United Nations Development Programme

INDIVIDUAL CONSULTANT PROCUREMENT NOTICE

Date: 13 July 2022

Country: Republic of Moldova

Description of the assignment: ***2 (two) Scientific Content Consultants to assist the textbook authors in the development of the school textbook on electoral education*** (hereafter the Consultant). The Consultants shall provide professional support and expertise throughout the development phases of the textbook, as well as the theoretical basis for developing the thematic block of the lessons contained in the said textbook, which shall be based on the already developed and approved school curriculum.

Period of assignment/ services: July 2022 – December 2022 (up to 15 w.d. per Consultant)

Contract type: Individual Contract

Proposals should be submitted online by pressing the "Apply Online" button, no later than **28th of July 2022, 16:00 Moldova Local time (GMT+2).**

Requests for **clarification only** must be sent by standard electronic communication to the following e-mail: petru.puscas@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 (CICDE) 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 CICDE 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.

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, CICDE, 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.

To achieve the objectives and ensure the sustainability of results, the Project will further support the CEC and CICDE in implementing extensive civic education and voter information programs in accordance with their strategic documents: 2020 – 2023 CEC Strategic Development Plan and the 2020 – 2023 CICDE Strategic Development Plan. These interventions will include the institutionalization and scaling-up of programs dedicated to the teachers as electoral education promoters and school councils' elections as a tool to promote greater civil understanding and participation. Moreover, the Project will continue its partnership with the Ministry of Education, Culture and Research to develop a dedicated curriculum/program on voter education for schools and universities.

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

OBJECTIVE AND EXPECTED OUTPUTS

The Project intends to contract 2 (two) Scientific Content Consultants to assist the textbook authors in the development of the school textbook on electoral education (hereafter the Consultant). The Consultants shall provide professional support and expertise throughout the development phases of the textbook, as well as the theoretical basis for developing the thematic block of the lessons contained in the said textbook, which shall be based on the already developed and approved school curriculum.

Specifically, the Consultant will have the following responsibilities:

1. Conducting research and providing scientific advice and expertise in the field of elections and democratic processes, developing the conceptual design of the textbook and that of the lesson.
2. Put together the theoretical basis aiming to contribute to the development of the thematic block of lessons from the four modules of the said textbook:
    I. Democracy and civic responsibility
    II. Inclusive electoral process
    III. Information and participation in elections
    IV. Electoral culture - part of the democratic culture
3. Provide feedback on the lessons developed by the authors – validation of contents.
4. Prepare a final comprehensive report documenting all the conducted activities, focusing on the results achieved, issues and challenges of the development process, lessons learned and recommendations (the report shall contain all required evidence detailing down the work done and confirming the finalization of the assignment).

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 higher in education or other relevant fields for this assignment (i.e. Social Science, Law, Journalism, Political Science, Public Administration, or other). Additional academic qualifications and achievements will be considered a strong advantage.

Experience and knowledge:

- At least 3 (three) years of demonstrated experience in working in education field or other relevant fields for this assignment;
- Proven experience (at least two examples) preparing research materials in the process of elaborating textbooks, didactic materials, or other related assignments;
- Previous experience of work with UNDP, ISFED and/or other development partners is an advantage.

Competencies:

- Knowledge of standards in children education and educational material;
- Demonstrated experience in supporting the development of at least two (2) textbooks (for pupils), academia books, articles, research, assessments and other similar assignments (reference/links should be included in his/her CV or Cover letter);
- Excellent written communication, creative, research and analytical skills;

- Strong knowledge in using IT tools (Microsoft package, Mac package) is required.
- Knowledge and sound understanding of election area (CEC roles and responsibilities, as well as Government institutions, NGOs and international donors working in this field);
- Experience in mainstreaming gender and human rights aspects is a strong advantage;
- Fluency in Romanian and Russian languages (verbal and written) is a must. Knowledge of English will be considered as an advantage.

Desired additional skills and competencies

Personal qualities:

- Strong sense of initiative and ability to work independently;
- 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.

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:

- ✓ 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;
- ✓ Personal CV and at least 3 references.

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 Consultant will be short-listed based on the following **minimum qualification criteria**:

- Master's degree or higher in education or other relevant fields for this assignment (i.e. Social Science, Law, Journalism, Political Science, Public Administration, or other). Additional academic qualifications and achievements will be considered a strong advantage;
- At least 3 (three) years of demonstrated experience in working in education field or other relevant fields for this assignment;
- Proven experience (at least two examples) preparing research materials in the process of elaborating textbooks, didactic materials, or other related assignments;
- Previous experience of work with UNDP, ISFED and/or other development partners is an advantage.
- Demonstrated experience in supporting the development of at least two (2) textbooks (for pupils), academia books, articles, research, assessments and other similar assignments (reference/links should be included in his/her CV or Cover letter).

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
Technical		
Master's degree or higher in education or other relevant fields for this assignment (i.e. Social Science, Law, Journalism, Political Science, Public Administration, or other). Additional academic qualifications and achievements will be considered a strong advantage.	(Master's degree – 20 pts., other additional qualifications – 10 pts; up to max. 30 pts.)	30
At least 3 (three) years of demonstrated experience in working in education field or other relevant fields for this assignment.	(4 years – max. 25 pts, each additional year – 5 pts, up to max. 35 pts)	35
Proven experience (at least two examples) preparing research materials in the process of elaborating textbooks, didactic materials, or other related assignments.	(2 instances – 20 pts., each additional instance – 5 points; up to max. 30 pts.)	30
Demonstrated experience in supporting the development of at least two (2) textbooks (for pupils), academia books, articles, research, assessments and other similar assignments (reference/links should be included in his/her CV or Cover letter).	(No – 0 pts; each example – 10 pts., up to max. 30 pts.)	30
Previous experience of work with UNDP, ISFED and/or other development partners is an advantage.	(No – 0 pts; Yes – 15 pts.)	15
Maximum score		**140**
Interview evaluation criteria*		
Knowledge of standards in children education and educational material	(no – 0 pts., to some extent – 20 pts., yes – 40 pts.)	40
Excellent written communication, creative, research and analytical skills.	(no – 0 pts., to some extent – 15 pts., yes – 30 pts.)	30
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 – 15 pts., yes – 30 pts.)	30
Knowledge and sound understanding of election area (CEC roles and responsibilities, as well as Government institutions, NGOs and international donors working in this field)	(no – 0 pts., to some extent – 15 pts., yes – 30 pts.)	30
Fluency in spoken and written Romanian and Russian. Knowledge of English will be an advantage	(each language – 10 pts; up to max – 30 pts.)	30

Maximum Total Technical Scoring	**300**
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