

Any request for clarification 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 copies of the response, including an explanation of the query without identifying the source of inquiry, to all consultants.

1. BACKGROUND

The “Support to Parliamentary Development in Moldova” Project aims to enhance parliamentary capacity in carrying out its core functions, thus contributing to viable democracy and open society in Moldova. The project adopts a comprehensive, long-term approach to parliamentary development including strengthening of the legislatures law-making, representation and oversight roles.

The Parliamentary Rules of Procedure are an important tool that organizes the work of Parliament. These are Parliament’s internal organizational and operational rules. Due to the dynamics of institutional change and institutional practices, policies, the current parliamentary rules of procedure needs to be updated, in order to clearly define duties and competences of parliament’s structures and actors, aiming at creating an effective and efficient functioning of the Parliament. Thorough consideration of Parliamentary procedures to a large extent determines the quality of its performance as well as the high level of decisions made and laws adopted.

The current rules of procedure of Parliament of Moldova are ambiguous, outdated and do not reflect the reality anymore. That is why, on 23 May 2012 the Parliament of Moldova Standing Bureau has approved the decision to start the process of developing new rules of procedure, taking into consideration the best practices and recommendations in the field. In this context, the UNDP Parliament Project is seeking to hire a national consultant who will support the international consultant in drafting new rules of procedure, based on democratic standards and transparency of legislative process.

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 international consultant to review the existing parliamentary rules and procedures and develop a new version of Parliament of Moldova Rules of Procedure, taking into consideration the best practices and recommendations in the field.

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

- Undertake a comprehensive desk review of the relevant national legal framework, relevant studies, researches, reports, EU/international best practices regarding parliament's activity;
- Analyze similar regulations, experiences of other national European Parliaments, look for recommendations developed by international organizations/experts;
- Analyze all the legislative initiatives requesting the amendment of parliamentary rules of procedures, registered in Parliament (from particular MPs and from different parliamentary committees);
- Prepare a detailed work plan to be applied for respective assignment;
- Undertake and facilitate interviews with the key stakeholders, Members of the Parliament and with parliamentary staff;
- Review and analyze the existing parliamentary rules and procedures and develop a Report containing findings and specific recommendations;
- Support the international consultant in developing a new version of Parliament of Moldova Rules of Procedure (the legal text), taking into consideration the best practices and recommendations in the field;
- Actively participate in the discussion of the delivered results (developed documents) with Parliament and advocate for them;
- Coordinating with the Legal Committee and the Parliamentary Working Group of MPs and parliamentary staff, which has been established to oversee the process of development of Rules of procedure;
- Organize a Roundtable discussion with MPs, parliamentary staff.

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, Public Administration or related field;

II. Years of experience:

- At least 5 years of relevant professional experience related to parliamentary development;
- At least 3 years of experience in legislative drafting;
- Proven technical experience in parliamentary processes, including experience in the field of lawmaking processes, legal analysis and research and functions of the parliament;
- Experience in working with government institutions, international organizations (successful experience in working with UN agencies is an asset);

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);
- 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 English and Romanian. Knowledge of Russian will be an asset.
- Computer literacy and ability to effectively use office technology equipment, IT tools.

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;
3. Personal CV including past experience in similar projects and at least 3 references or the fully filled Personal History Form (P11).

5. 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, per diems, 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.

6. EVALUATION

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

- University / Master degree in Law, Public Administration or related field;
- At least 5 years of relevant professional experience related to parliamentary development;
- At least 3 years of experience in legislative drafting.

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 – 70% (350 pts);

* Financial Criteria weight – 30% (150 pts).

Only candidates obtaining a minimum of 245 points would be considered for the Financial Evaluation.

	Criteria	Scoring	Maximum Points Obtainable
1.	Relevant University Degree	(under-Master's – 20 pts, Master's – 30 pts)	30
2.	At least 5 years of relevant professional experience related to parliamentary development	(5 years - 30 pts, >5 years – 40 pts)	40
3.	At least 3 years of experience in legislative drafting	(3 years - 30 pts, >3 years – 40 pts)	40
4.	Strong analytical and drafting skills		40
5.	Proven experience in working with international organizations (successful experience in working with UN agencies is an asset)	(each year of such work – 10 pts)	30
6.	Proven technical experience in parliamentary processes, including experience in the field of lawmaking processes, legal analysis and research and functions of the parliament	(no - 0, yes - 40 pts.)	40

7.	Fluency in English, Romanian. Knowledge of Russian will be an asset	(English and Romanian – 25 pts, + Russian + 5 pts)	30
8.	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
Maximum Total Technical Scoring			350

Financial

Evaluation of submitted financial offers will be done based on the following formula: **$S = F_{min} / F * 150$**

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.

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