



INDIVIDUAL CONSULTANT PROCUREMENT NOTICE

Date: **1 July, 2020**

Country: Republic of Moldova

Description of the assignment: Individual Consultant on developing e-learning training programs for public agents and for private sector (instructional design)

Project name: Curbing Corruption by Building Sustainable Integrity in the Republic of Moldova

Period of assignment/services: July 2020 – April 2021; up to 30 working days

Proposals should be submitted **online by pressing the "Apply Online" button**, no later than **15 July, 2020**.

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

Curbing Corruption through Building Sustainable Integrity in Moldova Project (further the Project) will contribute to achieving a sustainable integrity and anticorruption system in the Republic of Moldova through the strengthened capacities of the public and private sector entities and the civil society for the efficient application and monitoring of national integrity instruments and standards.

The Project is framed around the National Integrity and Anticorruption Strategy (NIAS) 2017-2020 and responds to the needs of its various actors and stakeholders in addressing the challenges for the effective implementation of NIAS, including (i) insufficient capacities within central and local public authorities to ensure the uniform compliance with anticorruption and integrity standards; (ii) lack of mechanisms for enforcing integrity standards in private sector; and (iii) weak anticorruption demand-side explained by the limited awareness of men and women on the available anticorruption tools to be used and on the means of protection in the event of denunciation of corruption.

To enhance the capacities of public authorities for ensuring the uniform compliance with anticorruption and integrity standards and to strengthen the capacities of private sector to implement integrity standards the Project will support the National Anticorruption Center in developing on-line training courses on institutional integrity policies and anticorruption standards

for public and private sector representatives. In this context, the Project seeks an Individual Consultant (hereinafter the Consultant) to develop a training programme on integrity and anticorruption standards and instruments in the e-learning format tailored for senior and mid-level managers, newly recruited employees from central and local public administration institutions and for private sector representatives.

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

Main objective of the service is to provide expert assistance to NAC and develop an e-learning programme, containing three training courses (22 modules/subjects) on institutional integrity and anti-corruption standards and instruments tailored for senior and mid-level managers, newly recruited employees from central and local public administration institutions and for private sector representatives, based on the content developed by the Client (NAC).

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

3. REQUIREMENTS FOR EXPERIENCE AND QUALIFICATIONS

I. Academic Qualifications:

- Master's Degree or equivalent (5 years of University studies) in Informational Technologies, Public Administration, Social Science, Pedagogy or related areas;

II. Years and sphere of experience:

- At least 4 years of proven professional experience in the field of instructional design, including design lead of eLearning modules, development of e-learning courses, providing online trainings;
- At least 3 assignments in e-learning courses design, elaboration, implementation and/or evaluation, etc., in Europe/CIS region;
- Previous relevant experience in Moldova on e-learning related issues shall be considered an advantage.

III. Competencies:

- Proven experience in developing and delivering trainings on e-learning related topics; experience and capacity to deliver trainings on e-learning for professional development of public servants shall be considered an advantage;
- Proven experience in developing terms of references, monitor and evaluate the IT deliverables for e-learning courses;
- Excellent knowledge and understanding of professional development specifics, adult-learning and the use of e-learning tools demonstrated by previous assignments;
- Strong communication, teamwork, coordination and organizational skills demonstrated by previous assignments;
- Previous successful experience in development assistance or related work for a donor organization, in particular UNDP, governmental institutions, NGO/think-tank or consulting firm is a strong advantage;
- Creative and innovative thinking;
- Knowledge of Romanian, English, Russian languages for the purposes of the assignment;

IV. Personal qualities:

- Proven commitment to the core values of the United Nations; in particular, is respectful of differences of culture, gender, religion, ethnicity, nationality, language, age, HIV status, disability, and sexual orientation, or other status;
- Responsibility, Flexibility, Punctuality.

The United Nations Country Team in the Republic of 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. Offeror's Letter confirming Interest and Availability;
2. Proposal: explaining why they are the most suitable for the work including previous experience in similar Projects (please provide brief information on each of the above qualifications, item by item);
3. Financial proposal (in USD, specifying a total requested amount per working day, including all related costs, e.g. fees, phone calls etc.);
4. Personal CV including past experience in similar projects 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. Payment will be made upon the successful completion of the tasks assigned and submission of the activity report. 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 shall include a breakdown of this lump sum amount (including fee, taxes, communication costs, travel, per diems, and number of anticipated working days).

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 or equivalent (5 years of University studies) in Informational Technologies, Public Administration, Social Science, Pedagogy or related areas;
- At least 4 years of proven professional experience in the field of instructional design, including design lead of eLearning modules, development of e-learning courses, providing online trainings;
- At least 3 assignments in e-learning courses design, elaboration, implementation and/or evaluation, etc, in Europe/CIS region.
- Working level of Romanian language

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% (max 300 pts);

* Financial Criteria weight – 40% (max 200 pts).

Only candidates obtaining a minimum of 70% score of the technical evaluation (at least 210 points) would be considered for the Financial Evaluation.

Technical Criteria	Scoring	Max. Points Obtainable
Master's Degree or equivalent (5 years of University studies) in Informational Technologies, Public Administration, Social Science, Pedagogy or related areas;	(Master degree – 15 pts., PhD – 20 pts.)	20
At least 4 years of proven professional experience in the field of instructional design, including design lead of eLearning modules, development of e-learning courses, providing online trainings;	(4 years – max. 25 pts, each additional year – 5 pts, up to max. 45 pts)	45
At least 3 assignments in e-learning courses design, elaboration, implementation and/or evaluation, etc, in Europe/CIS region.	(3 assignments – 30 pts., each additional assignment – 10 points; up to max. 50 pts.)	50
Previous relevant experience in Moldova on e-learning related issues shall be considered an advantage	Each assignment – 5 points, up to max. 15 pts	15

Previous successful experience in development assistance or related work for a donor organization, in particular UNDP, governmental institutions, NGO/think-tank or consulting firm is a strong advantage	(each assignment – 5 points; up to max. 25 pts)	25
Knowledge of Romanian, English, Russian languages for the purposes of the assignment	(5 pts. Each language – up to 15 pts.)	15
Maximum Technical Scoring		170
Interview evaluation criteria*		
Proven experience in developing and delivering trainings on e-learning related topics; experience and capacity to deliver trainings on e-learning for professional development of public servants shall be considered an advantage	(each assignment – 10 points; up to max. 40 pts.)	40
Proven experience in developing terms of references, monitor and evaluate the IT deliverables for e-learning courses	(each assignment – 5 pts., up to max. 30 pts.)	30
Excellent knowledge and understanding of professional development specifics, adult-learning and the use of e-learning tools demonstrated by previous assignments	(each assignment – 5 pts., up to max. 20 pts.)	20
Strong communication, teamwork, coordination and organizational skills demonstrated by previous assignments	(no – 0 pts., to some extent – up to 10 pts., yes – up to 20 pts.)	20
Creative and innovative thinking	(no – 0 pts., to some extent – up to 10 pts., yes – up to 20 pts.)	20
Maximum Interview Scoring		130
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

*** Interview evaluation criteria**

The highest scoring for the technical evaluation 3 candidates will be invited for the interview evaluation.

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