



INDIVIDUAL CONSULTANT PROCUREMENT NOTICE

Date: **23 April 2019**

Country: Republic of Moldova

Description of the assignment: International Consultant for the organizational reform of the Gagauz People's Assembly

Project name: Strengthening Parliamentary Governance in Moldova Project

Period of assignment/services: May – October 2019 (up to 55 days)

Proposals should be submitted online by pressing the "Apply Online" button, no later than 15 May 2019.

Requests for **clarification only** must be sent by standard electronic communication to the following e-mail: victoria.muntean@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 UNDP "Strengthening Parliamentary Governance in Moldova" (SPGM) Project works with the Parliament of the Republic of Moldova (PRM) to strengthen its law-making, oversight and representation functions with a specific focus on the EU integration and the Sustainable Development Goals (SDGs). Project interventions include trainings, technical assistance, easy-to-read publications, exchanges and opportunities for learning from other parliaments, as well as specialized technical equipment. Since 2017, the SPGM project has also been supporting the capacity development of the Gagauz People's Assembly (GPA) at the request of the Parliament of the Republic of Moldova.

The Gagauz People's Assembly is the representative body of the Autonomous Territorial Unit of Gagauzia that was established in 1994 based on the Law on the special legal status of Gagauzia.¹ According to this law, the People's Assembly comprises of 35 members elected for a four-year term in uninominal territorial districts. In its current composition, the Gagauz People's Assembly started its work on the 20th of January 2017.

In 2017, the SPGM supported carrying out the functional and institutional analysis of the GPA, which concluded that the current structure is generally appropriate to carry out its mandate. However, it noted that some key services such as research, strategic planning, monitoring and evaluation, reporting, are not part of the existing institutional framework.² Also, while the GPA has undergone several restructuring processes prompted by the election of the new Assembly members, past reorganizations never followed a detailed analysis of the institution and its work processes with the purpose of improving the efficiency of the institution.

¹ Law no. 344 from 23.12.1994 on the special legal status of Gagauzia,
<http://lex.justice.md/viewdoc.php?action=view&view=doc&id=311656&lang=2>

² For more information on the structure of the GPA, see the 2017 Functional and Institutional Analysis of the GPA: insert link to website publication.

Based on the findings of the functional and institutional analysis of the GPA, UNDP subsequently supported a participatory and inclusive process for the drafting of the GPA's first Strategic Development Plan 2018-2020, which was approved by the Presidium in July 2018. In line with the GPA priorities announced for 2018-2020, the institution shall undergo a process of institutional reform towards becoming a more efficient organization.

The SPGM project is seeking to support the development of a new organizational structure of the GPA by contracting an international consultant. His/her assignment shall pertain to both the organization of the Secretariat of the GPA and of the political bodies of the GPA (Presidium, Standing Committees etc.). The proposed final structure shall comply with the national legislation governing the People's Assembly and shall comply with international democratic standards.

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

The aim of the consultant's assignment is to support the GPA in formulating proposals for structural organizational changes that ensure the full implementation of its mandate, as well as enhance its efficiency. The proposals for reform are expected to focus on two aspects: (i) the reengineering of business processes of the Assembly for an enhanced efficiency and (ii) the development of a new organigram for the entire assembly. In this regard, the consultant will develop a report with clearly defined recommendations and a good argumentation for the proposed organizational changes based on best practices. The report will clearly indicate the expected improvements that are sought to be achieved.

For this assignment, the international consultant is expected to assess the interrelation between the core functions of the People's Assembly and the work of the Secretariat to ensure improvements in the Secretariat's main role as the provider of support for the efficient functioning of the GPA. In carrying out the tasks under the assignment, the consultant will closely cooperate and coordinate with the national consultant hired for the documentation of all existing business processes. That work is currently ongoing and is expected to be completed by 31st of May 2019.

In order to achieve the stated objectives, the consultant will have the following responsibilities:

1. Prepare a detailed work plan and inception report describing the methodology to be applied for this assignment;
2. Prepare a list of best practices on efficient work processes of assemblies suitable for the GPA based on an in-depth analysis of similar structures of secretariats and assemblies in other countries.
3. Develop a report containing the vision of the new structure of the GPA including recommendations and justifications for structural changes. The report shall present at least two options/scenarios for the reorganization of the Assembly and of its Secretariat.
4. Conduct at least two validation round tables with the participation of representatives of the GPA and the Parliament of the Republic of Moldova to present the recommendations of the report with the goal to achieve an agreement on the final GPA structure.
5. Finalize the report containing the vision of the new structure of the GPA, including recommendations and justifications for structural changes, in line with the feedback received during the validation round table.
6. Undertake three missions to Chisinau, according to the tentative schedule:
 - Second half of May 2019 for first consultations with the leadership and staff of the GPA as well as face-to-face meetings the national consultant working on the „As Is” analysis of business processes;
 - First half of September for the validation round tables;
 - Mid- October for the presentation of the final report on the new institutional structure of the GPA.

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

3. REQUIREMENTS FOR EXPERIENCE AND QUALIFICATIONS

- I. Academic Qualifications:
 - Master's degree in public administration, law, political science, management, or any other relevant subject area
- II. Years of experience:
 - At least 10 years of experience in working with legislative bodies and elected representatives
 - At least 5 years of practical experience with organizational reform processes and/or designing institutional frameworks for public institutions
 - Proven experience (at least 3 previous assignments) in conceptualizing and developing organigrams of autonomy assemblies and secretariats
 - Previous experience of working with UN agencies is considered an asset
- III. Competencies:
 - Demonstrated interpersonal and diplomatic skills, as well as the ability to communicate effectively with stakeholders at all levels and to present ideas clearly and effectively
 - Excellent research and analytical skills
 - Time and project management skills
 - Fluency in English; knowledge of Romanian and/or Russian is an asset
 - Proven commitment to the core values of the United Nations respecting differences of culture, gender, religion, ethnicity, nationality, language, age, HIV status, disability, and sexual orientation, or other status

Proven commitment to the core values of the United Nations, in particular, respecting differences of culture, gender, religion, ethnicity, nationality, language, age, HIV status, disability, and sexual orientation, or other status.

UNDP Moldova is committed to workforce diversity. Women, persons with disabilities, Roma and other ethnic or religious minorities, persons living with HIV, as well as refugees and other non-citizens legally entitled to work in the Republic of Moldova, are particularly encouraged to apply.

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 candidate for the assignment;
 - (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 and at least 3 references.

5. FINANCIAL PROPOSAL

- Contracts based on daily fee – please delete once the mechanism has been selected

The financial proposal will specify the daily fee, travel expenses and per diems quoted in separate line items, and payments are made to the Individual Consultant based on the number of days worked.

Travel

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:

- Master's degree in public administration, law, political science, management, or any other relevant subject area
- At least 10 years of experience in working with legislative bodies and elected representatives

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		
Master's degree in public administration, law, political science, management, or any other relevant subject area	Master's Degree – 10 pts., PhD – 15 pts.	15
At least 10 years of experience in working with legislative bodies and elected representatives	10 years – 50 pts., each additional year of experience – 5 pts. up to a maximum of 60 50 pts.	60
At least 5 years of practical experience with organizational reform processes and/or designing institutional frameworks for public institutions	5 years – 25 pts., each additional year of experience – 5 pts. up to a maximum of 40 pts.	40
Proven experience (at least 3 previous assignments) in conceptualizing and developing organigrams of autonomy assemblies and secretariats	Yes/No - 20 pts;	20
Previous experience of working with UN agencies is considered an asset	Yes/No - 15 pts;	15
<u>Interview</u>	<ul style="list-style-type: none"> • Good understanding of means for ensuring efficiency of key functions of legislative bodies and elected representatives – up to 25 pts • Knowledge of the main elements of organizational reform processes and/or designing institutional frameworks– up to 25 pts • Demonstrated interpersonal and diplomatic skills, as well as the ability to communicate 	140

	<p>effectively with stakeholders at all levels and to present ideas clearly and effectively - <i>up to 20 pts</i></p> <ul style="list-style-type: none"> • Excellent research and analytical skills - up to 20 pts • Time and project management skills - up to 20 pts <p>Fluency in Romanian and Russian, English is an asset - <i>each language 10 pts, up to 30 pts.;</i></p>	
Belonging to the group(s) under-represented in the UN Moldova and/or the area of assignment*	(no – 0 pts., to one group – 5 pts., to two or more groups – 10 pts.).	10
Maximum Total Technical Scoring		300

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