

INDIVIDUAL CONSULTANT PROCUREMENT NOTICE

Date: 02 June 2022

Country: Republic of Moldova**Description of the assignment:** Project Support Specialist - assisting the implementation of the project objectives, ensuring the provision of high-quality development of products and services, as outlined in the Project Document**Period of assignment/ services:** June 2022 – December 2022 (up to 120 w.d.)**Contract type:** Individual ContractProposals should be submitted **online by pressing the "Apply Online" button**, no later than **16th of June 2022, 16:00 Moldova Local time (GMT+2)**.Requests for **clarification only** must be sent by standard electronic communication to the following e-mail: mihailetanase@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 demonstrated a high level of capacity in organizing the 2020 Presidential Elections and the 2021 Snap Parliamentary Elections. Despite the challenges and persistent financial limitations faced by the institutions, due to the continuous UNDP's support, the CEC and the CCET delivered "well-administered elections" as attested by OSCE/ODIHR Observation Missions.

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. Successively, on 1st of August 2020, the second phase of the Project "Enhancing Democracy in Moldova through Inclusive and Transparent Elections – EDMITE" has started. The overall goal of the Project is to achieve an enhanced integrity, 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. Hence, the project has an outward-oriented approach, focusing on the electoral process and all relevant actors (CEC, CCET, ministries and government agencies, educational institutions, civil society).

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

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

OBJECTIVE AND EXPECTED OUTPUTS

The Project Support Specialist under guidance and supervision of the Project Manager and in close cooperation with **the other** members of the Project team, will ensure the provision of high-quality development of services and products, as outlined in the Project Document. All work will be based on an appreciation of human rights and gender equality **approach**. The Project Support Specialist will contribute but not limit to the following:

1. Contribute to the timely and efficient delivery of outputs and products leading to the achievement of expected results and ensure full compliance of all the actions with UNDP policies and procedures;
2. Design and lead activities in a designated area(s) of the project's intervention;
3. Within the Project framework, work closely with other Project colleagues, contribute to the preparation and implementation of joint work plans that reflect the scope of activities, timing, sequencing, cost and other inputs for the implementation of activities;
4. Liaise as necessary with the CEC, CICDE, other stakeholders, donors and the UNDP country office to ensure that results are achieved, and objectives are met;
5. Work with the Project team to present work-plans, periodic narrative progress reports (on a quarterly, mid-year and annual basis, or more often as required by the Project Manager) and expenditure status reports to the Project Board, Project Steering Committee and UNDP Country Office;
6. Support the Project Manager in ensuring the effective management of human resources pertaining to the Project, including development of Terms of References, Technical Specifications for consultants/service providers and short-term experts, and conducting periodic performance appraisals and validating deliverables;
7. Guide the work of administrative project personnel and project individual consultants as applicable;
8. In collaboration with the relevant administrative project personnel contribute to compliant, effective and efficient utilization of the financial resources of the Project, including budgeting and budget revisions, as well as expenditure tracking and reporting;
9. Along with other team members, develop and maintain a monitoring system to ensure effective information sharing, provision of feedback and elaboration of top-quality progress reports;
10. Draft and translate relevant correspondence as required;
11. Support increasing collaboration among the CEC, Public Services Agency, e-Governance Agency, relevant Government authorities and other stakeholders;
12. Support the development of a shared approach to human rights and gender equality in all institutions;
13. Perform any other duties connected directly with the implementation of the Project requested by the supervisor.

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

3. REQUIREMENTS FOR EXPERIENCE AND QUALIFICATIONS

Academic Qualifications and Achievements:

- Master's Degree or equivalent in law, public administration, international relations, political science, or other related areas. Additional postgraduate academic qualifications and achievements will be considered a strong advantage.

Experience and knowledge:

- At least four years of progressive working experience in the coordination and implementation of project-based activities, preferably related to international development, policy development, democratic governance, strategic advice and/or working in a relevant position to this post.

- Previous experience in developing assistance or related work for an international development organization, donor organization, governmental institutions, NGO or private sector / consulting firm or previous experience with UN agencies is compulsory.
- Valuable exposure and experience in the organization of workgroups, consultation meetings, conferences, and trainings with multiple participants.

Competencies:

- Previous demonstrated professional experience in working directly with public institutions and public regulators will be an advantage.
- At least (1) one assignment related to the coordination and monitoring of external consultants.
- Knowledge and understanding of the EDMITE Project main objectives and scope of work.
- Excellent communication skills, as well as the ability to communicate effectively with all stakeholders and to present ideas clearly and effectively.
- Fluency in spoken and written English, Romanian and Russian. Knowledge of English is mandatory for the purpose of the assignment.

Desired additional skills and competencies

Personal qualities:

- Proven commitment to the core values of the United Nations, in particular respecting differences of culture, gender, religion, ethnicity, language, age, HIV status, disability, and sexual orientation, or other status.
- Excellent research, analytical and writing skills.
- Responsibility, creativity, flexibility and punctuality, ability to meet deadlines and prioritize multiple tasks.
- Demonstrated interpersonal and diplomatic skills, as well as the ability to communicate effectively with all stakeholders and to present ideas clearly and effectively.
- Belonging to the group(s) under-represented in the UN Moldova and/or the area of assignment*

The 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 consultants must submit the following documents/information to demonstrate their qualifications:

- ✓ Personal updated CV, indicating all past positions held and their main underlying functions, their durations (month/year), the qualifications, as well as the contact details (email and telephone number) of the Candidate, and at least three (3) the most recent professional references of previous supervisors. References may also include peers.
- ✓ A cover letter (maximum length: 1 page) indicating why the candidate considers him-/herself to be suitable for the position.
- ✓ Other materials relevant to pre-assessing the relevance of their experience, such as reports, presentations, publications, or other materials.
- ✓ Financial proposal (in USD, specifying a total requested amount per working day and per deliverable, including all related costs, e.g. fees, phone calls, etc. The financial proposal will detail the daily fee, travel expenses and per diems quoted in separate line items).

Incomplete applications will not be considered.

5. FINANCIAL PROPOSAL

Lump sum contracts

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 assessment report. Payments are based upon output, i.e. upon delivery of the

services specified in the TOR. 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).

6. EVALUATION

Initially, the Project Support Specialist will be short-listed based on the following **minimum qualification criteria**:

- Master's Degree or equivalent in law, public administration, international relations, political science, or other related areas. Additional postgraduate academic qualifications and achievements will be considered a strong advantage.
- At least four years of progressive working experience in the coordination and implementation of project-based activities, preferably related to the international development work, policy development, democratic governance, strategic advice and/or working in a relevant position to this post.
- Previous experience in the design and development of assistance or related work for an international development organization, donor organization, governmental institutions, NGO or private sector / consulting firm or previous experience with UN agencies is compulsory.
- Valuable exposure and experience in the organization of workgroups, consultation meetings, conferences, and trainings with multiple participants.

Individuals who passed the minimum qualification criteria will be short-listed and will pass.

Cumulative analysis:

The award of the contract shall be made to the person 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 70% score of the technical evaluation (at least 210 points) would be considered for the Financial Evaluation.

Criteria	Scoring	Maximum Points Obtainable
<u>Technical</u>		
Master's Degree or equivalent in law, public administration, international relations, political science, or other related areas. Additional postgraduate academic qualifications and achievements will be considered a strong advantage.	Master's degree – 20 pts., other additional postgraduate qualification –15 pts.	35
At least four years of progressive working experience in the coordination and implementation of project-based activities, preferably related to international development, policy development, democratic governance, strategic advice and/or working in a relevant position to this post.	(4 years – max. 35 pts, each additional year – 5 pts, up to max. 45 pts)	45

Previous experience in developing assistance or related work for an international development organization, donor organization, governmental institutions, NGO or private sector / consulting firm or previous experience with UN agencies is compulsory.	(3 years – 20 pts., each additional year – 10 points; up to max. 40 pts.)	40
Valuable exposure and experience in the organization of workgroups, consultation meetings, conferences, and trainings with multiple participants.	(No – 0 pts; 1 year – 5 pts., up to max. 20 pts.)	20
Maximum score		140
Interview evaluation criteria*		
Previous demonstrated professional experience in working directly with public institutions and public regulators will be an advantage.	(no – 0 pts., to some extend – 15 pts., yes – 40 pts.)	40
At least (1) one assignment related to the coordination and monitoring of external consultants.	(no – 0 pts., each assignment – 20 pts., up to max 40 pts.)	40
Knowledge and understanding of the EDMITE Project main objectives and scope of work.	(no – 0 pts., to some extend – 10 pts., yes – 20 pts.)	20
Excellent communication skills, as well as the ability to communicate effectively with all stakeholders and to present ideas clearly and effectively.	(no – 0 pts., to some extent – up to 10 pts., yes – up to 30 pts.)	30
Fluency in spoken and written English, Romanian and Russian. Knowledge of English is mandatory for the purpose of the assignment.	English – 5 pts; Romanian – additional 5 pts; Russian – additional 5 pts; Additional language – 5 points; up to max. 20 pts.)	20
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
<u>Financial</u>		
<p>Evaluation of submitted financial offers will be done based on the following formula: $S = F_{min} / F * 200$ S – score received on financial evaluation. F_{min} – the lowest financial offer out of all the submitted offers qualified over the technical evaluation round. F – financial offer under consideration</p>		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