

INDIVIDUAL CONSULTANT PROCUREMENT NOTICE

Date: **30 April 2021**

Country: Republic of Moldova

Description of the assignment: National Coordinator of electoral and democracy programmes

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

Period of assignment/ services: June 2021 – March 2022 (up to 125 working days)

Proposals should be submitted online, by pressing the "Apply Online" button, no later than **14 May 2021, 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) 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 a strong professional institution, 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.

Since 2017, the Project "Enhancing democracy in Moldova through inclusive and transparent elections" supports the Central Electoral Commission to enhance the transparency and inclusiveness of the electoral process in Moldova by ensuring a more independent and credible electoral administration and better informed and pro-active citizens.

With the continuous UNDP assistance, the CEC demonstrated a high capacity of carrying out transparent, safe and "well-administered" elections (as attested by OSCE/ODIHR Observation Mission) throughout challenging electoral cycles, including the 2020 Presidential Elections, organized in the context of the COVID-19 pandemic.

Building on the sustainable results achieved during its first phase of implementation (2017 – 2020), the objectives of the current Project phase (2020 – 2023) are:

- Enhance the inclusiveness of the electoral process by increasing the functional and technical capacities of the State Automated Information System "Elections" (SAISE);
- Improve the legal and regulatory framework to respond to the EOM recommendations;
- Strengthen the capacity for effective and coherent oversight and monitoring on political party financing; and
- Enhance the political participation of citizens by setting up and implementing the voters' information and civic education programs.

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 Project's interventions will have systematic and significant implications at policy/legislation, coordination, institutional and electoral service provision levels, with a sustainable impact at the national level.

In support of this goal and as part of the Plan of Activities for 2021 and 2022, the Project aims to implement a series of thematic programmes in the field of elections and democracy, that will be focused on strengthening the citizens' ability to understand electoral processes, form an independent opinion and hold the relevant stakeholders to account.

2. Scope of work and expected outputs

The Project intends to contract a National Coordinator of electoral and democracy programmes (further referred to as "Consultant") to provide support to the UNDP Project in conceptualizing, initiating, managing, monitoring and evaluating a series of the 2021 – 2022 electoral and democracy programmes.

The Consultant is expected to provide technical guidance and expert support to the Project Manager in the conceptualization, implementation, monitoring and assessment of the results and impact achieved, as well as to contribute to the Project reporting.

To achieve the stated objectives, she/he is expected to:

- Provide expertise for the conceptualization and/or update of electoral and democracy programmes focused on an increased targeted outreach;
- Provide efficient support to all management aspects related to the electoral and democracy programmes to be implemented by the Project and/or in collaboration with partner NGOs / CSOs;
- Maintain close coordination with and provide advice to the partner NGOs/ CSOs and individuals (e.g. researchers / mass-media representatives) in the implementation of certain UNDP Project activities;
- Elaborate and maintain tracking tools and oversee the accurate reporting and documentation of the electoral and democracy programmes 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 UNDP Project by identifying and reporting on relevant best-practices, impactful activities, and success stories in close collaboration with the UNDP Project (particularly the Project Manager and the Strategic Communication and Civic Campaign Expert);
- Support the UNDP Project in ensuring the efficient facilitation of the Secretariat of the Election Partners' Platform (particularly with respect to the topic-based meetings);
- 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 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 and project 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 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:

- responsive/ compliant/ acceptable, and
- 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 or higher in Economic Sciences, Business Administration, Communication, Journalism, International | Bachelor's degree – 5 pts. Master's degree – 10 pts. | 10 |

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| 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; | 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 – up to 20 pts.; To some extent – up to 10 pts.; No – 0 pts. | 20 |
| Experience in working with local CSOs and mass-media is a strong asset; | Yes – up to 15 pts.; To some extent – up to 10 pts.; No – 0 pts. | 15 |
| Experience in mainstreaming gender and human rights aspects is an asset; | Yes – up to 10 pts.; To some extent – up to 5 pts.; No – 0 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 |
| 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 | Yes – up to 10 pts.; to some extent – up to 5 pts.; No – 0 pts. | 10 |
| Maximum Total Technical Scoring | | 300 |

***The first five candidates who passed technical evaluation criteria with the best score shall be invited for an online interview and pass cumulative analysis.**

| Financial | |
|---|------------|
| Evaluation of submitted financial offers will be done based on the following formula: S = Fmin / 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