

DEADLINE EXTENDED: Promo-LEX Association is looking for an international or national expert to assist with updating/upgrading its methodology on monitoring political finances

Ref. no. 10 from 04.11.2021

1. Background

Promo-LEX Association is implementing during July 2016 – March 2025, with the financial support of the United States Agency for International Development (USAID), the “Democracy, Transparency and Accountability” Program. Through this Program, Promo-LEX aims to ensure fair and representative elections and political competition throughout the entire electoral cycle, and not only during election campaigns. Thus, since 2013 the association is conducting various monitoring and advocacy activities, seeking to contribute to the improvement of the political parties & campaign finance regulations and civic oversight.

The legal framework pertinent to financing of political parties and election campaigns includes the Constitution of the Republic of Moldova^[1], Law no. 294 on Political Parties^[2], the Electoral Code^[3] and CEC Regulation no. 4401 on the financing of the activity of political parties^[4]. The Central Election Commission is responsible for the oversight and control over the political parties and election campaign funding.

Promo-LEX has a vast experience in monitoring political parties and election campaign financing. During last 8 years Promo-LEX has constantly developed and implemented a complex methodology for monitoring political parties' and election candidates' finances.[\[5\]](#)

As result, a series of analyses and reports on monitoring and assessing political parties' revenue and expenses were produced by Promo-LEX, covering also the electoral campaigns[\[6\]](#). Some of the challenges Promo-LEX faced during this process are related to *external factors*, such as limited access to information on political parties' and electoral campaign revenue and expenses, frequent changes to pertinent legal framework, political parties' lack of cooperation, or *internal* as insufficient tools and methods for monitoring expenditures, use of social media for monitoring political finances, processing of large volume of data, etc.

Given the vast and long-lasting character of the monitoring activity envisaged by the Program, and the above-presented challenges, Promo-LEX Association intends to continue monitoring the quality of party financial reporting, transparency and compliance with the legal norms, as well as the work of the body mandated to supervise and control them. In this regard, Promo-LEX intends to update/upgrade its monitoring methodology in a manner that would allow for further civic monitoring of the political parties and campaign financing.

2. Description of the international or national expert's tasks & expected services

Promo-LEX is looking to select an international or national expert[\[7\]](#) who would assist us in updating/upgrading, the existing methodology for civic monitoring of political financing in Moldova.

The updated/upgraded methodology will consider the following

aspects:

1. The adjusted methodology shall offer tools and methods for the monitoring of political parties and election candidates' finances, with focus on both their income and expenditures; also, the methodology shall consider such elements as field (at the central and local/regional level) monitoring of political finances, online/social media monitoring and indirect monitoring tools & methods.
2. The updated methodology shall allow for the involvement of a core team of experts, a team of 5 regional coordinators (located in all the regions of the country) as well as of a network of about 40 monitors, thus ensuring a close and comprehensive monitoring of political financing, both at the central and regional level.

Taking into account the above mentioned aspects, the international/national expert will work towards accomplishment of the following specific tasks:

1. analyze the national legal framework and practices on political parties and campaign financing from the perspective of the international obligations and best practices, and develop an analysis on the existing legal (and other external) limitations/gaps and propose solutions to overcome them;
2. review the existing monitoring methodology and develop a report on its strong aspects and weaknesses;
3. assess Promo-LEX reports and develop recommendations based on strong aspects and weaknesses in order to improve their quality;
4. propose a series of solutions, methods and tools for the improvement of the existing methodology, with focus on consolidating the component dedicated to the monitoring of parties and candidates income/revenues (donations, membership fees, etc.);

5. assist Promo-LEX experts in development of an updated/upgraded monitoring methodology, including of the guidebook that will specifically describe all the methods and tools planned to be used for monitoring of political parties and electoral campaigns financing.

3. Timeframe and deliverables

The international expert is expected to carry out its work during December 2021 – February 2022, at distance (via e-mail, Skype, etc.), in light of the current COVID-19 pandemic.

The expert will provide to Promo-LEX the following deliverables:

- an analysis on the existing external (legal) limitations/gaps and recommended solutions for the improvement of Promo-LEX monitoring methodology and of the legal framework on political financing;
- a report about strong aspects and weaknesses of Promo-LEX methodology on political finances monitoring;
- an adjusted/upgraded monitoring methodology, including the data collection tools and relevant guidance on how to apply it, designed together with the project team.

4. Criteria for selecting the expert

The international / national expert must meet the following criteria:

Education: university degree in law, finances, accounting and audit, management, political science, public administration, international relations, public policy, or other relevant fields.

Experience:

- Minimum 5 years of relevant professional experience on the topic of political parties/campaign financing, including at least 2 years of consultancy experience;

previous experience at the international level in consultancy/assistance for a donor organization, governmental institutions or NGO/think-tank, especially in the Eastern Europe and/or European Union's Eastern Partnership area and/or Central Asia shall constitute a strong advantage;

- Relevant experience of elaborating and implementing activities of political finance oversight/control and/or development & application of civic monitoring methodologies on this issue (please offer detailed information on this type of activity in your application package);
- Good knowledge of the regional and international (best) practices on monitoring political parties and campaign finances, as well as of the international standards and obligations in this area.

Working languages and IT skills: project deliverables and consultancy services will be offered in English. Knowledge of Romanian or Russian languages will be considered a strong asset. Experienced user of computers and office software packages (MS Word, Excel, etc.);

Availability to deliver the required services and products during December 2021 – February 2022;

Other required skills: analytical skills, excellent self-organizing and good communication skills.

The evaluation of the applications will be done in two steps: (1) at the first stage, the applications will be analyzed in terms of compliance of the candidates and their technical and financial offers with the requirements stated above and (2) the second phase will consist of a discussion/interview with the pre-selected candidates. Only shortlisted candidates will be contacted for the second step.

The contract will be awarded to the most experienced expert

that will present the best proposal, both from the perspective of the technical and financial offer, taking into account also the interview stage. The following criteria for assessing the quality of the proposals will be applied:

- **Experience of the expert** (max. 30 points);
- **Technical offer** – short presentation of the planned tools and methods for the improvement of the existing methodology (max. 30 points);
- **Financial offer** (maximum 40 points).

5. Method of application

Interested experts should send below listed documents to angajare@promolex.md by **November 25, 2021 (6 PM Chisinau time)**, with the subject line entitled “Application_Political Finance Expert_Full name”:

- **CV** (max. 2 pages) and **Letters of Recommendation** from other organizations for whom the expert delivered similar services in the past 7 years, including the name and contact data of a responsible person from these organizations;
- **Technical offer** – outline (short presentation) of the proposed tools and methods for the monitoring of political finances, with focus on the aspects underlined in the Chapter 2 presented above (max. 3 pages, please refer to the indicate the structure/nature of tools and methods to be applied within the methodology and the stakeholders to be involved/monitored, the data collection approach);
- **Financial offer** – the number of working days to complete the above mentioned tasks and the expected honorarium (gross rate per day, in USD);
- **The availability statement** – please confirm the availability to provide the services during November 2021 – February 2022.

For any additional questions please contact Mrs. Mariana

Novac, Program Coordinator at Promo-LEX Association via e-mail mariana.novac@promolex.md. Deadline for questions is November 22, 2021 (6 PM Chisinau time). In order to ensure equal treatment and equal chances for all potential experts, Promo-LEX will answer all questions by November 23, 2021.

6. Short description of Promo-LEX Association

Promo-LEX Association is a non-government organization established in 2002 by a group of young lawyers with the aim at developing democracy in the Republic of Moldova, including in the Transnistrian region. Promo-LEX Association operates on the basis of two programs:

- Human Rights Program – the overall goal of the Program is to promote and implement international human rights standards in the Republic of Moldova;
- Monitoring Democratic Processes Program – the overall aim of the Program is to improve the quality and to increase citizen's trust in democratic processes in the Republic of Moldova (monitoring of electoral processes, sectorial reforms and decision-making processes in Association's priority areas).

Promo-LEX Association is member of several national and international networks and platforms, such as: Civic Coalition for Free and Fair Elections, Eastern Partnership Civil Society Platform, Platform for Gender Equality, European Network of Election Monitoring Organizations, European Platform for Democratic Elections, ECOSOC and others. More information on Promo-LEX Association can be found on www.promolex.md.

[1] https://www.legis.md/cautare/getResults?doc_id=128016&lang=ro

[2] https://www.legis.md/cautare/getResults?doc_id=122635&lang=ro

[3] https://www.legis.md/cautare/getResults?doc_id=121234&lang=ro

=ro

[4] [https://a.cec.md/storage/ckfinder/files/Regulamentul%20finan%C8%9Barea_partidelor%20politice%20 \(2\).pdf](https://a.cec.md/storage/ckfinder/files/Regulamentul%20finan%C8%9Barea_partidelor%20politice%20(2).pdf)

[5] A short presentation of the currently applied methodology can be accessed here: https://promolex.md/wp-content/uploads/2021/09/Raport_finantare_eng_2020-FINAL-1.pdf, page 7

[6] Pomo-LEX reports for [2016](#), [2017](#), [2018](#), [2019](#) and [2020](#).

[7] The national expert should have relevant international experience

Promo-LEX Association is looking for an international or national expert to assist with updating/upgrading its methodology on monitoring political finances

Ref. no. 10 from 04.011.2021

1. Background

Promo-LEX Association is implementing during July 2016 – March 2025, with the financial support of the United States Agency for International Development (USAID), the “Democracy, Transparency and Accountability” Program. Through this

Program, Promo-LEX aims to ensure fair and representative elections and political competition throughout the entire electoral cycle, and not only during election campaigns. Thus, since 2013 the association is conducting various monitoring and advocacy activities, seeking to contribute to the improvement of the political parties & campaign finance regulations and civic oversight.

The legal framework pertinent to financing of political parties and election campaigns includes the Constitution of the Republic of Moldova[\[1\]](#), Law no. 294 on Political Parties[\[2\]](#), the Electoral Code[\[3\]](#) and CEC Regulation no. 4401 on the financing of the activity of political parties[\[4\]](#). The Central Election Commission is responsible for the oversight and control over the political parties and election campaign funding.

Promo-LEX has a vast experience in monitoring political parties and election campaign financing. During last 8 years Promo-LEX has constantly developed and implemented a complex methodology for monitoring political parties' and election candidates' finances.[\[5\]](#)

As result, a series of analyses and reports on monitoring and assessing political parties' revenue and expenses were produced by Promo-LEX, covering also the electoral campaigns[\[6\]](#). Some of the challenges Promo-LEX faced during this process are related to *external factors*, such as limited access to information on political parties' and electoral campaign revenue and expenses, frequent changes to pertinent legal framework, political parties' lack of cooperation, or *internal* as insufficient tools and methods for monitoring expenditures, use of social media for monitoring political finances, processing of large volume of data, etc.

Given the vast and long-lasting character of the monitoring activity envisaged by the Program, and the above-presented challenges, Promo-LEX Association intends to continue

monitoring the quality of party financial reporting, transparency and compliance with the legal norms, as well as the work of the body mandated to supervise and control them. In this regard, Promo-LEX intends to update/upgrade its monitoring methodology in a manner that would allow for further civic monitoring of the political parties and campaign financing.

2. Description of the international or national expert's tasks & expected services

Promo-LEX is looking to select an international or national expert[\[7\]](#) who would assist us in updating/upgrading, the existing methodology for civic monitoring of political financing in Moldova.

The updated/upgraded methodology will consider the following aspects:

1. The adjusted methodology shall offer tools and methods for the monitoring of political parties and election candidates' finances, with focus on both their income and expenditures; also, the methodology shall consider such elements as field (at the central and local/regional level) monitoring of political finances, online/social media monitoring and indirect monitoring tools & methods.
2. The updated methodology shall allow for the involvement of a core team of experts, a team of 5 regional coordinators (located in all the regions of the country) as well as of a network of about 40 monitors, thus ensuring a close and comprehensive monitoring of political financing, both at the central and regional level.

Taking into account the above mentioned aspects, the international/national expert will work towards accomplishment of the following specific tasks:

1. analyze the national legal framework and practices on political parties and campaign financing from the perspective of the international obligations and best practices, and develop an analysis on the existing legal (and other external) limitations/gaps and propose solutions to overcome them;
2. review the existing monitoring methodology and develop a report on its strong aspects and weaknesses;
3. assess Promo-LEX reports and develop recommendations based on strong aspects and weaknesses in order to improve their quality;
4. propose a series of solutions, methods and tools for the improvement of the existing methodology, with focus on consolidating the component dedicated to the monitoring of parties and candidates income/revenues (donations, membership fees, etc.);
5. assist Promo-LEX experts in development of an updated/upgraded monitoring methodology, including of the guidebook that will specifically describe all the methods and tools planned to be used for monitoring of political parties and electoral campaigns financing.

3. Timeframe and deliverables

The international expert is expected to carry out its work during December 2021 – February 2022, at distance (via e-mail, Skype, etc.), in light of the current COVID-19 pandemic.

The expert will provide to Promo-LEX the following deliverables:

- an analysis on the existing external (legal) limitations/gaps and recommended solutions for the improvement of Promo-LEX monitoring methodology and of the legal framework on political financing;
- a report about strong aspects and weaknesses of Promo-

- LEX methodology on political finances monitoring;
- an adjusted/upgraded monitoring methodology, including the data collection tools and relevant guidance on how to apply it, designed together with the project team.

4. Criteria for selecting the expert

The international / national expert must meet the following criteria:

Education: university degree in law, finances, accounting and audit, management, political science, public administration, international relations, public policy, or other relevant fields.

Experience:

- Minimum 5 years of relevant professional experience on the topic of political parties/campaign financing, including at least 2 years of consultancy experience; previous experience at the international level in consultancy/assistance for a donor organization, governmental institutions or NGO/think-tank, especially in the Eastern Europe and/or European Union's Eastern Partnership area and/or Central Asia shall constitute a strong advantage;
- Relevant experience of elaborating and implementing activities of political finance oversight/control and/or development & application of civic monitoring methodologies on this issue (please offer detailed information on this type of activity in your application package);
- Good knowledge of the regional and international (best) practices on monitoring political parties and campaign finances, as well as of the international standards and obligations in this area.

Working languages and IT skills: project deliverables and consultancy services will be offered in English. Knowledge of

Romanian or Russian languages will be considered a strong asset. Experienced user of computers and office software packages (MS Word, Excel, etc.);

Availability to deliver the required services and products during December 2021 – February 2022;

Other required skills: analytical skills, excellent self-organizing and good communication skills.

The evaluation of the applications will be done in two steps: (1) at the first stage, the applications will be analyzed in terms of compliance of the candidates and their technical and financial offers with the requirements stated above and (2) the second phase will consist of a discussion/interview with the pre-selected candidates. Only shortlisted candidates will be contacted for the second step.

The contract will be awarded to the most experienced expert that will present the best proposal, both from the perspective of the technical and financial offer, taking into account also the interview stage. The following criteria for assessing the quality of the proposals will be applied:

- ***Experience of the expert*** (max. 30 points);
- ***Technical offer*** – short presentation of the planned tools and methods for the improvement of the existing methodology (max. 30 points);
- ***Financial offer*** (maximum 40 points).

5. Method of application

Interested experts should send below listed documents to angajare@promolex.md by **November 18, 2021 (6 PM Chisinau time)**, with the subject line entitled “Application_Political Finance Expert_Full name”:

- ***CV*** (max. 2 pages) and ***Letters of Recommendation*** from other organizations for whom the expert delivered

similar services in the past 7 years, including the name and contact data of a responsible person from these organizations;

- **Technical offer** – outline (short presentation) of the proposed tools and methods for the monitoring of political finances, with focus on the aspects underlined in the Chapter 2 presented above (max. 3 pages, please refer to the indicate the structure/nature of tools and methods to be applied within the methodology and the stakeholders to be involved/monitored, the data collection approach);
- **Financial offer** – the number of working days to complete the above mentioned tasks and the expected honorarium (gross rate per day, in USD);
- **The availability statement** – please confirm the availability to provide the services during November 2021 – February 2022.

For any additional questions please contact Mrs. Mariana Novac, Program Coordinator at Promo-LEX Association via e-mail mariana.novac@promolex.md. Deadline for questions is November 10, 2021 (6 PM Chisinau time). In order to ensure equal treatment and equal chances for all potential experts, Promo-LEX will answer all questions by November 12, 2021.

6. Short description of Promo-LEX Association

Promo-LEX Association is a non-government organization established in 2002 by a group of young lawyers with the aim at developing democracy in the Republic of Moldova, including in the Transnistrian region. Promo-LEX Association operates on the basis of two programs:

- Human Rights Program – the overall goal of the Program is to promote and implement international human rights standards in the Republic of Moldova;
- Monitoring Democratic Processes Program – the overall aim of the Program is to improve the quality and to

increase citizen's trust in democratic processes in the Republic of Moldova (monitoring of electoral processes, sectorial reforms and decision-making processes in Association's priority areas).

Promo-LEX Association is member of several national and international networks and platforms, such as: Civic Coalition for Free and Fair Elections, Eastern Partnership Civil Society Platform, Platform for Gender Equality, European Network of Election Monitoring Organizations, European Platform for Democratic Elections, ECOSOC and others. More information on Promo-LEX Association can be found on www.promolex.md.

[1]

https://www.legis.md/cautare/getResults?doc_id=128016&lang=ro

[2]

https://www.legis.md/cautare/getResults?doc_id=122635&lang=ro

[3]

https://www.legis.md/cautare/getResults?doc_id=121234&lang=ro

[4]

[https://a.cec.md/storage/ckfinder/files/Regulamentul%20finan%C8%9Barea_partidelor%20politice%20\(2\).pdf](https://a.cec.md/storage/ckfinder/files/Regulamentul%20finan%C8%9Barea_partidelor%20politice%20(2).pdf)

[5] A short presentation of the currently applied methodology can be accessed here: https://promolex.md/wp-content/uploads/2021/09/Raport_finantare_eng_2020-FINAL-1.pdf, page 7

[6] Pomo-LEX reports for [2016](#), [2017](#), [2018](#), [2019](#) and [2020](#).

[7] The national expert should have relevant international experience

Terms of reference Promo-LEX Association is looking for two international and/or national trainers/communicators to train Police press officers

Nr. ref. 7 din 22.08.2019

Promo-LEX Association is looking to select two international and/or national trainers/communicators to train the Police press officers on how to efficiently communicate about the aim and results of the Police Development Strategy for 2016-2020, development of communication skills required for working in difficult environment and under stress, familiarization with new communication tools (including social media) that could be useful for their work etc.

Based on the presentation scope of the training, the international and/or national trainers/communicators will work towards accomplishment of the following specific tasks:

1. Evaluate the training needs of the press officers/communicators of the above mentioned institutions (for this purpose, one of the trainers/communicators is expected to travel to Moldova for a short 2-3 days mission for researching the training needs of the respective institutions and participants);
2. Develop a training agenda and a curriculum based on the identified needs of the participants selected from the Ministry of Interior and General Inspectorate of Police;
3. Deliver a three-days training in accordance with the

approved agenda (in Romanian, Russian or English language);

4. Perform an evaluation of the participants' knowledge and abilities prior and after the training;
5. Elaborate a short report on the conducted activities and on the outcomes & results of the training.

Timeframe, deliverables and honoraria

The exact days of the training will be agreed and decided upon with the selected trainers, in consultation with the Ministry of Interior and General Inspectorate of Police. The training is expected to take place in Chisinau municipality.

The trainers are expected to perform their tasks during September – November 2019 and will work in total for about 16 days (calculated for two trainers), both at distance (via e-mail, Skype etc.) and in the Republic of Moldova. The honoraria will be paid in the end of the contractual period contingent on the delivery of the services.

The main expected outcomes/deliverables:

1. A short report on the training needs and expectations of the press officers/communicators of the above mentioned institutions (*elaborated after the 2-3 days mission conducted in Moldova*), including a presentation of the proposed training approach and methods (*a strong focus on practical exercises and presentation of case studies, role plays and other interactive training methods would represent a strong asset*);
2. A training agenda and a curriculum based on the identified needs of the participants;
3. A three-days training delivered in accordance with the approved agenda (in Romanian, Russian or English language);
4. A short report on the conducted activities and on the outcomes & results of the training, including a short

evaluation of the participants' knowledge and abilities prior and after the training.

Criteria for selecting the trainers

Ideally, the International and/or National trainers should form a team before applying and submit a joint offer. Nevertheless, Promo-LEX will also accept separate offers/applications from individual trainers, both international and national ones, thus giving the opportunity to create the team of trainers later, at the beginning of the assignment. In any of these cases, Promo-LEX will sign individual contracts with the trainers.

The interested international and/or national trainers must meet the following criteria:

- **Education:** university degree in communication, public relations, public policy, management or other relevant fields.
- **Experience:**
 - Minimum 3 years of relevant professional experience as a communicator in a public institution, national/international NGO, international organization;
 - Relevant training experience & consultancy/assistance for a donor organization, governmental institutions or NGO/think-tank;
 - Excellent understanding of the specifics of communication in the central public authorities, with focus on home affairs sector shall constitute a strong advantage;
 - Previous working and training/consultancy experience in the Eastern Europe and/or European Union's Eastern Partnership area and/or Central Asia shall constitute a strong advantage.
- **Working languages and IT skills:** the training shall be preferable delivered in Romanian language – a strong asset. The contractual deliverables and training

services may be also presented in Russian and/or English – in this case the training methodology shall take into consideration the need for interpretation during the training from Russian/English into Romanian. Experience in the usage of computers and office software packages (MS Word, Excel, etc.);

- ***Other required skills:*** excellent communication and presentation skills, very good knowledge and abilities of integrating the use of social media into the work of Police and other relevant institutions.

Interested trainers should send below listed documents to angajare@promolex.md by September 6, 2019 (6 P.M. Chisinau time), with the subject line “Application_Communication_trainer_Full name”:

- ***CVs of trainer(s)*** (max. 3 pages, please include the contact phone and/or Facebook account (or Skype ID) for a possible interview), ***including a list of trainings on communication and consultancy assignments*** delivered for a relevant institution/organization (if any);
- ***Technical offer – presentation of the approach proposed for the completion of the above mentioned tasks*** (please specify the approach planned to be used for the evaluation of the participants’ training needs, as well as the methodology of the training);
- ***Financial offer – the total number of working days to complete the above mentioned tasks*** (see the above estimated number of working days and propose your vision on the total duration of the assignment) ***and the expected honorarium – brutto rate per day, in Euro***);

Note! The applicant(s) undertakes to observe all applicable rules and to comply with his/her fiscal obligations declaring all fees received from the Beneficiary for tax purposes as required in his/her country of fiscal residence, as well as to submit to the Beneficiary a Certificate of fiscal residence in conformity with the applicable legislation.

- ***The availability statement*** – please confirm the availability to provide the services during September – November 2019.

Promo-LEX will separately cover the costs of international travel, accommodation and per-diems during the accomplishment of this assignment within the limits set and approved by the donor in the project budget. All the costs related to the organization of the training and participants' attendance will be also fully supported by Promo-LEX Association.

The contract will be awarded to the most experienced team of trainers, composed either from two international trainers, one international + one national trainer or two national trainers. The contract awarding shall take also into consideration the best proposal, both from the perspective of the technical and financial offer. The following criteria for assessing the quality of the proposals will be applied:

- ***Experience of the trainer(s)*** (max. 30 points);
- ***The technical offer*** proposed to accomplish the above mentioned tasks and deliverables (max. 35 points);
- ***Financial offer*** (maximum 35 points).

The evaluation of the applications will be done in two steps: (1) at the first stage, the applications will be analyzed in terms of compliance of the candidates and their technical and financial offers with the requirements stated above and (2) the second phase will consist of interviews with the pre-selected candidates. Only shortlisted candidates will be contacted for interview.

Deadline for application – September 6, 2019 (6 P.M. Chisinau time). For any additional questions please contact Ms. Mariana Novac, Program Assistant at Promo-LEX Association via e-mail mariana.novac@promolex.md. ***Deadline for questions is August 30, 2019 (6 P.M. Chisinau time).*** In order to ensure equal treatment and equal chances for all the potential experts,

Promo-LEX will answer all the questions by September 2, 2019.

DEADLINE EXTENDED: Terms of reference | Promo-LEX Association is looking for an International Expert to develop a methodology for civic monitoring of the Police Development Strategy for 2016-2020

Ref. no. 23 from 04.03.2019

1. Background

The Republic of Moldova needs profound reforms in many areas. One of these areas includes the activity of the home affairs bodies and Police as institutions mandated to protect the rights of the people. From a historic perspective, the reforms in this area have undergone a long-lasting process of restructuring and modernization. On December 18, 1990 the Parliament adopted the Law on Police, followed by the adoption in 2010 of the Government decision “For the approval of the Concept of Reform of the Ministry of Internal Affairs” – the first public policy document that identified the main problems of the home affairs system. Some of these issues were addressed through the adoption in 2012 of the Law no. 320 on

police activity and police status. Still, a lot of problems remained to be tackled and therefore, on May 12, 2016 the Government adopted the Police Development Strategy for 2016-2020.

For more details on the “Police Development Strategy for 2016-2020”, please see the [Strategy](#) and its [Action Plan](#) attached to these Terms of Reference. Also, more information on the progress made by the authorities towards the implementation of this reform can be found on <http://politia.md/ro/content/rapoarte-de-monitorizare> (in Romanian only).

In the same context, in 2016 the European Union and the Government of the Republic of Moldova signed a financing agreement for the “[Support for police reform](#)”, including a complementary support for Police reform watch. Further, in December 2018 Promo-LEX Association, with the financial support of the European Union, have launched a three years ***project aimed to strengthen the accountability, efficiency and transparency of the Police Reform in the Republic of Moldova.***

The project “[Civic monitoring of the Police reform in Moldova](#)” implemented by Promo-LEX Association is built upon the watchdog role of the civil society organizations during the implementation of the reforms, as well as on the citizens’ right to participate in the decision making process. The monitoring aims to track the progress of the reform, to map the possible gaps, weaknesses/limitations encountered during the reform process but also the opportunities for the improvement of the reform strategies. Besides the “Strategy of Police Development”, through this project, Promo-LEX plan also to conduct a comprehensive monitoring of the EU Budget Support Programme allocated for the implementation of the reform. As a result, the monitoring of the Police reform implementation is expected to consolidate the capacities of the involved institutions as well as to offer to the EU and Moldovan

authorities a credible tool for comprehensive and continuous assessment of the state of reform. [For more details about the project, please see attached a summary of the Action.](#)

Given the vast and long-lasting character of the monitoring activity envisaged by the project, Promo-LEX plan to elaborate a comprehensive monitoring methodology meant to ensure a periodical, both quantitative and qualitative assessment of the state of reform.

2. Description of the International Expert's tasks & expected outcomes/advisory services

Promo-LEX Association is looking to select an International Expert who would elaborate a methodology for civic monitoring and evaluation (M&E) of the Police Development Strategy for 2016-2020, as well as of the EU Budget Support Programme allocated for the implementation of the reform.

The proposed methodology will ensure proper consideration for the following aspects:

1. The methodology shall offer tools and methods for the monitoring and evaluation of both the quantitative and qualitative results and outcomes of the reform;
2. The methodology shall address the issues reflected both in the Strategy of Police Development and in the EU Budget Support Programme, thus ensuring a comparative approach with the purpose to highlight any possible discrepancies between the levels and speed of implementation of different objectives and activities included within the two strategic documents;
3. The methodology shall also focus on the observance of the public funds and expenditures used for the implementation of the reform (public procurement procedures implemented by the Ministry of Interior, General Inspectorate of Police and Police Inspectorates in the regions);

4. The methodology shall allow for the involvement of a core team of experts based in the capital as well as to engage a team of 5 regional coordinators (located in all the regions of the country), thus ensuring a close monitoring of the reform results and impact at the regional level;
5. Promo-LEX envisage to elaborate 6 monitoring reports (2 semester based and 3 annual reports + one final report that will summarize the most important findings and recommendations);

Taking into account the above mentioned aspects, the International Expert will work towards accomplishment of the following specific tasks:

1. develop the monitoring & evaluation methodology, including a guidebook that will describe the methods and tools planned to be used for monitoring & evaluation of the outputs and outcomes achieved by different relevant institutions involved in the implementation of the reform;
2. elaborate and propose the draft structure of the monitoring reports;
3. facilitate the workshop organised by Promo-LEX for its team of experts and monitors involved in collection of data on the implementation of Police reform;
4. participate at the public events organized for the presentation of the methodology as well as of the monitoring results & outcomes (if necessary or requested by Promo-LEX);
5. review the first report/policy paper elaborated by Promo-LEX on the implementation of the Police reform during 2016-2018 (the first report is expected to be produced by April 2019, prior to the elaboration and official start of monitoring based on the methodology elaborated by the International expert).

3. Timeframe, deliverables and honoraria

During March/April – May 2019 the International Expert will work for about 20 days, both at distance (via e-mail, Skype etc.) and in the Republic of Moldova.

The main expected outcomes/advisory services:

1. Detailed M&E methodology, including the data collection tools and relevant guidance on how to apply it, designed together with the project team;
2. Draft structure of the monitoring & evaluation reports;
3. One 2 days' workshop for the presentation of the proposed methodology + agenda and materials for the workshop on monitoring and evaluation conducted for Promo-LEX team of experts and monitors;
4. Public presentation of the M&E methodology (if necessary or requested by Promo-LEX).the structure of a monitoring report (draft version), as agreed with the project team;
5. A short feedback report on the first report/policy paper elaborated by Promo-LEX on the implementation of the Police reform during 2016-2018.

The honoraria will be paid in the end of the Experts' mission contingent on the delivery of the services.

4. Criteria for selecting the experts

The international expert must meet the following criteria:

- ***Education:*** university degree in law, public administration, public policy, management or other relevant fields. Excellent understanding of the central public authorities reform strategies and approaches, with focus on home affairs sector;
- ***Experience:***
 - Minimum 5 years of relevant professional experience in the home affairs sector, governance or public policies;
 - Relevant experience in consultancy/assistance for a donor organization, governmental institutions or NGO/think-tank;

- Experience in developing M&E methodologies relevant to the governance reforms shall constitute a strong advantage;
- Previous working experience in the Eastern Europe and/or European Union's Eastern Partnership area and/or Central Asia shall constitute a strong advantage.
- ***Working languages and IT skills:*** project deliverables and consultancy services will be offered in English. Knowledge of Romanian or Russian languages will be considered a strong asset. Experience in the usage of computers and office software packages (MS Word, Excel, etc.);
- ***Availability to deliver the required services*** and products during March/April – May 2019;
- ***Other required skills:*** deep analytical skills, excellent self-organizing and good communication skills;

The contract will be awarded to the most experienced expert that will present the best proposal, both from the perspective of the technical and financial offer. The following criteria for assessing the quality of the proposals will be applied:

- ***Experience of the expert*** (max. 30 points);
- ***Technical offer – the draft of the monitoring methodology*** (max. 30 points);
- ***Financial offer*** (maximum 40 points);

5. Method of application

Interested experts should send below listed documents to angajare@promolex.md by **March 25, 2019 (6 P.M. Chisinau time)**, with the subject line entitled "Application_International Expert_Full name":

- ***CV*** (max. 3 pages, please include the contact phone and/or Skype ID for an possible interview), including a ***list of publications*** on relevant topics (if any);
- ***Letters of Recommendation*** from other organizations for whom the expert delivered similar services in the past,

including the name and contact data of a responsible person from these organizations;

- **Technical offer – draft of the monitoring methodology and proposed structure of the monitoring reports** (3-4 pages, please indicate the structure of the proposed methodology, the data collection approach, the tools to be used and the stakeholders to be involved/monitored);
- **Financial offer – the number of working days to complete the above mentioned tasks** (see the above estimated number of working days and propose your vision on the total duration of the assignment) and **the expected honorarium – brutto rate per day, in Euro**);
- **The availability statement** – please confirm the availability to provide the services during March/April – May 2019.

The project team will offer logistical support to the International expert, including organizing all the international travel and providing accommodation & per-diems during his/her work in the Republic of Moldova, as well as organizing all the logistics for the workshop.

For any additional questions please contact Mr. Nicolae Panfil, Program Coordinator at Promo-LEX Association via e-mail nicolae.panfil@promolex.md. Deadline for questions is March 21, 2019 (6 P.M. Chisinau time). In order to ensure equal treatment and equal chances for all the potential experts, Promo-LEX will answer all the questions by March 22, 2019.

6. Short description of Promo-LEX Association

Promo-LEX Association is a non-government organization established in 2002 by a group of young lawyers with the aim at developing democracy in the Republic of Moldova, including in the Transnistrian region. Promo-LEX Association operates on the basis of two programs:

- Human Rights Program – the overall goal of the Program is to promote and implement international human rights standards in the Republic of Moldova;
- Monitoring Democratic Processes Program – the overall aim of the Program is to improve the quality and to increase citizen's trust in democratic processes in the Republic of Moldova (monitoring of electoral processes, sectorial reforms and decision-making processes in Association's priority areas).

Promo-LEX Association is member of several national and international networks and platforms, such as: Civic Coalition for Free and Fair Elections, Eastern Partnership Civil Society Platform, Platform for Gender Equality, European Network of Election Monitoring Organisations, European Platform for Democratic Elections, ECOSOC and others. More information on Promo-LEX Association can be found on www.promolex.md.

Terms of reference | Promo-LEX Association is looking for an International Expert to develop a methodology for civic monitoring of the Police Development Strategy for 2016-2020

1. Background

The Republic of Moldova needs profound reforms in many areas. One of these areas includes the activity of the home affairs bodies and Police as institutions mandated to protect the rights of the people. From a historic perspective, the reforms in this area have undergone a long-lasting process of restructuring and modernization. On December 18, 1990 the Parliament adopted the Law on Police, followed by the adoption in 2010 of the Government decision “For the approval of the Concept of Reform of the Ministry of Internal Affairs” – the first public policy document that identified the main problems of the home affairs system. Some of these issues were addressed through the adoption in 2012 of the Law no. 320 on police activity and police status. Still, a lot of problems remained to be tackled and therefore, on May 12, 2016 the Government adopted the Police Development Strategy for 2016-2020.

For more details on the “Police Development Strategy for 2016-2020”, please see the [Strategy](#) and its [Action Plan](#) attached to these Terms of Reference. Also, more information on the progress made by the authorities towards the implementation of this reform can be found on <http://politia.md/ro/content/rapoarte-de-monitorizare> (in Romanian only).

In the same context, in 2016 the European Union and the Government of the Republic of Moldova signed a financing agreement for the “[Support for police reform](#)”, including a complementary support for Police reform watch. Further, in December 2018 Promo-LEX Association, with the financial support of the European Union, have launched a three years ***project aimed to strengthen the accountability, efficiency and transparency of the Police Reform in the Republic of Moldova.***

The project “[Civic monitoring of the Police reform in Moldova](#)” implemented by Promo-LEX Association is built upon the

watchdog role of the civil society organizations during the implementation of the reforms, as well as on the citizens' right to participate in the decision making process. The monitoring aims to track the progress of the reform, to map the possible gaps, weaknesses/limitations encountered during the reform process but also the opportunities for the improvement of the reform strategies. Besides the "Strategy of Police Development", through this project, Promo-LEX plan also to conduct a comprehensive monitoring of the EU Budget Support Programme allocated for the implementation of the reform. As a result, the monitoring of the Police reform implementation is expected to consolidate the capacities of the involved institutions as well as to offer to the EU and Moldovan authorities a credible tool for comprehensive and continuous assessment of the state of reform. [For more details about the project, please see attached a summary of the Action.](#)

Given the vast and long-lasting character of the monitoring activity envisaged by the project, Promo-LEX plan to elaborate a comprehensive monitoring methodology meant to ensure a periodical, both quantitative and qualitative assessment of the state of reform.

2. Description of the International Expert's tasks & expected outcomes/advisory services

Promo-LEX Association is looking to select an International Expert who would elaborate a methodology for civic monitoring and evaluation (M&E) of the Police Development Strategy for 2016-2020, as well as of the EU Budget Support Programme allocated for the implementation of the reform.

The proposed methodology will ensure proper consideration for the following aspects:

1. The methodology shall offer tools and methods for the monitoring and evaluation of both the quantitative and qualitative results and outcomes of the reform;

2. The methodology shall address the issues reflected both in the Strategy of Police Development and in the EU Budget Support Programme, thus ensuring a comparative approach with the purpose to highlight any possible discrepancies between the levels and speed of implementation of different objectives and activities included within the two strategic documents;
3. The methodology shall also focus on the observance of the public funds and expenditures used for the implementation of the reform (public procurement procedures implemented by the Ministry of Interior, General Inspectorate of Police and Police Inspectorates in the regions);
4. The methodology shall allow for the involvement of a core team of experts based in the capital as well as to engage a team of 5 regional coordinators (located in all the regions of the country), thus ensuring a close monitoring of the reform results and impact at the regional level;
5. Promo-LEX envisage to elaborate 6 monitoring reports (2 semester based and 3 annual reports + one final report that will summarize the most important findings and recommendations);

Taking into account the above mentioned aspects, the International Expert will work towards accomplishment of the following specific tasks:

1. develop the monitoring & evaluation methodology, including a guidebook that will describe the methods and tools planned to be used for monitoring & evaluation of the outputs and outcomes achieved by different relevant institutions involved in the implementation of the reform;
2. elaborate and propose the draft structure of the monitoring reports;
3. facilitate the workshop organised by Promo-LEX for its

team of experts and monitors involved in collection of data on the implementation of Police reform;

4. participate at the public events organized for the presentation of the methodology as well as of the monitoring results & outcomes (if necessary or requested by Promo-LEX);
5. review the first report/policy paper elaborated by Promo-LEX on the implementation of the Police reform during 2016-2018 (the first report is expected to be produced by April 2019, prior to the elaboration and official start of monitoring based on the methodology elaborated by the International expert).

3. Timeframe, deliverables and honoraria

During March/April – May 2019 the International Expert will work for about 20 days, both at distance (via e-mail, Skype etc.) and in the Republic of Moldova.

The main expected outcomes/advisory services:

1. Detailed M&E methodology, including the data collection tools and relevant guidance on how to apply it, designed together with the project team;
2. Draft structure of the monitoring & evaluation reports;
3. One 2 days' workshop for the presentation of the proposed methodology + agenda and materials for the workshop on monitoring and evaluation conducted for Promo-LEX team of experts and monitors;
4. Public presentation of the M&E methodology (if necessary or requested by Promo-LEX).the structure of a monitoring report (draft version), as agreed with the project team;
5. A short feedback report on the first report/policy paper elaborated by Promo-LEX on the implementation of the Police reform during 2016-2018.

The honoraria will be paid in the end of the Experts' mission contingent on the delivery of the services.

4. Criteria for selecting the experts

The international expert must meet the following criteria:

- **Education:** university degree in law, public administration, public policy, management or other relevant fields. Excellent understanding of the central public authorities reform strategies and approaches, with focus on home affairs sector;
- **Experience:**
 - Minimum 5 years of relevant professional experience in the home affairs sector, governance or public policies;
 - Relevant experience in consultancy/assistance for a donor organization, governmental institutions or NGO/think-tank;
 - Experience in developing M&E methodologies relevant to the governance reforms shall constitute a strong advantage;
 - Previous working experience in the Eastern Europe and/or European Union's Eastern Partnership area and/or Central Asia shall constitute a strong advantage.
- **Working languages and IT skills:** project deliverables and consultancy services will be offered in English. Knowledge of Romanian or Russian languages will be considered a strong asset. Experience in the usage of computers and office software packages (MS Word, Excel, etc.);
- **Availability to deliver the required services** and products during March/April – May 2019;
- **Other required skills:** deep analytical skills, excellent self-organizing and good communication skills;

The contract will be awarded to the most experienced expert that will present the best proposal, both from the perspective of the technical and financial offer. The following criteria for assessing the quality of the proposals will be applied:

- **Experience of the expert** (max. 30 points);

- **Technical offer – the draft of the monitoring methodology** (max. 30 points);
- **Financial offer** (maximum 40 points);

5. Method of application

Interested experts should send below listed documents to angajare@promolex.md by **March 18, 2019 (6 P.M. Chisinau time)**, with the subject line entitled “Application_International Expert_Full name”:

- **CV** (max. 3 pages, please include the contact phone and/or Skype ID for an possible interview), including a **list of publications** on relevant topics (if any);
- **Letters of Recommendation** from other organizations for whom the expert delivered similar services in the past, including the name and contact data of a responsible person from these organizations;
- **Technical offer – draft of the monitoring methodology and proposed structure of the monitoring reports** (3-4 pages, please indicate the structure of the proposed methodology, the data collection approach, the tools to be used and the stakeholders to be involved/monitored);
- **Financial offer – the number of working days to complete the above mentioned tasks** (see the above estimated number of working days and propose your vision on the total duration of the assignment) and **the expected honorarium – brutto rate per day, in Euro**);
- **The availability statement** – please confirm the availability to provide the services during March/April – May 2019.

The project team will offer logistical support to the International expert, including organizing all the international travel and providing accommodation & per-diem during his/her work in the Republic of Moldova, as well as organizing all the logistics for the workshop.

For any additional questions please contact Mr. Nicolae

Panfil, Program Coordinator at Promo-LEX Association via e-mail nicolae.panfil@promolex.md. Deadline for questions is March 10, 2019 (6 P.M. Chisinau time). In order to ensure equal treatment and equal chances for all the potential experts, Promo-LEX will answer all the questions by March 12, 2019.

6. Short description of Promo-LEX Association

Promo-LEX Association is a non-government organization established in 2002 by a group of young lawyers with the aim at developing democracy in the Republic of Moldova, including in the Transnistrian region. Promo-LEX Association operates on the basis of two programs:

- Human Rights Program – the overall goal of the Program is to promote and implement international human rights standards in the Republic of Moldova;
- Monitoring Democratic Processes Program – the overall aim of the Program is to improve the quality and to increase citizen's trust in democratic processes in the Republic of Moldova (monitoring of electoral processes, sectorial reforms and decision-making processes in Association's priority areas).

Promo-LEX Association is member of several national and international networks and platforms, such as: Civic Coalition for Free and Fair Elections, Eastern Partnership Civil Society Platform, Platform for Gender Equality, European Network of Election Monitoring Organisations, European Platform for Democratic Elections, ECOSOC and others. More information on Promo-LEX Association can be found on www.promolex.md.

TERMEN EXTINS. Concurs de selectare a Monitorilor – Avocați/Juriști în vederea monitorizării litigiilor electorale în contextul desfășurării Misiunii Promo-LEX de Observare a Alegerilor Parlamentare din 24 februarie 2019

Internews in Moldova and Promo-LEX Association is looking for a consultant to train the leading TV moderators, journalists and hosts in Moldova.

REQUEST FOR OFFERS

Deadline September 14, 2018

Open to international and national media consultants

Internews in Moldova and Promo-LEX Association is looking for a consultant (national or international) to train the leading TV moderators, journalists and hosts in Moldova. The selected consultant will conduct a two-day training on professional moderation of debates and town hall meetings on electoral and other major political, social and economic issues facing the country.

Background information

In 2017, USAID awarded Internews the project “Media Enabling Democracy, Inclusion and Accountability in Moldova” (MEDIA-M), which aims to promote the development of an independent, professional media, and to create a media sector that is more resilient to political and financial pressures. As part of its activities under this project, MEDIA-M aims to provide support for professional moderation of public election debates.

Promo-LEX Association is a non-governmental organization that aims to advance democracy in the Republic of Moldova, including in the Transnistrian region, by promoting and defending human rights, monitoring the democratic processes, and strengthening civil society. In 2016, USAID awarded Promo-LEX the Democracy Transparency and Accountability (DTAP) Program aiming at increasing the credibility of electoral process via election observation and promoting a conducive enabling environment for political competition.

Expected deliverables:

- A two-day training for TV journalists, moderators and hosts on professional moderation of election debates and town hall meetings;
- A report highlighting recommendations and implementation steps for the organizers, media outlets and the trained individuals;
- A specific set of rules and guidelines for behavior and

moderation during public debates, town hall meetings and TV debates.

The period of implementation: the exact days between November 2018 and December 2018 will be agreed and decided upon with the selected trainer.

Application Process and deadline

All interested media experts should submit:

1. An updated CV, including two reference with contact details.
2. The two-day training agenda concept (topics to be covered and proposed training methods). The detailed and final agenda is not needed at this stage and will be agreed after the selection process and contract signing.
3. Proposed daily rate.

Please send the requested documents to in-chisinau@internews.org with "*Training for election moderators*" in the subject line, until **September 14, 2018**.

For any additional questions please write at in-chisinau@internews.org or call +373 60500570.

TERMENI DE REFERINȚĂ pentru selectarea unei companii sociologice care va efectua un studiu privind percepția cetățenilor cu privire la activitatea Asociației Promo-LEX pe parcursul anului 2017

TERMENI DE REFERINȚĂ

pentru selectarea unei companii sociologice care va efectua un studiu privind percepția cetățenilor cu privire la activitatea Asociației Promo-LEX pe parcursul anului 2017

Nr. ref. 28 din 29.12.2017

Contextul anunțului: Pe parcursul anului 2017, în cadrul Programului „Monitorizarea Proceselor Democratice”, Asociația Promo-LEX s-a implicat activ în dezbaterile privind modificarea sistemului electoral, a desfășurat mai multe activități de monitorizare a diferitor procese democratice (alegerile locale noi din 14 mai și 19 noiembrie 2017, referendumul local de revocare a primarului general al municipiului Chișinău, monitorizarea finanțelor partidelor politice, monitorizarea modului de realizare a funcției de control parlamentar de către organul legislativ suprem, monitorizarea modului de ocupare a funcțiilor publice în instituțiile administrației publice centrale, monitorizarea activității administrației publice locale de nivelul II) precum și a realizat mai multe activități de informare și educație a alegătorilor.

Totodată, în cadrul Programului “Drepturile Omului”, Promo-LEX a contribuit în mod activ la promovarea și implementarea în

Republica Moldova a standardelor internaționale în domeniul drepturilor omului prin promovarea accesului la justiție și a remediilor efective, inclusiv pentru locuitorii din regiunea transnistreană; combaterea torturii, tratamentelor inumane sau degradante; promovarea și protejarea libertății și siguranței persoanei; prevenirea și combaterea violenței în bază de gen și a discriminării, promovarea egalității.

Studiul dat urmează a fi realizat în cadrul Proiectului “Democrație, Transparență și Responsabilitate” implementat de către Asociația Promo-LEX în perioada 26 iulie 2016 – 25 iulie 2019 cu suportul financiar al Agenției Statelor Unite pentru Dezvoltare (USAID), Contract de Grant AID-117-A-16-00002.

Scopul concursului este de a selecta o companie sociologică pentru realizarea unui studiu privind percepția cetățenilor/alegătorilor cu privire la activitatea Asociației Promo-LEX pe parcursul anului 2017.

Cercetarea va fi efectuată în baza unui sondaj de opinie realizat la nivel național și se va axa pe următoarele aspecte:

- percepția cetățenilor cu privire la activitatea Asociației Promo-LEX în contextul modificării sistemului electoral din Republicii Moldova;
- percepția alegătorilor cu privire la modul în care a fost organizată și desfășurată campania electorală pentru referendumul local de revocare a primarului general al municipiului Chișinău;
- percepția cetățenilor cu privire la subiectul finanțării partidelor politice din Republica Moldova și a activității de monitorizare a finanțelor partidelor desfășurată de Asociația Promo-LEX în anul 2017;
- percepția cetățenilor cu privire la activitatea administrației publice locale de nivelul II și a activității de monitorizare a acesteia de către Asociația Promo-LEX în anul 2017;
- percepția cetățenilor cu privire la modul de realizare a funcției de control parlamentar de către organul legislativ suprem și a activității de monitorizare a acestui aspect de

către Promo-LEX în anul 2017;

- percepția cetățenilor cu privire la gradul de respectare a drepturilor omului în Republica Moldova;
- percepția cetățenilor cu privire la activitatea Promo-LEX de promovare și implementare în Republica Moldova a standardelor internaționale în domeniul drepturilor omului;
- alte subiecte relevante cu privire la reformele necesare în domeniul democrației și a drepturilor omului, precum și cu privire la viața social-politică din Republica Moldova în ansamblu.

La elaborarea ofertei se va ține cont de următoarele cerințe:

- Populația țintă a studiului: cetățeni cu vârsta de 18 ani+, aflați pe teritoriul Republicii Moldova;
- Volumul eșantionului (realizat): minim 1300 – maxim 1600 persoane;
- Tipul eșantionului: probabilist, bistadial, stratificat;
- Sondajul va avea la bază un chestionar cu min. 80 – max. 120 întrebări, plus circa 10 – 20 întrebări deschise;
- Aplicarea chestionarului: față-în-față. Cerința minimă este metoda PAPI (paper-assisted-personal-interview). Va fi apreciată suplimentar oferta ce propune metoda CAPI (computer-assisted-personal-interview), în particular dacă aceasta permite verificarea în timp real a situației din teren și vizualizarea on-line a datelor colectate;
- Chestionarul va fi realizat de către compania sociologică. Reprezentanții companiei selectate vor colabora cu Promo-LEX în faza de elaborare și ulterior de pretestare a chestionarului, pentru eventuale ajustări, inclusiv pentru a asigura o durată medie optimă de aplicare a acestuia;
- Chestionarul va fi pus la dispoziția Promo-LEX în limba română. Compania va fi responsabilă de traducerea în limba rusă și engleză a chestionarului iar Promo-LEX va verifica și confirma varianta finală a traducerii acestuia. Respondenților li se va oferi posibilitatea să aleagă chestionarul în una din cele două limbi (română sau rusă). Chestionarul în limba engleză va fi utilizat pentru elaborarea studiului în limba engleză;

- Compania selectată va fi responsabilă pentru realizarea tuturor instrumentelor ajutătoare, necesare eventual operatorilor în activitatea acestora.

Studiul va fi efectuat în câteva etape:

1. Pregătirea cercetării

- a. Proiectarea eșantionului;
- b. Elaborarea și formatarea chestionarului. Compania selectată va forma chestionarul pe tiparele utilizate de operatorii săi, după aprobarea variantei finale a chestionarului;
- c. Pilotarea chestionarului. Vor fi pre-testate 20 de chestionare, 10 în mediul urban și 10 în mediul rural. Persoanele selectate pentru interviuri vor fi de diferite vârste și diferite nivele de studii. La finalul pretestării, compania selectată va realiza un scurt raport în care va discuta eventualele erori de proiectare a chestionarului (durata, limbajul, dificultatea înțelegerii etc.);
- d. Îmbunătățirea chestionarului, în funcție de rezultatul pilotării, de comun acord cu Promo-LEX;
- e. Traducerea chestionarului în limbile rusă și engleză;
- f. Formatarea și pregătirea chestionarului pentru tipar în cazul aplicării metodei PAPI;
- g. Multiplicarea chestionarelor (metoda PAPI), ținând cont de volumul eșantionului realizat. Chestionarele vor fi tipărite în limba română și limba rusă, reieșind din cotele respective ale populațiilor vorbitoare de aceste limbi pe țară, astfel încât toți respondenții să aibă posibilitatea să aleagă una din versiuni;
- h. Pregătirea machetei bazei de date;
- i. Elaborarea instrucțiunilor pentru operatori și instruirea operatorilor.

2. Colectarea datelor

- a. Aplicarea chestionarului la nivel național;
- b. Introducerea chestionarelor în baza de date;
- c. Corectarea și etichetarea bazei de date, calculul variabilei de ponderare (dacă este necesar);
- d. Verificarea activității operatorilor și verificarea datelor

colectate (minim 30% din totalul chestionarelor colectate de operatori fi verificate/controlate în mod aleatoriu de către administrația companiei sociologice);

3. Elaborarea raportului cercetării și prezentarea datelor preliminare ale sondajului

a. Analiza statistică a datelor preliminare, în funcție de variabilele indicate de Promo-LEX;

b. Elaborarea raportului statistic, care va include analiza frecvențelor, a corelațiilor în funcție de variabilele indicate de Promo-LEX. Raportul statistic va include de asemenea descrierea procesului de cercetare, a modalității de elaborare a eșantionului, rezultatele pilotării, problemele cu care s-a confruntat compania pe parcursul cercetării și modalitățile de depășire a lor;

c. Prezentarea datelor în formă tabelară și diagrame inclusiv grupate pe întrebări la solicitarea Promo-LEX;

d. Realizarea raportului metodologic, care va cuprinde: fișele de eșantionare, lista cu operatorii care au participat la cercetare, raportul de control intern, descrierea eventualelor probleme întâmpinate în teren, analiza refuzurilor de a răspunde și analiza statistică a non-răspunsurilor la întrebări din chestionar. Raportul va fi cât mai succint posibil;

e. Elaborarea și prezentarea raportului inclusiv în format PPT (în limbile română, rusă și engleză) pentru Asociația Promo-LEX și eventual alte maxim 2 prezentări cu public limitat sau publice în dependență de solicitarea Promo-LEX.

Obligațiile și responsabilitățile companiei sociologice:

- Va colabora activ cu Asociația Promo-LEX în vederea realizării prezentei cercetări;
- Va realiza sondajul de opinie în conformitate cerințele descrise mai sus;
- Va elabora și discuta cu reprezentanții Promo-LEX eșantionul, conform reperelor prezentate mai sus;
- Va elabora chestionarul pentru sondaj (instrumentul de cercetare) în strânsă consultare cu Promo-LEX;

- Va testa instrumentul de cercetare și va discuta rezultatele testării cu reprezentanții Promo-LEX;
- Va coordona în prealabil cu Promo-LEX modul, perioada și realizarea colectării de date;
- Va garanta că modalitatea de colectare a datelor asigură calitatea, integritatea și fezabilitatea acestora (minim 30% din totalul chestionarelor colectate de operatori pot fi verificate/controlate în mod aleatoriu de către Promo-LEX sau reprezentanții săi);
- Va prezenta datele colectate pe suport electronic, în formatul convenit în prealabil cu Promo-LEX;
- Compania va elabora un raport succint în care va prezenta metodologia studiului și alte detalii relevante convenite în prealabil cu Promo-LEX;
- Va participa la ședințele de lucru cu reprezentanții Promo-LEX;
- Va menține confidențialitatea datelor referitoare la metodologie, chestionare, rezultatele cercetării care vor face obiectul drepturilor de autor al Asociației Promo-LEX;
- La solicitarea Asociației va participa la evenimentele publice și/sau cu caracter închis de prezentare a rezultatelor studiului sociologic.

Rezultate așteptate:

1. Chestionarul final, realizat cu participarea și aprobarea Asociației Promo-LEX, inclusiv tradus în limbile rusă și engleză;
2. Raportul despre rezultatele efectuării etapei pilot cu propuneri pentru îmbunătățirea chestionarelor;
3. Baza de date cu rezultatele brute ale cercetării în format SPSS și Excel;
4. Baza de date cu cele 30% din totalul chestionarelor colectate de operatori care au fost verificate/controlate în mod aleatoriu de către administrația companiei sociologice;
5. Raportul statistic final prezentat în tabele și diagrame în format Excel;
6. Raportul metodologic la finalul cercetării.

Termenul de executare a studiului: 29 ianuarie – 31 martie 2018.

Calificarea și experiența necesară pentru executarea contractului:

- Cel puțin 5 ani de experiență în efectuarea cercetărilor sociologice la nivel național și regional, cumulat cu cel puțin 15 cercetări sociologice realizate la nivel național și/sau regional;
- Experiență anterioară în efectuarea cercetărilor în domeniul politic, electoral, drepturilor omului va constitui un avantaj;
- Experiență anterioară de analiză statistică a datelor colectate și de elaborare a rapoartelor;
- Experți de calificare înaltă cu experiență vastă în organizarea cercetărilor sociologice (CV-urile vor fi incluse ca parte componentă a ofertei);
- Rețea dezvoltată de interviuatori calificați care acoperă întreaga țară (operatorii vor fi instruiți în ceea ce privește obiectul cercetării, iar Promo-LEX își rezervă dreptul de a participa la sesiunile de instruire);
- Abilități demonstrate de a opera în limitele unui buget și de a asigura rezultate de calitate;
- Abilități de comunicare și aptitudini de relaționare interpersonale necesare pentru a colabora eficient cu reprezentanții beneficiarului cercetării.

Condiții de participare: în vederea participării la concurs companiile sociologice urmează să prezinte oferta tehnică și financiară.

Oferta tehnică va include obligatoriu:

- Metodologia de eșantionare elaborată în baza cerințelor metodologice menționate mai sus;
- Lista localităților unde va fi efectuată cercetarea și numărul de persoane intervievate în fiecare localitate;
- Descrierea detaliată a metodologiei aplicate la etapa de pilotare a chestionarelor;

- Descrierea rețelei de interviuatori și a modulului cum vor fi instruiți înainte de cercetare;
- Descrierea metodelor de colectare și procesare a datelor;
- Descrierea metodelor de verificare a activității operatorilor în teren și a datelor colectate de aceștia;
- Planul de lucru cu indicarea rezultatelor așteptate la fiecare etapă și a persoanei responsabile pentru supervizarea activității;
- Lista cercetărilor sociologice efectuate în ultimii 2 ani, la nivel național sau regional cu descrierea scurtă a obiectivelor și a comanditarilor sau link-uri la aceste cercetări, dacă sunt publice;
- CV-urile experților calificați care vor fi implicați în pregătirea, colectarea, monitorizarea procesului de cercetare și analiza datelor colectate.

Oferta financiară va include obligatoriu:

- Bugetul cercetării în USD cu specificarea prețului: a) inclusiv cu TVA și b) la cota 0 TVA (plata va fi efectuată în MDL la cursul băncii comerciale a beneficiarului din ziua transferului);
- Oferta financiară va include de asemenea descrierea cheltuielilor detaliate aferente realizării acestui serviciu, inclusiv cheltuielile de comunicare, transport etc.,
- Oferta financiară va include specificarea numărului și mărimei tranșelor în care va fi solicitată plata;
- Bugetul cercetării va fi însoțit inclusiv de declarația ofertantului despre disponibilitatea de a livra servicii la cota 0 TVA (Asociația Promo-LEX va pune la dispoziția ofertantului selectat actele necesare care confirmă dreptul de a procura bunuri și servicii la cota 0 TVA).

Dosarul de aplicare mai trebuie să conțină:

- Datele de contact ale companiei și numele persoanei de contact;
- Numele fondatorilor companiei;
- Datele bancare ale companiei;

- Semnătura persoanei autorizate și ștampila umedă a companiei.

Criterii de evaluare și selecție a ofertantului: Punctajul evaluării (maximum 100 de puncte) ar reprezenta o cumulare a punctajului obținut de oferta tehnică (maximum 65 puncte) și oferta financiară (maximum 35 puncte). Oferta tehnică și financiară vor fi evaluate în baza următoarelor criterii:

- Experiența demonstrată, în baza calificărilor expuse mai sus (maximum 25 puncte);
- Descrierea clară a metodologiei de lucru și fezabilitatea planului de acțiuni (maximum 40 puncte);
- Valoarea totală a ofertei financiare, corespunderea ofertei cu rigorile termenilor de referință (maximum 30 puncte);
- Numărul și mărimea tranșelor în care va fi solicitată plata (maximum 5 puncte).

Termenul limită de prezentare a dosarului: 16 ianuarie 2018, ora 16.00. Ofertele vor fi prezentate în format electronic, prin e-mail la adresa tender.promolex@gmail.com cu mențiunea "Ofertă comercială pentru servicii de organizare a unui sondaj de opinie". Dosarul va include atât oferta tehnică, precum și oferta financiară.

Pentru informații suplimentare, contactați: Nicolae Panfil, Coordonator de Program, Asociația Promo-LEX, prin e-mail la adresa nicolae.panfil@promolex.md. Informații suplimentare pot fi solicitate doar în scris până la 08.01.2018, ora 10.00. Pentru a asigura condiții echitabile pentru toți potențialii prestatori, Promo-LEX va răspunde doar în scris tuturor solicitanților de informații suplimentare către 10.01.2018, cel târziu la ora 17.00, compilând într-un singur mesaj răspunsurile la toate întrebările parvenite.

Misiunea Asociației Promo-LEX este de a contribui la dezvoltarea democrației în Republica Moldova, inclusiv în regiunea Transnistreană, prin promovarea și apărarea drepturilor omului, monitorizarea proceselor democratice și consolidarea societății civile. Asociația Promo-LEX este o

organizație non-guvernamentală, apolitică și nonprofit. Asociația Promo-LEX a fost înregistrată la Ministerul Justiției la 19 iulie 2002 și își desfășoară activitatea pe întreg teritoriul Republicii Moldova.

Deadline Extended – Terms of Reference – International and National Experts on Electoral System Design

Ref. No. 2 from 18.02.2017

1. Background and context

Republic of Moldova is a constitutional democracy with its 1994 Constitution dividing power among the legislative, executive and judiciary bodies. The Moldovan Parliament has 101 members, elected for a four-year term in one nationwide constituency through a proportional representation system based on closed party-lists.

Citizens reaching 18 years of age on or before Election Day have the right to vote, apart from those who have been declared incapacitated or were deprived of the right by a court. Moldova implements a passive system of voters' registration. In 2014 the State Registry of Voters was implemented for the first time at the Parliamentary elections. According to this registry, in Moldova there are about 3,2 millions of voters. The average voter turnout at Parliamentary elections was 63%.

All type of elections is regulated by the Constitution, the Election Code, the Law on Political Parties, as well as Central Election Commission (CEC) regulations and decisions and relevant sections of the Criminal and Administrative Codes. The elections are administered by three levels of election administration: The Central Election Commission, District Electoral Councils (DECs) and approx. 2,000 Precinct Electoral Bureaus (PEBs). The election administration of different levels includes representatives of political parties proportional to their representation in Parliament. The current composition of CEC was appointed in 2016 for a five-year term, and consists of nine members, including two women – the Chairperson and Deputy Chairperson. One member is appointed by the President and the other eight members by Parliament, based on the composition of the 2014 Parliament. DECs consist of between 7 and 11 members who are nominated by the courts/local councils and parliamentary parties. PEBs consist of between 5 and 11 members who are nominated by local councils and parliamentary parties.

Overall, the legal framework provides an adequate basis for conducting democratic elections. However, the electoral system in Moldova has been an issue of discussion. The country has previously used both majoritarian and proportional electoral systems. In the first parliamentary elections of 1990, deputies of the National Assembly were elected by a majoritarian system through single-member constituencies. After the 1992 war in the Transnistrian region, this system became fully proportional in the parliamentary elections of 1994, with the entire country being considered one nationwide constituency. The proportional system has remained in place since 1994, but specific provisions have been adjusted. Since its adoption in 1997, the Electoral Code was amended more than fifty times. A reform in the Election Code of 2010 replaced the D'Hondt formula for mandate allocation with a new method which allocates "remainder seats" on an equal basis to all parties that pass the threshold rather than on a proportional

basis.

In 2013, a reform of the electoral system was rapidly added to the agenda of the Parliament in the middle of a political crisis. The purpose of the draft amendments introduced in April 2013 was to alter the electoral system from a single nationwide constituency through proportional representation from closed party lists to a mixed member proportional system. Of the Moldovan Parliament's 101 MPs, 51 MPs were to be elected through a proportional system from party lists and 50 MPs through single-mandate constituencies.

In this context, the Venice Commission and OSCE/ODIHR stated that "the choice of an electoral system is the sovereign right of each state; however, it should be decided and agreed upon through broad and open discussions in the Parliament with the participation of all political forces". Unfortunately, when the draft proposal was submitted for analysis, there had been no open debate with political parties or civil society representatives. ODIHR and Venice Commission commented on the proposed amendments and expressed a series of concerns with regard to the draft law. Following reaction from stakeholders, the law was repealed and the previous proportional system was restored.

In addition to repealing the amendments, in May 2013 the Parliament raised the thresholds for representation. Since then, the minimum thresholds for obtaining seats in Parliament are: for political parties to 6 per cent (increased from 4 per cent), for an electoral bloc of two political parties to 9 per cent (increased from 7 per cent); and for an electoral bloc of 3 or more political parties to 11 per cent (increased from 9 per cent). The threshold for an independent candidate remained at the level of 2 per cent (none of the independent candidates won a seat in the Parliament during the entire history of Moldovan elections).

A number of additional amendments to the electoral framework

have been adopted in the Parliament during 2015-2016, including initiatives on introducing a gender quota for party lists and more comprehensive party and campaign finance regulations.

At the moment 45 political parties are registered in Moldova. The political environment in Moldova is severely polarized between the major political parties with tensions increasing every election. The divergences are even more deepened when it comes to discussions about the geopolitical orientation of the country, extensive corruption, the name of the language (Moldovan according to the Constitution but Romanian in fact), and other more recent phenomena like the theft of a billion US dollars from the banking system, allegedly supported by influential individuals closed to the political elites. A negative outcome of the elections is also the migration of the MPs between the faction/political parties in the Parliament after they got elected. Unfortunately, the lack of legal mechanisms to prevent this phenomenon is further eroding the trust of citizens in the electoral process and democratic institutions. These and other negative aspects of Moldovan politics led to a high level of distrust in political parties and main state institutions (Barometer of Public Opinion, October 2016). Thus, in Moldova 91% of people do not trust in political parties, 93% do not trust the Parliament, 90% do not trust the Government and 90% of people do not trust the justice system.

According to the Code of Good Practice and its explanatory report, the stability of the law is crucial to credibility of the electoral process, which is itself vital to consolidating democracy. This also applies to the electoral system, due to its decisive role in the election results. However, any electoral reform process should be subject to open debate and to expert opinions. Broad consensus is only possible when the public is well informed and all electoral stakeholders can express their opinion on the electoral changes under

consideration. Inclusiveness and transparency are key aspects related to electoral reform and should be specifically ensured when modifying the electoral system.

Taking into account the previous evolution of the electoral system in Moldova, specifically the negative examples of sharp, non-transparent and non-inclusive changes of the electoral system, the negative social and political developments in the country but also the poor understanding by simple citizens of the Pros and Cons of the current and other electoral systems, on one side, and the recently invigorated discussions about an eventual change of the electoral system, on other side, Promo-LEX consider that broad public debates and consultation with political parties and civil society concerning an eventual reform should be guaranteed.

When public confidence in the electoral system is compromised, the entire democratic process suffers. It is for this reason that Promo-LEX is seeking two experts (one International and one National expert) to conduct a comprehensive study on the Pros and Cons of the electoral system in Moldova, the opportunity or necessity to change it, and if relevant, the best electoral systems to put in place in order to cope with the social-political developments and conflicts. Additionally, the experts will contribute to the design and implementation of an information and advocacy campaign focused on the topic of electoral system reform in Moldova.

2. Objective

The overall objective of this assignment is to conduct a comprehensive analysis of the current electoral system applied in Moldova and its capacity/potential to cope with the social and political developments and conflicts. The analysis will also address the Pros and Cons of other different electoral systems that could fit to Moldovan society and their impact on the social and political landscape in the event of an electoral system change.

The assignment will also focus on assisting Promo-LEX with the design and implementation of an information and advocacy campaign focused on the topic of electoral system reform in Moldova.

This is expected to contribute to the strengthening of the expertise of various stakeholders in the field of electoral system analysis and ensuring better communication and understanding within the society with regard to the role of the electoral system among the mechanisms meant to ensure democratic governance in Moldova.

Promo-LEX is looking to select one national and one international expert in electoral systems design who shall work together towards the achievement of the above mentioned objectives.

3. Scope of work

- Conduct a training for different electoral stakeholders (civil society representatives, media, experts, election observers etc.) with regard to the Pros and Cons of various electoral systems, what can be the impact of an electoral system change and how can these actors contribute to the improvement of the current electoral system or the implementation and consolidation of a new electoral system;
- Elaborate a comprehensive study on the electoral system in Moldova, the opportunity or necessity to change it, and if relevant, the best electoral systems to put in place in order to cope with the social-political developments and conflicts; the study will contain also recommendations on how can be improved the current electoral system, or implemented/consolidated a new electoral system;
- Assist Promo-LEX in designing and implementing an information and advocacy campaign focused on the topic of electoral system reform in Moldova.

4. Tasks to be performed by the International and National Experts

- Review the relevant background materials, including Moldovan Constitution, legal framework, previous assessment reports and other documents;
- Analyze the impact of the following social and political factors on the current electoral system and eventual alternatives:

1. the evolution and current condition of the political parties' system,
 2. the activity of the state governing institutions (Parliament, Government and President) and their interaction,
 3. the role of the Central Electoral Commission in conducting elections,
 4. the structure and organization of the local public administration in Moldova,
 5. the administrative division of the country,
 6. the socio-demographic factors (no. of population, emigration, birth and death rates etc.),
 7. the large number of Moldovan citizens leaving abroad but who actively engage in the elections (about 9% of the voters at the 2016 Presidential elections),
 8. the internal conflicts (Transnistrian conflict) and social cleavages determined by the division of the society along many aspects (spoken language, geopolitical orientation of the country etc.);
 9. the situation of different ethnic groups and their views with regard to the most significant political and electoral issues;
 10. other relevant aspects.
- Conduct field research, hold meetings, interviews or focus groups with the relevant stakeholders in order to ensure an in-depth analysis of the most problematic issues related to the topic of the assignment (the

research methods are to be selected by the experts and proposed in the draft of the methodology);

- Collect and analyze relevant statistical data for a better understanding of the effects of the current electoral system as well as for the projection of the potential of other electoral systems to enhance the political developments in Moldova;
- Review the election observation reports of the national and international election observation missions, media and other sources for the identification of the most problematic issues connected to the elections in Moldova;
- Participate at the public presentation of the study on the electoral system in Moldova;
- Review the communication and advocacy Plan elaborated by Promo-LEX on the issue of electoral system reform and make suggestions for its improvement and implementation;
- Other relevant tasks.

NOTE! Ideally, the International and national experts should work together on achieving each of these tasks. Still, it is upon to the experts to agree by themselves on the tasks and roles of each other under this assignment. Promo-LEX recommends that the International expert would be engaged in the proportion of max. 60% and the national expert with max. 40% of the working days allocated for this assignment.

5. Timeline, deliverables and schedule of payments

During March – June 2017 the International and National experts will work together for a maximum of 20 days, both at distance (via e-mail, skype etc.) and in the country. The experts will provide to Promo-LEX the following outputs and deliverables:

Deliverables/ Outputs	Estimated duration to complete	Target due dates
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1. Methodology and structure of the Study on the electoral system in Moldova including data collection approach, the tools to be used (e.g. questionnaire, question sheets for interviews/focus groups, etc.) and a list of stakeholders to be involved	3 working day	March 20, 2017
2. Preliminary assessment of the electoral system in Moldova (draft of the Study) done on the basis of the approved methodology	9 working days	April 20, 2017
3. Conduct a training on electoral systems for different electoral stakeholders (civil society representatives, media, experts, election observers etc.). Elaboration of the agenda and materials for the training	1 working day	April 20, 2017
4. Final version of the Study on the electoral system in Moldova, the opportunity or necessity to change it, and if relevant, the best electoral systems to put in place	5 working days	May 10, 2017
5. Feedback on the communication and advocacy Plan on the issue of electoral system reform and suggestions for its improvement and implementation	0,5 working days	May 15, 2017
6. Participation at the public presentation of the Study. Contribution to the development of the agenda and elaboration of the materials for the event (power point presentation, deliverables etc.)	1 working day	June 8, 2017

7. A summary report on the activities accomplished, capturing the entire process and outputs/deliverables produced during this assignment	0.5 working days	June 30, 2017
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6. Institutional arrangements

The selected national and international experts will work as a team under the overall guidance and supervision of Promo-LEX management. The international expert shall work in collaboration with the national expert, but be the lead expert and will be responsible for producing all final deliverables. Promo-LEX will seek the possibility to support any administrative or technical aspects of the assignment, including for the implementation of the methodology, but such support shall be requested in advance by the experts and will be offered upon availability of the financial and human resources.

Promo-LEX and experts shall cooperate during the elaboration of the methodology and structure of the study, as well as of the calendar of the assignment, including during the progress evaluation meetings. After the approval of the above mentioned foundation elements of the assignment, the experts should have the overall responsibility for the management of the processes leading to the production of the deliverables of this assignment, including establishing those relationships and arranging meetings with those stakeholders from whom information will be collected. Where possible and appropriate, Promo-LEX will serve as the bridge between the experts and the relevant stakeholders.

7. Qualification and experience

The International and National experts must meet the following criteria:

- **Education:** university degree in law, political science, public administration, public policy, finances, management or other relevant fields. Postgraduate degree in one of the above mentioned areas would be an advantage;

- **Experience:**

1. At least 5 years of working experience in assessing and designing of electoral systems and/or evaluation of electoral processes;
2. Pertinent research experience and advanced knowledge/abilities in elaborating and implementing research methodologies and studies in this area;
3. At least two years of consultancy/training experience on this issue;
4. Good understanding of the electoral systems, election organization and political processes in the East-European / Eastern Partnership area; awareness of the same processes in Moldova would be considered a strong advantage;
5. Previous experience in consultancy/assistance for a donor organization, governmental institutions, NGO/think-tank in the East-European / Eastern Partnership area. Working experience on this subject and/or electoral assistance in Moldova would be considered a strong advantage;

- **Professional skills and abilities:**

1. Deep analytical and presentation skills;
2. Excellent self-organization skills;
3. Ability to work in sensitive political environments;
4. Good communication skills;
5. Experienced user of computers and office software packages (MS Word, Excel, etc.);
6. Fluent in English; knowledge of Romanian or Russian languages would be considered an asset;
7. Display cultural, gender, religion, race, nationality

and age sensitivity and adaptability.

- ***Availability to deliver the required services*** and products during March – June 2017.

Method of application and criteria for the selection of the experts

Ideally, the International and National experts should form a team before applying and submit a common proposal. Nevertheless, Promo-LEX will accept applications also from individual experts, both international and national ones, thus creating the team of experts just before this assignment. In each of these cases, Promo-LEX will sign individual contracts with the experts.

Therefore, Promo-LEX request the candidates to submit the following information and documents:

Technical and Financial offer:

- ***Draft of the methodology and proposed structure of the Study*** (please specify the data collection approach, the tools to be used and the stakeholders to be involved);
- ***Number of working days to complete the above mentioned tasks and implement the proposed methodology*** (see the above estimated number of working days and propose your vision on the total duration of the assignment);
- ***Expected brutto rate per day, in USD.***

Note! Promo-LEX will separately cover the costs of international travel, accommodation and per-diems during the accomplishment of this assignment.

Other documents:

- ***CV(s) of the expert(s)*** (max. 3 pages, please include contact phone and/or Skype ID for an eventual interview);
- ***List of relevant publications elaborated by the***

- candidate(s)* on electoral systems analysis and design;
- ***Availability statement(s)*** (please confirm the availability to provide the services during March-June 2017);
- ***Letters of Recommendation*** from other organizations for whom the expert(s) delivered similar services in the past, including the name and contact data of a responsible person from these organizations;

The contract will be awarded to the most experienced experts that will present the best proposal, both from the perspective of the technical and financial offer. The following criteria for assessing the quality of the proposals will be applied:

- ***Experience of the experts*** (max. 30 points);
- ***The draft of the methodology proposed to accomplish the above mentioned tasks and deliverables*** (max. 35 points);
- ***Financial offer*** (maximum 35 points);

Interested International and National experts should send their applications, containing the above listed documents to the e-mail angajare.promolex@gmail.com by **March 9 2017 (6 P.M. Chisinau time)**, with the subject line "Application_International/National Expert on Electoral Systems_Full name".

The evaluation of the applications will be done in two steps: (1) at the first stage, the applications will be analyzed in terms of compliance of the candidates and their technical and financial offers with the requirements stated above and (2) the second phase will consist of interviews with the pre-selected candidates. Only shortlisted candidates will be contacted for interview.

9. Short description of Promo-LEX Association

Promo-LEX Association is a non-government organization established in 2002 by a group of young lawyers with the aim at developing democracy in the Republic of Moldova, including

in the Transnistrian region. Promo-LEX Association operates on the basis of two programs:

- Human Rights Program – the overall goal of the Program is to promote and implement international human rights standards in the Republic of Moldova;
- Monitoring Democratic Processes Program – the overall aim of the Program is to improve the quality and to increase citizen's trust in democratic processes in the Republic of Moldova (monitoring of electoral processes, sectorial reforms and decision-making processes in Association's priority areas).

Promo-LEX Association is member of several national and international networks and platforms, such as: Civic Coalition for Free and Fair Elections, Eastern Partnership Civil Society Platform, European Network of Election Monitoring Organisations, European Platform for Democratic Elections and others. More information about Promo-LEX Association can be found on www.promolex.md.