

INDIVIDUAL CONSULTANT PROCUREMENT NOTICE

Date: **2 October 2020**

Country: Republic of Moldova

Description of the assignment: Grants Management Consultant

Project name: Enhancing democracy in Moldova through inclusive and transparent elections (phase II)

Period of assignment/ services: November 2020 – November 2021 (up to 140 working days)

Proposals should be submitted online, by pressing the "Apply Online" button, no later than **16 October 2020, 16:30 (GMT + 2, Moldova Local Time)**

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

eva.bounegru@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

Electoral support and capacity development are part of UNDP's democratic governance assistance worldwide, through which UNDP helps nations build democratic frameworks to improve representation, accountability, and transparency for the benefit of citizens.

UNDP has a long-standing partnership with the Central Electoral Commission (CEC) and the Center for Continuous Electoral Training (CCET) aiming at advancing the democratic electoral processes in Moldova by consolidating the transparency and efficiency of elections' management, modernization of electoral IT solutions and enhancing the inclusiveness and participation of voters. This partnership, which spans over 10 years, resulted in the establishment of strong professional institutions, development of a modern State Automated Information System "Elections" (SAISE), the enhancement of the State Register of Voters' accuracy and the design and implementation of effective long-term civic and voter education instruments.

Throughout the last electoral cycles, CEC and CCET due to the continuous UNDP's support have demonstrated strengthened capacities and, despite challenges and persistent financial limitations faced by the institutions, delivered "well-administered elections" as attested by OSCE/ODIHR Observation Missions.

Building on the sustainable results achieved during the first phase of the Project implementation (2017 – 2020), the objectives of the current Project phase (2020 – 2023) are: 1) Enhance the inclusiveness of the electoral process by increasing the functional and technical capacities of the State Automated Information System "Elections" (SAISE); 2) Enhance the political participation of citizens by setting up and implementing the voters' information and civic education programmes; 3) Strengthen the capacity for effective and coherent oversight and monitoring on political party financing; and 4) Improve the legal and regulatory framework to respond to the EOM recommendations.

To achieve the objectives and ensure the sustainability of results, the Project will further enhance strategic partnerships and will engage with key stakeholders, including public institutions, civil society organizations and the donor community. The interventions of the Project will have systematic and significant implications at policy/legislation, coordination, institutional and electoral service provision levels, having a sustainable impact at the national level.

In support of this goal and as part of the Plan of Activities for 2021, the Project aims to prepare and implement a Civic Campaign Grants Program, that will be focused on providing support to Civil Society Organizations in delivering civic education and information activities targeting as the general public, so different groups of citizens, including youth, women, people with disabilities, marginalized and vulnerable groups.

1. **Scope of work and expected outputs**

The Project intends to contract a Grants Management Consultant (further referred to as "Consultant") to provide support to the Project Team in conceptualizing, initiating, managing, monitoring and evaluating the Civic Campaign Grants Program which will be launched in December 2020.

The Consultant is expected to provide technical guidance and expert support to the Project Manager in the design of grants application guidelines and regulations, selection criteria, in evaluation of proposals, in grants'

implementation coordination and monitoring, and in the assessment of the results achieved and the impact produced, as well as to contribute to the Project reporting. To achieve the stated objectives, she/he is expected to:

- Provide efficient support to all management aspects of the grants process, including the design of the Civic Campaign Grants Program, setting the criteria for selection of proposals, review and selection of the grantees, monitoring of the grantees' activities, evaluation, and reporting;
- Provide training and technical support to potential grantees in the preparation of their grant proposals, during bidder's conferences;
- Analyze in close collaboration with the Selection Committee the proposals to ensure feasibility, consistency, allocable costs and compliance with the grant competition selection criteria and UNDP requirements;
- Provide advice to the grantees in the administration of the grants following the award;
- Maintain close coordination between the Project and the grantees during the execution of the grants, to track milestones, timelines, and quality of deliverables;
- Elaborate and maintain grants tracking tools and oversee accurate reporting and documentation by grantees to ensure achievement of the planned results;
- Prepare regular reports on grantees' performance and signal any significant delays or other issues that may impact implementation to the Project Manager;
- Collect and analyze monitoring and evaluation data through different methods (that may include, but not limited to meetings, workshops, field visits, specific reports, specialized surveys, etc.);
- Contribute to the Communication and Visibility Plan of the Project by identifying and reporting on relevant best-practices, impactful activities, and success stories in close collaboration with the Project Team and Project Strategic Communication and Civic Campaign Expert;
- Gather testimonials from grantees and their beneficiaries to communicate Project achievements;
- Elaborate briefs, factsheets, handouts, and dynamic presentations, considering the gender and human rights aspects for planned Project events within the Civic Campaign Grants Program;
- Maintain the evidence of all Civic Campaign Grants Program workshops, seminars and events organized, with related links and in a disaggregated manner;
- Coordinate the development, design, and layout of the Civic Campaign Grants Program materials and knowledge products (written, visual, audio and video) in close collaboration with the Project Strategic Communication and Civic Campaign Expert;
- Develop and submit monthly reports on the performed activities, carried out tasks, containing relevant links, statistics, and disaggregated data;
- Prepare and submit the final activity report (including quantitative and qualitative disaggregated data and information on the stages passed, resources used, results obtained versus expected, impact of obtained results, risks mitigation, problems faced, lessons learned, conclusions and recommendations, with a particular focus on gender and human rights aspects.

Perform other tasks as may be required by the Project Manager on an ad-hoc basis.

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

3. REQUIREMENTS FOR EXPERIENCE AND QUALIFICATIONS

Academic Qualifications:

- University degree or higher in Finance, Economic Science, Business Administration, Communication Journalism, International Relations, or other field relevant to this assignment.

Experience and knowledge:

- At least 3 years of demonstrated experience in report writing, project and/or grants management, including research or data collection and data tabulation;
- At least 3 years of previous experience in developing or using monitoring and evaluation tools;
- Previous experience in implementing, coordinating, monitoring, and evaluating projects with civic campaign and raising awareness components is a strong asset;
- Proven experience in governance and/or elections is a strong asset;
- Previous assignments within an UNDP Project or EU-funded Project or other international organization is a strong asset;
- Experience in working with local CSOs and mass-media is a strong asset;
- Experience in mainstreaming gender and human rights aspects is an asset.

Competencies:

- Excellent written communication skills, with analytic capacity and ability to identify relevant findings and prepare analytical documents in a clear and concise manner;
- Strong sense of initiative and ability to work independently;
- Capacity to build strong relationships with clients and respond positively to feedback;
- Knowledge and sound understanding of election area (CEC roles and responsibilities, as well as Government institutions, NGOs and international donors working in this field);
- Outstanding computer skills, with proven ability to meet tight deadlines, to handle multiple priorities simultaneously and to adapt to changing circumstances;
- Fluency in Romanian, English and Russian languages (verbal and written) is a must.

Personal qualities:

- 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;
- Responsibility, flexibility and punctuality, ability to meet deadlines and prioritize multiple tasks.

The UNDP Moldova is committed to workforce diversity. Women and men, persons with different types of disabilities, LGBT, Roma and other ethnic, linguistic 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:

- Offeror's Letter confirming interest and availability;
- Technical proposal (incl. brief description of experience, approach, and methodology for the completion of the assignment);
- Financial proposal (in USD) specifying a total lump sum requested for the assignment specified in the Terms of Reference;
- Duly completed and signed Personal History Form (P11), personal CV and at least 3 references.

5. FINANCIAL PROPOSAL

The financial proposal shall include a breakdown of the lump sum amount (daily rate and number of anticipated working days).

Travel

Travel is not envisaged in the framework of the current assignment.

6. EVALUATION

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

- University degree or higher in Finance, Economic Science, Business Administration, Communication Journalism, International Relations, or other field relevant to this assignment.
- At least 3 years of demonstrated experience in report writing, project and/or grants management, including research or data collection and data tabulation.
- At least 3 years of previous experience in developing or using monitoring and evaluation tools.

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		
University degree or higher in Finance, Economic Science, Business Administration, Communication Journalism, International Relations, or other field relevant to this assignment;	Bachelor's degree – 5 pts. Master's degree – 10 pts.	10
At least 3 years of demonstrated experience in report writing, project and/or grants management, including research or data collection and data tabulation;	3 years – 20 pts., each additional year of experience – 5 pts. up to a maximum of 35 pts.	35
At least 3 years of previous experience in developing or using monitoring and evaluation tools;	3 years – 20 pts., each additional year of experience – 5 pts. up to a maximum of 30 pts.	30
Proven experience in governance and/or elections is a strong asset;	Yes/ No – 20 pts;	20
Experience in working with local CSOs and mass-media is a strong asset;	Yes/No – 15 pts.	15
Experience in mainstreaming gender and human rights aspects is an asset;	Yes/No – 10 pts.	10
<u>Interview</u>	<ul style="list-style-type: none"> • Previous assignments within an UNDP Project or EU-funded Project or other international organization is a strong asset – up to 30 pts. • Previous experience in implementing, coordinating, monitoring, and evaluating projects with civic campaign and raising awareness components is a strong asset – up to 20 pts. • Excellent written communication skills, with analytic capacity and ability to identify relevant findings and prepare analytical documents in a clear and concise manner – up to 25 pts. • Strong sense of initiative and ability to work independently - up to 15 pts. • Capacity to build strong relationships with clients and respond positively to feedback - up to 20 pts. • Knowledge and sound understanding of election area (CEC roles and responsibilities, as well as Government institutions, NGOs and international donors working in this field) – up to 20 pts. • Outstanding computer skills, with proven ability to meet tight deadlines, to handle multiple priorities simultaneously and to adapt to changing circumstances – up to 25 pts. • Fluency in Romanian and English languages (<i>verbal and written</i>) is a must. Knowledge of Russian will be considered as an advantage. – 5 pts each. (15 pts total) 	170
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

* Under-represented group in the area of assignment (IT industry) are women. Under-represented groups in UN Moldova are persons with disabilities, LGBTI, ethnic and linguistic minorities, especially ethnic Gagauzians, Bulgarians, Roma, Jews, people of African descent, people living with HIV, religious minorities, especially Muslim women, refugees and other non-citizens.

Financial	
Evaluation of submitted financial offers will be done based on the following formula: S = Fmin / F * 200 S – score received on financial evaluation;	200

F_{min} – the lowest financial offer out of all the submitted offers qualified over the technical evaluation round; F – financial offer under consideration	
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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