



INDIVIDUAL CONSULTANT PROCUREMENT NOTICE

Date: 15 July 2013

Country: Republic of Moldova

Description of the assignment: National Consultant on policy development and strategic communication

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

Period of assignment/services: 6 months, with possible extension, starting with September, 2013

Proposals should be submitted online by pressing the "Apply Now" button no later than [04 August 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 EU-Moldova Association Agreement, currently in negotiation process, places a large emphasize on the approximation and harmonization of Moldovan legislation to European standards. This process significantly increases the amount of draft legislation and policy documents to be considered by the Parliament. In this context, it is important to ensure the parliamentary Committee on Foreign Policy and European Integration (CFPEI) has the sufficient capacity to be the lead parliamentary committee in advising the other committees and citizens about all EU related legislation and changes expected for national legal framework.

The UNDP Democracy Project focuses its activities to strength committees' capacities by providing support for specialized legal expertise and organization of outreach events. The role of the CFPEI in relation to draft legislation and policies is to monitor the progress of negotiations of the Government with EU, check that Republic of Moldova obligations to transpose EU law are adhered to, advise Parliament and its committees on EU aspects and ensure that statements of compliance with EU law are obtained as appropriate.

In this context, UNDP is seeking to hire a national consultant to assist the CFPEI in analyzing and developing of relevant legislative proposals and public policies and also advice on, and where necessary develop effective communication instruments to the public on issues related to the European Integration process.

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

The activity of the national consultant will consist in providing technical assistance, expertise, guidance and day-to-day transfer of knowledge to the Parliamentary Committee on Foreign Policy and European Integration (CFPEI) members and staff, in order to strengthen their capacities and enhancing the awareness on the EU integration process.

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

3. REQUIREMENTS FOR EXPERIENCE AND QUALIFICATIONS

I. Academic Qualifications:

- University degree in International or European affairs and/or in EU Law;

II. Years of experience:

- At least 3 years of relevant professional experience in International and/or European affairs and/or Parliamentary field;
- Knowledge of law making process, law drafting technique, legal approximation technique and the evaluation of compliance methods;
- Experience in organizing outreach events, roundtables, policy forums etc;
- Experience in working with international organizations (successful experience in working with UN agencies is an asset);
- Extensive knowledge of the functioning of Parliament and the legislative process;

III. Competencies:

- Strong analytical, drafting and research skills;
- Ability to design and deliver presentations;
- Excellent command of Romanian, fluency in English and Russian, knowledge of one more foreign language (German, French, Italian or Spanish) would be an advantage;
- 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 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.

6. EVALUATION

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

- University degree in International or European affairs and/or in EU Law;
- At least 3 years of relevant professional experience in International and/or European affairs and/or Parliamentary field.

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
<u>Technical</u>		
• University degree in International or European affairs and/or in EU Law	(under-Master's – 20 pts, Master's – 30 pts)	30
• At least 3 years of relevant professional experience in International and/or European affairs and/or Parliamentary field	(3 years – 30 pts, >3 years – 40 pts)	40
• Experience in organizing outreach events, roundtables, policy forums etc	(no – 0, yes – 50 pts.)	50
• Experience in working with international organizations (successful experience in working with UN agencies is an asset)	(no – 0, yes – 30 pts.)	30
• Interview (demonstrated technical knowledge and experience): <ul style="list-style-type: none"> – knowledge of law making process, law drafting technique, legal approximation technique and the evaluation of compliance methods; – extensive knowledge of the functioning of Parliament and the legislative process; – ability to design and deliver presentations; – excellent command of Romanian, fluency in English and Russian, knowledge of one more 	knowledge of law making process, law drafting technique, legal approximation technique and the evaluation of compliance methods - 50 pts; extensive knowledge of the functioning of Parliament and the legislative process– 40 pts; ability to design and deliver presentations – 40 pts;	150

foreign language (German, French, Italian or Spanish) would be an advantage.	excellent command of Romanian, fluency in English and Russian, knowledge of one more foreign language (German, French, Italian or Spanish) would be an advantage – 20 pts..	
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