



INDIVIDUAL CONSULTANT PROCUREMENT NOTICE

Date: **5 November 2013**

Country: Republic of Moldova

Description of the assignment: International consultant to deliver one training on ECHR jurisprudence in relation to elections

Project name: Democracy Programme/Elections

Period of assignment/services: 2 December – 3 December 2013 (2 working days)

Proposals should be submitted online by pressing the "Apply Online" no later than 20 November 2013.

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

Qualified women are encouraged to apply.

Due to large number of applications we receive, we are able to inform only the successful candidates about the outcome or status of the selection process.

1. BACKGROUND

The Central Electoral Commission of the Republic of Moldova is a permanent, independent electoral management body. Following a period of political upheaval and three unanticipated national electoral events, the Central Electoral Commission (CEC) has now adopted a strategic plan for the period 2012-2015.

UNDP has provided electoral support to Moldova since 2008. Since 2012, this support is provided through the UNDP Moldova Democracy Programme (Programme), with the support of the Government of Sweden. The Programme supports 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 modernisation of Moldovan electoral processes; and
- embed gender and human rights concerns in formal political processes.

In human rights area, the Programme aims to build the capacities of CEC to achieve a more systematic and overt approach towards human rights. Taking part in the conduct of public affairs is a basic human right. But in addition to being a human right itself, the right to take part in the conduct of public affairs, particularly through elections, requires, in order to be exercised meaningfully, the enjoyment of a

number of other internationally protected rights.

At this regard, the Programme promotes full consideration of human rights standards by the CEC through organizing trainings, seminars and information sessions for both members of the CEC and CEC staff. As a next step the Programme intends to strengthen CEC capacities in this area, by offering all CEC staff and members the opportunity to explore and fully understand the basic international human rights principles and key ECHR jurisprudence related to free and fair elections.

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

3. REQUIREMENTS FOR EXPERIENCE AND QUALIFICATIONS

- I. Academic Qualifications:
 - LLM in Law, MA in International Public Law or similar education in legal field. PhD equivalent in legal field will be an advantage;
- II. Years of experience:
 - At least 8 years of experience of working with human rights related issues in academic, private, not-for-profit sector or international area;
 - Experience in undertaking human rights research and delivering training (including in an academic setting);
 - Practical election administration, elections technical assistance or election observation experience will be an advantage;
 - Previous experience in delivering trainings on election related issues would be further advantage;
- III. Competencies:
 - Excellent communication skills;
 - Fluency in English. Knowledge of the Romanian will be an asset.

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

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).

Travel

The consultant is required to undertake one mission to Chisinau, Moldova to deliver the training on 3 December. The consultant shall be present one working day in Moldova during the assignment.

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:

- LLM in Law, MA in International Public Law or similar education in legal field;
- At least 8 years of experience of working with human rights related issues in academic, private, not-for-profit sector or international area;
- Experience in undertaking human rights research and delivering training (including in an academic setting).

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		
LLM in Law, MA in International Public Law or similar education in legal field. PhD equivalent in legal field will be an advantage	Master's– 15 points; PhD – 30 points	30
At least 8 years of experience of working with human rights related issues in academic, private, not-for-profit sector or international area	8 years of experience – 25 points, each additional year – 5 points, up to maximum 40 points	40
Experience in undertaking human rights research and delivering training (including in an academic setting)	1 to 2 years – 15 points, each additional year – 5 points, up to maximum 30 points	30
Practical election administration, elections technical assistance or election observation experience will be an advantage	No - 0 points; yes – 40 points	40
Previous experience in delivering trainings on election related issues would be further advantage	No - 0 points; yes – 30 points	30
Excellent communication skills	No - 0 points; yes – 15 points	15
Fluency in English. Knowledge of the Romanian will be an asset	Fluency in English – 15 points; Knowledge of Romanian – 10 points	25
Interview (demonstrated technical knowledge and	50 – demonstrated technical knowledge and experience; 30 –	90

experience; presentation skills/ interpersonal skills ; ability to manage diversity of views/ adapt to different cultural environments)	presentation skills/ interpersonal skills; 10 – ability to manage diversity of views/ adapt to different environments)	
Maximum Total Technical Scoring		300
<u>Financial</u>		
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