

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 |
|---|---------------------------------------|-------------------------|
| 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 |

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 3, 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.

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 February 24, 2017 (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 February 27, 2017.

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.

Requests for quotations for the procurement of an audience response system

Ref. no. 32 from August 29, 2016

Context

The mission of Promo-LEX Association is to help develop democracy in Moldova, including in the Transnistrian region, by promoting and defending human rights, monitoring democratic processes and strengthening civil society. Promo-LEX Association is a non-governmental, apolitical and non-profit organization registered on 19 July 2002 and operates throughout the Republic of Moldova.

During July 26, 2016 – July 25, 2019, Promo-LEX Association will implement the „Democratic Transparency and Accountability Program”, funded by the US Agency for International Development (USAID) under the Grant Agreement AID-117-A-16-00002. Within the program, Promo-LEX will also observe the Presidential Elections of October 30, 2016. The Election Observation Mission also benefits from financial support from the National Endowment for Democracy (NED) and the British Embassy in Chisinau.

The Election Observation Mission will be also accompanied by a large Get-out-the-Vote Campaign meant to stimulate citizens' participation in elections. The campaign will include a series of debates with the participation of electoral candidates and therefore, for the successful realisation of this activity Promo-LEX plan to procure **an** audience response system that would allow measuring citizens' opinions about the candidates

and their platforms during the debates.

The overall purpose of this Requests for Quotations (RFQ) is to select the best commercial offer for the procurement of an audience response system for the Democratic Transparency and Accountability Program. *Since this Program is funded by USAID, the authorized geographic codes for procurement of goods and services under this award are 937 and 110.*

The audience response system would meet the following minimum requirements:

- 300 Keypads: LCD screen, 10-12 keys, 100 m range, wireless technology, battery life – 6 months;
- 3 (three) base stations (receivers): capacity 250 Keypads or 100 keypads per base station, wireless technology;
- 3 (three) Carry Cases;
- Software;
- Special features like integrated Wi-Fi avoidance (the equipment shouldn't interfere with other equipment and technologies) and keypad finder function/ keypad return reminder;
- Technical support;
- Shipping/delivery to our office in Moldova;
- Warranty: 12 months.

The application must contain the following documents and information:

1. ***Technical specification of the proposed equipment;***
2. ***Commercial offers – must contain prices with VAT and 0 VAT rate (if relevant):***
 - pricelist per unit of requested equipment;
 - the total price for each type of equipment;
 - delivery fees.
3. Declaration of the bidder confirming willingness to sell

equipment at the 0 VAT rate (if relevant). Promo-LEX will provide the necessary documents confirming the right to purchase goods and services at the 0 VAT rate.

4. Registration certificate / license required for selling the requested equipment.

The offer must also contain:

- Company name and contact details of the bidder;
- Bank details of the bidder;
- Signature of authorized person and stamp of the bidder.

Criteria for the selection of the bidder:

- Experience of the bidder: market presence, loyal customers / references;
- Official distributor of equipment and warranty service in an authorized service center;
- Competitive price and good quality of the equipment (brand equipment would be preferred).

Proposals must be prepared in Romanian or English language and submitted by e-mail to tender.promolex@gmail.com with the reference: „Commercial offer for the purchase of audience response system”.

The deadline for submission of commercial offers is Friday, September 2, 2016. Incomplete commercial offers or submitted after the deadline will not be considered.

***Only short-listed bidders will be contacted. For further information please contact:** Nicolae Panfil, Program Coordinator by mob. +37379381842 or e-mail: nicolae.panfil@promolex.md.

REQUEST FOR QUOTATIONS RFQ No. 21/27.06.2016 – Management Services for a Summer Camp in Moldova

Context

Promo-LEX Association and European Platform for Democratic Elections (EPDE) are implementing the projects “Consolidating the efforts of civil society organizations in fighting political corruption in the EaP countries” and “Setting up a Civil Society Platform for the Development of Democracy and Voters’ Rights in the Eastern Partnership Countries”. The project activities are financed from the resources offered by the European Union, the Secretariat of the Steering Committee of the Eastern Partnership Civil Society Forum, Embassy of the Czech Republic to Moldova and National Endowment for Democracy.

Within these projects, the implementing organisations plan to organise a Summer Camp for the representatives of different election observation organisations from the Eastern Partnership Countries, European Union and Russian Federation.

The overall purpose of this Requests for Quotations (RFQ) is to select a service provider for organizing a Summer Camp during July 25 – 30, 2016 or during August 1 – 6, 2016 (5 days event, the organizers will choose one of these periods) in Chisinau municipality.

Therefore, the following services are requested:

- *Accommodation for participants in single and double*

rooms with twin beds (with breakfast included) in a 3-4 star hotel or other similar facility located in Chisinau city or outside of the capital: 80 persons x 5 nights = 400 person/nights;

- **Rent of the training rooms** (equipped with comfortable seats and tables, projectors and screens, flipchart, air-condition systems and Wi-Fi Internet): one big room for approx. 90-100 people and 4 rooms for about 25-30 people each for a duration of 5 days;
- **Rent of translation equipment** (only in case it is not included in the cost of the hall rent): 4 sets of equipment with a total number of 80 stations, two channels for translation (English-Russian);
- **Meals for participants** (preferable served as fourchette):

1. **Breakfasts** – 80 persons x 5 days = 400 portions (only in case it is not included in the cost of accommodation);
2. **Lunches** – 80 persons x 5 days = 400 portions (first and second courses + salad + fruit juice and water);
3. **Coffee Breaks** – 80 persons x 5 days x 2 breaks/day = 800 portions (tea & coffee with milk/cream, fruit, sandwiches, sweet and non-sweet biscuits and pies in assortment, in different combinations);
4. **Dinners** – 80 people x 5 days = 400 portions (second course + salad + fruit juice and water);
5. **Water for participants in the training rooms** – 80 persons x 5 days x 2 bottles/day of 0.5l still water = 800 bottles

- **Local transportation services** (roundtrip from Chisinau airport and/or train/bus stations to the hotel) – 80 participants x roundtrip (prices should be offered per person);

Eligible applicants

The Request for proposals is addressed to the hotels,

touristic companies and event management companies from Ukraine and Moldova that can offer the above mentioned services and ensure the quality of the services by presenting the relevant licenses and certification.

Content of quotations

Quotations should be submitted in a single e-mail whenever, possible, depending on the size of the documents. Quotations must contain:

a) Technical proposal, in response to the requirements included in the service description. The following details should be included:

- Proposed venue. Brief description of the hotel, accommodation facilities and halls;
- Company profile and contact data (up to 2 pages), including lists of clients and other similar assignments;
- Copy of the company registration certificate and relevant licenses;
- Sample menu for lunches, dinners and coffee-breaks.

b) Financial proposal (in Euro), to be submitted strictly in accordance with the attached Financial proposal form.

Proposals must indicate prices both with VAT included and 0 VAT.

Both parts of the quotations should be stamped and signed by the company's authorized person and presented in pdf format.

Instruction for submission of the proposals and addressing questions

Proposals should be prepared in English or Russian languages and submitted by e-mail to both contact persons indicated below, not later than Wednesday, 28 June 2016, 17.00 (Chisinau time). The following reference must be included in the e-mail

subject line: RFQ no. 21/27.06.2016.

- Contact person at Promo-LEX Association: Nicolae Panfil, Program Coordinator, e-mail – nicolae.panfil@promolex.md.
- Contact person at EPDE: Adam Busuleanu, Program Manager, e-mail – busuleanu@european-exchange.org.

Overview of the evaluation process and award criteria

Quotations will be evaluated based on the technical proposal and the total cost of the services. The evaluation will be carried-out by an evaluation panel composed of the representative of Promo-LEX and EPDE Secretariat in a two-step process. Technical proposals will be evaluated for technical compliance prior to the comparison of the prices. The following evaluation criteria will be applied:

- Technical responsiveness/full compliance and total price;
- Min. 2 years of experience in the field;
- Acceptance of Promo-LEX and EPDE terms and conditions.

Promo-LEX and EPDE shall award a Service Contract based on the lowest-priced and most technically acceptable offer.

Promo-LEX and EPDE terms and conditions for this Request for proposals

Right to vary requirements at the time of award – Promo-LEX and EPDE reserves the right at the time of award of the contract to increase or decrease by up to 15% the volume of the services specified in this RFQ without any change in unit prices and/or other terms and conditions.

Payments terms – Promo-LEX and EPDE will pay a maximum of 50% of the total cost of services in advance to the event and the rest of 50% upon receipt of the invoices and Acts of service delivery as specified in the contract.

Contracting the requested services – the selected service

provider will sign both with Promo-LEX and EPDE/CVU service contracts based on the proportion of the contribution of each organisation to the event;

Fraud and corruption – Promo-LEX and EPDE and CVU are committed to preventing and identifying and addressing all acts of fraud against the organisations, as well as against third parties involved in our activities. Promo-LEX and EPDE applies a zero-tolerance policy on gifts and hospitality. Suppliers are therefore requested not to offer gifts or other hospitality to the personnel of the organisations.

Information about organisations

Promo-LEX Association is a non-governmental, apolitical and non-profit organization registered on 19 July 2002 and operates throughout the Republic of Moldova. Promo-LEX mission is to help develop democracy in Moldova, including the Transnistrian region, by promoting and defending human rights, monitor democratic processes and strengthening civil society. For more information, please visit www.promolex.md.

The European Platform for Democratic Elections (EPDE) was created in Warsaw on December 12, 2012 by 13 civil society organizations supporting or conducting citizens' election observation in the states of the Eastern Partnership, the Russian Federation and the European Union. EPDE improves the professional quality of the election observation organisations through development and implementation of unified standards and comparable observation methods in Europe's new democracies. EPDE encourages, trains and defends those experts and citizens who stand up for transparent and equal suffrage wherever it is at risk all over Europe – be it in the European Union's member states, in the Eastern partnership countries or in the Russian Federation. For more information, please visit www.epde.org.

[FINANCIAL PROPOSAL FORM](#)

Deadline Extended / REQUEST FOR QUOTATIONS RFQ No. 18/27.05.2016 – Management Services for a Summer Camp in Ukraine

Context

Promo-LEX Association and European Platform for Democratic Elections (EPDE) are implementing the projects “Consolidating the efforts of civil society organizations in fighting political corruption in the EaP countries” and “Setting up a Civil Society Platform for the Development of Democracy and Voters’ Rights in the Eastern Partnership Countries”. The project activities are financed from the resources offered by the European Union, the Secretariat of the Steering Committee of the Eastern Partnership Civil Society Forum, Embassy of the Czech Republic to Moldova and National Endowment for Democracy.

Within these projects, the implementing organisations plan to organise a Summer Camp for the representatives of different election observation organisations from the Eastern Partnership Countries, European Union and Russian Federation. The Committee of Voters of Ukraine (CVU) are supporting Promo-LEX Association and EPDE in the organization of the Summer Camp in Ukraine, acting as local partners within the respective projects.

The overall purpose of this Requests for Quotations (RFQ) is to select a service provider for organizing a Summer Camp

during July 25 – 30, 2016 (5 days event) in Ukraine (Kiev oblast).

Therefore, the following services are requested:

- **Accommodation for participants in single and double rooms with twin beds** (with breakfast included) in a 3-4 star hotel or other similar facility located outside of Ukraine capital: 80 persons x 5 nights = 400 person/nights;
- **Rent of the training rooms** (equipped with comfortable seats and tables, projectors and screens, flipchart, air-condition systems and Wi-Fi Internet): one big room for approx. 90-100 people and 4 rooms for about 25-30 people each for a duration of 5 days;
- **Rent of translation equipment** (only in case it is not included in the cost of the hall rent): 4 sets of equipment with a total number of 80 stations, two channels for translation (English-Russian);
- **Meals for participants** (preferable served as fourchette):
 - **Breakfasts** – 80 persons x 5 days = 400 portions (only in case it is not included in the cost of accommodation);
 - **Lunches** – 80 persons x 5 days = 400 portions (first and second courses + salad + fruit juice and water);
 - **Coffee Breaks** – 80 persons x 5 days x 2 breaks/day = 800 portions (tea & coffee with milk/cream, fruit, sandwiches, sweet and non-sweet biscuits and pies in assortment, in different combinations);
 - **Dinners** – 80 people x 5 days = 400 portions (second course + salad + fruit juice and water);
 - **Water for participants in the training rooms** – 80 persons x 5 days x 2 bottles/day of 0.5l still water = 800 bottles
- **Local transportation services** (roundtrip from Kiev airports and/or train/bus stations to the hotel) – 80

participants x roundtrip (prices should be offered per person);

Eligible applicants

The Request for proposals is addressed to the hotels, touristic companies and event management companies from Ukraine and Moldova that can offer the above mentioned services and ensure the quality of the services by presenting the relevant licenses and certification.

Content of quotations

Quotations should be submitted in a single e-mail whenever, possible, depending on the size of the documents. Quotations must contain:

a) Technical proposal, in response to the requirements included in the service description. The following details should be included:

- Proposed venue. Brief description of the hotel, accommodation facilities and halls;
- Company profile and contact data (up to 2 pages), including lists of clients and other similar assignments;
- Copy of the company registration certificate and relevant licenses;
- Sample menu for lunches, dinners and coffee-breaks.

b) Financial proposal (in Euro), to be submitted strictly in accordance with the attached Financial proposal form.

Proposals must indicate prices both with VAT included and 0 VAT.

Both parts of the quotations should be stamped and signed by the company's authorized person and presented in pdf format.

Instruction for submission of the proposals and addressing questions

Proposals should be prepared in English or Russian languages and submitted by e-mail to both contact persons indicated below, not later than Thursday, 07 June 2016, 18.00 (Chisinau time). The following reference must be included in the e-mail subject line: RFQ no. 18/27.05.2016.

- Contact person at Promo-LEX Association: Nicolae Panfil, Program Coordinator, e-mail – nicolae.panfil@promolex.md.
- Contact person at EPDE: Adam Busuleanu, Program Manager, e-mail –
- busuleanu@european-exchange.org.

For any clarification questions, the potential bidders should contact first the project partner in Ukraine – Committee of Voters of Ukraine (CVU); contact person – Natalia Lynnyk, Deputy Director General, Program Director CVU, CDMA (+38044) 2299730, mob. (+38) 0503426123, e-mail – nata@cvu.kiev.ua. In case of questions that can't be answered by the project partner, the potential bidders may contact also the above mentioned representatives of Promo-LEX and EPDE.

Overview of the evaluation process and award criteria

Quotations will be evaluated based on the technical proposal and the total cost of the services. The evaluation will be carried-out by an evaluation panel composed of the representative of Promo-LEX and EPDE Secretariat in a two-step process. Technical proposals will be evaluated for technical compliance prior to the comparison of the prices. The following evaluation criteria will be applied:

- Technical responsiveness/full compliance and total price;
- Min. 2 years of experience in the field;
- Acceptance of Promo-LEX and EPDE terms and conditions.

Promo-LEX and EPDE shall award a Service Contract based on the lowest-priced and most technically acceptable offer.

Promo-LEX and EPDE terms and conditions for this Request for proposals

Right to vary requirements at the time of award – Promo-LEX and EPDE reserves the right at the time of award of the contract to increase or decrease by up to 15% the volume of the services specified in this RFQ without any change in unit prices and/or other terms and conditions.

Payments terms – Promo-LEX and EPDE will pay a maximum of 50% of the total cost of services in advance to the event and the rest of 50% upon receipt of the invoices and Acts of service delivery as specified in the contract.

Contracting the requested services – the selected service provider will sign both with Promo-LEX and EPDE/CVU service contracts based on the proportion of the contribution of each organisation to the event;

Fraud and corruption – Promo-LEX and EPDE and CVU are committed to preventing and identifying and addressing all acts of fraud against the organisations, as well as against third parties involved in our activities. Promo-LEX and EPDE applies a zero-tolerance policy on gifts and hospitality. Suppliers are therefore requested not to offer gifts or other hospitality to the personnel of the organisations.

Information about organisations

Promo-LEX Association is a non-governmental, apolitical and non-profit organization registered on 19 July 2002 and operates throughout the Republic of Moldova. Promo-LEX mission is to help develop democracy in Moldova, including the Transnistrian region, by promoting and defending human rights, monitor democratic processes and strengthening civil society. For more information, please visit www.promolex.md.

The European Platform for Democratic Elections (EPDE) was created in Warsaw on December 12, 2012 by 13 civil society

organizations supporting or conducting citizens' election observation in the states of the Eastern Partnership, the Russian Federation and the European Union. EPDE improves the professional quality of the election observation organisations through development and implementation of unified standards and comparable observation methods in Europe's new democracies. EPDE encourages, trains and defends those experts and citizens who stand up for transparent and equal suffrage wherever it is at risk all over Europe – be it in the European Union's member states, in the Eastern partnership countries or in the Russian Federation. For more information, please visit www.epde.org.

[Promo-LEX_EPDE_Financial_Proposal_Form](#)

REQUEST FOR QUOTATIONS RFQ No. 18/27.05.2016 – Management Services for a Summer Camp in Ukraine

Context

Promo-LEX Association and European Platform for Democratic Elections (EPDE) are implementing the projects “Consolidating the efforts of civil society organizations in fighting political corruption in the EaP countries” and “Setting up a Civil Society Platform for the Development of Democracy and Voters' Rights in the Eastern Partnership Countries”. The project activities are financed from the resources offered by the European Union, the Secretariat of the Steering Committee of the Eastern Partnership Civil Society Forum, Embassy of the

Czech Republic to Moldova and National Endowment for Democracy.

Within these projects, the implementing organisations plan to organise a Summer Camp for the representatives of different election observation organisations from the Eastern Partnership Countries, European Union and Russian Federation. The Committee of Voters of Ukraine (CVU) are supporting Promo-LEX Association and EPDE in the organization of the Summer Camp in Ukraine, acting as local partners within the respective projects.

The overall purpose of this Requests for Quotations (RFQ) is to select a service provider for organizing a Summer Camp during July 25 – 30, 2016 (5 days event) in Ukraine (Kiev oblast).

Therefore, the following services are requested:

- **Accommodation for participants in single and double rooms with twin beds** (with breakfast included) in a 3-4 star hotel or other similar facility located outside of Ukraine capital: 80 persons x 5 nights = 400 person/nights;
- **Rent of the training rooms** (equipped with comfortable seats and tables, projectors and screens, flipchart, air-condition systems and Wi-Fi Internet): one big room for approx. 90-100 people and 4 rooms for about 25-30 people each for a duration of 5 days;
- **Rent of translation equipment** (only in case it is not included in the cost of the hall rent): 4 sets of equipment with a total number of 80 stations, two channels for translation (English-Russian);
- **Meals for participants** (preferable served as fourchette);
- **Breakfasts** – 80 persons x 5 days = 400 portions (only in case it is not included in the cost of accommodation);

- **Lunches** – 80 persons x 5 days = 400 portions (first and second courses + salad + fruit juice and water);
- **Coffee Breaks** – 80 persons x 5 days x 2 breaks/day = 800 portions (tea & coffee with milk/cream, fruit, sandwiches, sweet and non-sweet biscuits and pies in assortment, in different combinations);
- **Dinners** – 80 people x 5 days = 400 portions (second course + salad + fruit juice and water);
- **Water for participants in the training rooms** – 80 persons x 5 days x 2 bottles/day of 0.5l still water = 800 bottles
- **Local transportation services** (roundtrip from Kiev airports and/or train/bus stations to the hotel) – 80 participants x roundtrip (prices should be offered per person);

Eligible applicants

The Request for proposals is addressed to the hotels, touristic companies and event management companies from Ukraine and Moldova that can offer the above mentioned services and ensure the quality of the services by presenting the relevant licenses and certification.

Content of quotations

Quotations should be submitted in a single e-mail whenever, possible, depending on the size of the documents. Quotations must contain:

a) Technical proposal, in response to the requirements included in the service description. The following details should be included:

- Proposed venue. Brief description of the hotel, accommodation facilities and halls;
- Company profile and contact data (up to 2 pages), including lists of clients and other similar

assignments;

- Copy of the company registration certificate and relevant licenses;
- Sample menu for lunches, dinners and coffee-breaks.

b) Financial proposal (in Euro), to be submitted strictly in accordance with the attached Financial proposal form. ***Proposals must indicate prices both with VAT included and 0 VAT.***

Both parts of the quotations should be stamped and signed by the company's authorized person and presented in pdf format.

Instruction for submission of the proposals and addressing questions

Proposals should be prepared in English or Russian languages and submitted by e-mail to both contact persons indicated below, not later than Thursday, 02 June 2016, 18.00 (Chisinau time). The following reference must be included in the e-mail subject line: RFQ no. 18/27.05.2016.

- Contact person at Promo-LEX Association: Nicolae Panfil, Program Coordinator, e-mail – nicolae.panfil@promolex.md.
- Contact person at EPDE: Adam Busuleanu, Program Manager, e-mail – busuleanu@european-exchange.org.

For any clarification questions, the potential bidders should contact first the project partner in Ukraine – Committee of Voters of Ukraine (CVU); contact person – Natalia Lynnyk, Deputy Director General, Program Director CVU, CDMA (+38044) 2299730, mob. (+38) 0503426123, e-mail – nata@cvu.kiev.ua. In case of questions that can't be answered by the project partner, the potential bidders may contact also the above mentioned representatives of Promo-LEX and EPDE.

Overview of the evaluation process and award criteria

Quotations will be evaluated based on the technical proposal and the total cost of the services. The evaluation will be carried-out by an evaluation panel composed of the representative of Promo-LEX and EPDE Secretariat in a two-step process. Technical proposals will be evaluated for technical compliance prior to the comparison of the prices. The following evaluation criteria will be applied:

- Technical responsiveness/full compliance and total price;
- Min. 2 years of experience in the field;
- Acceptance of Promo-LEX and EPDE terms and conditions.

Promo-LEX and EPDE shall award a Service Contract based on the lowest-priced and most technically acceptable offer.

Promo-LEX and EPDE terms and conditions for this Request for proposals

Right to vary requirements at the time of award – Promo-LEX and EPDE reserves the right at the time of award of the contract to increase or decrease by up to 15% the volume of the services specified in this RFQ without any change in unit prices and/or other terms and conditions.

Payments terms – Promo-LEX and EPDE will pay a maximum of 50% of the total cost of services in advance to the event and the rest of 50% upon receipt of the invoices and Acts of service delivery as specified in the contract.

Contracting the requested services – the selected service provider will sign both with Promo-LEX and EPDE/CVU service contracts based on the proportion of the contribution of each organisation to the event;

Fraud and corruption – Promo-LEX and EPDE and CVU are committed to preventing and identifying and addressing all acts of fraud against the organisations, as well as against third parties involved in our activities. Promo-LEX and EPDE

applies a zero-tolerance policy on gifts and hospitality. Suppliers are therefore requested not to offer gifts or other hospitality to the personnel of the organisations.

Information about organisations

Promo-LEX Association is a non-governmental, apolitical and non-profit organization registered on 19 July 2002 and operates throughout the Republic of Moldova. Promo-LEX mission is to help develop democracy in Moldova, including the Transnistrian region, by promoting and defending human rights, monitor democratic processes and strengthening civil society. For more information, please visit www.promolex.md.

The European Platform for Democratic Elections (EPDE) was created in Warsaw on December 12, 2012 by 13 civil society organizations supporting or conducting citizens' election observation in the states of the Eastern Partnership, the Russian Federation and the European Union. EPDE improves the professional quality of the election observation organisations through development and implementation of unified standards and comparable observation methods in Europe's new democracies. EPDE encourages, trains and defends those experts and citizens who stand up for transparent and equal suffrage wherever it is at risk all over Europe – be it in the European Union's member states, in the Eastern partnership countries or in the Russian Federation. For more information, please visit www.epde.org.

[Promo-LEX_EPDE_Financial Proposal Form](#)

Terms of reference: Promo-LEX Association is hiring an International Expert on political parties funding

Ref. no. 07 from 08.12.2015

1. Background

In December 2015 Promo-LEX Association (Moldova), with the financial support of the British Embassy in Chisinau, through the Good Governance Fund, have launched a four months project aimed to contribute to the improvement of the political parties' funding regulations and civic oversight.

In April 2015 the Parliament adopted the law no. 36 on political parties and campaign funding which introduced a series of important regulations with regard to state funding of political parties, limitation of donations, monitoring and audit of the funds of political parties, sanctions for illegal funding of the political parties and election campaigns etc. The Central Election Commission became responsible for the implementation of the law as well as for the control over the political parties funding.

Still, a series of additional issues (i.e. lack of transparency of the "de facto" income of the political parties, dependence of the political party funding only from several donors, party membership fees are not collected due to the lack of record of the political parties' members, lack of a mechanism for monitoring of the undeclared funds of the political parties/election candidates etc.) that have been observed by Promo-LEX Association while monitoring the 2014-2015 elections, needs to be additionally explored in order to ensure further improvement and implementation of the

law, as well as civic monitoring of political parties funding.

In this context, by implementing the project “Fighting political corruption in the Republic of Moldova by improving political parties’ funding regulations and civic oversight”, Promo-LEX plans to elaborate a comprehensive analysis of the current strategies, practices and tools used by the political parties to fund their activities and a methodology on civic monitoring of political parties funding.

2. Description of the International Expert tasks

Promo-LEX Association is looking to select an International Experts on political parties funding who will work for 20 days during the project period, together with the National/Promo-LEX expert towards accomplishment of the following specific tasks:

- elaborate the structure of the study on strategies, practices and tools used by the political parties to fund their activities in Moldova;
- develop the methodology for the study (the interview grid and/or questionnaires for data collection in the regions + guidance for monitors on how to conduct interviews in the regions);
- analyse the national legal framework and practices on political parties funding from the perspective of the international obligations and best practices;
- participate as a trainer at the workshop for Promo-LEX civic monitors (who will further collect relevant data on political parties’ funding from the regions);
- assist and consult the National Expert on data collection and analysis for the study;
- support the National Expert on elaboration of a methodology on civic monitoring of political parties’ funding;
- Participate at public events organized within the project for the presentation of the results/outcomes (if

necessary or requested by Promo-LEX).

3. Timeframe, deliverables and honoraria

During December 2015 – March 2016 the International Expert will work for 20 days, both at distance (via e-mail, skype etc.) and in the country. The International Expert will provide to Promo-LEX the following deliverables:

- Structure of the study (draft version), as agreed with the National Expert;
- Methodology of the study, including data collection tools and relevant guidance on how to apply it;
- Input to the study with regard to the national legal framework and practices on political parties funding as compared to the international obligations and best practices in this area;
- Study on political parties funding in Moldova (draft version), as elaborated with the National Expert;
- A report on consultancy/assistance offered to the National Expert with regard to data collection/analysis for the study and on the methodology on civic monitoring of political parties funding.

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, political science, public administration, public policy, finances, management or other relevant fields.
- **Experience:** at least 5 year of working experience on the topic of political parties/campaign funding; at least two years of consultancy/training experience; relevant research experience and advanced knowledge/abilities in elaborating research methodologies/studies; previous

experience in consultancy/assistance for a donor organization, governmental institutions, NGO/think-tank in the East-European / Eastern Partnership area is 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 an asset. Experience in the usage of computers and office software packages (MS Word, Excel, etc.);
- **Availability to deliver the required services** and products starting from December 2015;
- **Other required skills:** deep analytical skills, excellent self-organizing and good communication skills;

5. Method of application

Interested experts should send below listed documents to nicolae.panfil@promolex.md by **December 22, 2015 (6 P.M. Chisinau time)**, with the subject line entitled "Application_International_Expert_Full name":

- **CV** (max. 3 pages, please include contact phone and/or Skype ID for an eventual interview);
- **Name and contact data** of two persons/organizations for further recommendations;
- **List of publications** on political parties funding (if any) and **availability statement**;
- **Financial offer** (expected rate per day, in Euro).

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 December 16, 2015 (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 December 18, 2015.

6. Short description of the 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 for selection of National Consultants

Programmatic Cooperation Framework (PCF)
Thematic programme V.1: Electoral assistance: reforming

electoral practice

Action 5: Reforming electoral legislation and practice, and developing regional co-operation in electoral matters

Terms of Reference

Within the framework of a service contract financed by the Council of Europe, Promo-LEX Association (Moldova) is looking for 6 National Consultants from Moldova, Ukraine, Belarus, Georgia, Armenia and Azerbaijan to participate in a study on women's participation in politics and decision making processes in the EaP countries

1. Background of the Study and Scope of Work

Within the framework of the above mentioned service contract Promo-LEX is planning to conduct a study on women's participation in politics and decision-making processes in the Eastern Partnership countries (Armenia, Azerbaijan, Belarus, Georgia, Moldova and Ukraine).

The aim of the study is to engage the civil society organisations in promoting women in the decision making process in the EaP region. In order to accomplish this goal, Promo-LEX Association plan to realise with the support of gender consultants from the EaP countries a study comprising two components:

- A complex research of the situation of women participation in politics and decision making process, containing six comprehensive studies of this issue in each EaP country and
- The Index of women participation in politics and decision making process in the EaP countries.

□2. Job description

a. Participate in the elaboration of the methodology of the Study and assist the International Experts in its conduct;

b. Participate in a two-day workshop (mid -end of July 2015) dedicated to the fine tuning of the methodology and familiarization with the tools that would be used for the realization of the Study;

c. Elaborate a chapter (10-15 pages) of the Study on women participation in politics and decision making process based on the experience of the country of origin by looking into the following issues but not exclusively (component I of the Study):

- Legal barriers that hinder women participation in politics and/or decision making process (role of specific laws, electoral system etc.);
- Profile of the women involved in politics and/or decision making process (social profile of the politically active women – age, social status/roles, education, income etc.);
- Factors that motivates and/or discourage women engagement in politics (political parties) and/or decision making process (objective and subjective factors);
- Opportunities and challenges for women engagement in politics (political parties) and/or decision making process;
- Area of interventions for further enhancement of women participation in politics and decision making process (political parties' mechanisms of attracting, selecting, training and promoting women as politicians, parties' level of internal democracy, social stereotypes, social-economic problems etc.);

d. Collect relevant statistical data for the realization of the Index on women participation in politics and decision making process in the EaP countries (under guidance of the International Experts), (component II of the Study);

e. Apply different data collection methods, including in-depth

interviews with the relevant stakeholders for the identification of the challenges and opportunities for women engagement in politics and/or decision making process;

f. Assist the International Experts with the analysis and interpretation of the data collected for the Index.

3. Timeframe, workload and deliverables

The data will be collected during June 1 – November 30, 2015. During this period the National Consultants are expected to be engaged for about 16 working days. Nevertheless, the National Consultants will stay available to consult the Promo-LEX project management team and International Experts during the entire period of the project. Thus, Promo-LEX Association will apply a result based approach, meaning that the National Consultants will be paid in one or two tranches after the receipt of the project deliverables and accomplishment of the tasks.

For each of the project/Study components the National Consultants will have to provide distinct deliverables:

- A chapter (10-15 pages) of the Study on women participation in politics and decision making process based on the experience of a specific EaP country;
- The data collected for the realization of the Index on women participation in politics and decision making process (completed questionnaires, transcription of the interviews etc.);
- A short activity report elaborated on the basis of the participation at the two-days workshop, organization of the meetings with relevant stakeholders and assistance offered to the International Experts in implementing the research methodology and their study visits in the EaP countries.

4. Criteria for selecting the expert(s)

The National Consultants must meet the following criteria:

- Be a national of EaP countries (Moldova, Ukraine, Belarus, Georgia, Armenia and Azerbaijan)
- University degree in law, political science, public policy, management or other relevant fields;
- Very good knowledge of the gender problems and election realities in the EaP area, with focus on the expert's country of residence;
- Minimum 5 years of relevant experience in planning and conducting initiatives for women empowerment and gender mainstreaming in politics and decision making process;
- Extensive experience in conducting researches, studies on gender and/or election related issues, specifically on women engagement in politics and decision making process;
- Proven experience in collecting and analysis of statistical data;
- Experience in delivering election related trainings, assistance to the civil society organizations and/or election authorities on different gender related issues;
- Previous working experience on similar assignments in the Eastern Partnership countries would be considered an advantage;
- Deep analytical and writing skills;
- Excellent self-organization skills;
- Ability to work in sensitive political environments;
- Good communication skills;
- Fluent in English and good command of Russian.

5. How to apply

The interested persons will send below listed documents to info@alegeliber.md by 29th of May 2015:

- CV (max. 3 pages)
- A short letter of interest stating his/her interest for participation in the study development as well as the availability during June-November 2015 period.
- The expected net honoraria for the completion of the

above mentioned tasks and delivered products.

DOC – [TermsofReferenceforNationalConsultants](#)

Cerere de oferte de prețuri pentru achiziționarea/elaborarea și imprimarea materialelor de vizibilitate

Nr. ref. din 12 08.04.2015

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 își desfășoară activitatea pe întreg teritoriul Republicii Moldova. Asociația Promo-LEX a fost înregistrată la Ministerul Justiției al Republicii Moldova la 19 iulie 2002.

Informație de context: În perioada 15.09.2014 – 14.09.2015, Asociația Promo-LEX implementează Programul Consolidarea Alegerilor Transparente în Moldova. În cadrul programului va fi desfășurată Misiunea de Monitorizare a Alegerilor Locale 2015.

Scopul general al anunțului este identificarea și selectarea unei sau mai multor oferte comerciale pentru elaborarea materialelor de vizibilitate necesare efortului de monitorizare a alegerilor, după cum urmează:

Pixuri cu logo

- Elaborare design (brandare);
- Culori 2+0 (logo-ul Promo-LEX);
- Pix plastic cu clips din plastic (culoare albă);
- Nr. unități – 2000 bucăți;

Insigne plastic

- Elaborare design (brandare);
- Forma – rotundă;
- Dimensiune – raza cercului de 1,5 cm;
- Material – plastic, culoare albă;
- Culori 2+0 (logo-ul Promo-LEX);
- Nr. unități – 1500 bucăți;

Insigne metal

- Elaborare design (brandare);
- Material – metal,
- Forma – logo-ul Promo-LEX taiat pe contur (vedeți [AICI](#) modelul de insignă);
- Dimensiuni – L = 2,5 cm; h= 9 mm
- Culori – sur metallic și/sau cu literele vopsite în violet;
- Nr. unități – 200 bucăți;

Torbe/Pungi de pânză

- Elaborare design (brandare);
- Tip material: bumbac sau nailon;
- Culori imprimare: 2+0;
- Tip imprimare: imprimare serigrafie;
- Dimensiuni: 360x400mm;
- Nr. unități: 1600 bucăți;

Brățări

- Tip material: silicon
- Culoare brățară: alb sau violet
- Culori imprimare : violet cu gravură sau alb cu gravura
- Lungimea cercului: 18 cm
- Nr. unități: 1600 bucăți;

Funie petru ecuson

- Tip material: bumbac
- Culoarea funiei: albă
- Culori imprimare: 1+0 (violet)
- Dimensiuni: lățime 2-2.5 cm, lungime 85 cm;
- Nr. unități: 1500 bucăți;

Genți

- Tip material: nailon, poliester sau pânză mai densă pentru a asigura impermeabilitatea genții
- Culoarea: neagră (toate gențile trebuie să fie de aceeași culoare)
- Culori: 2+0 (1 logo + text)
- Dimensiuni: 410 MM x 300 MM x 40 MM, cu două-trei compartimente în interior și curea pentru umăr
- Nr. unități: 100 bucăți.

Dosarul de aplicare trebuie să conțină următoarele documente și informații:

- Certificatul de înregistrare al companiei / Licența;
- Oferta comercială va include prețul pentru fiecare tip de material de vizibilitate indicat mai sus în MDL. **Oferta trebuie să includă prețul atât cu TVA cât și cu cota TVA 0 (condiție obligatorie);**
- Fotografii unor materiale de vizibilitate similare realizate anterior;
- Minim 2 referințe la beneficiari anteriori (cu date de contact incluse).

Dosarul de aplicare mai trebuie să conțină:

- Datele de contact ale ofertantului;
- Numele persoanei de contact;
- Date bancare;
- Semnătura persoanei autorizate;
- Ștampila umedă a ofertantului.

Dosarul de aplicare trebuie completat în limba Română și expediat prin email la adresa nicolae.panfil@promolex.md cu mențiunea „**Ofertă comercială pentru achiziționarea/elaborarea și imprimarea materialelor de vizibilitate**”.

Criterii de selecție a ofertantului:

- Experiența ofertantului (companiei candidate): prezența pe piață, clienți fideli/referințe;
- Calitatea materialelor de vizibilitate;
- Preț competitiv, inclusiv cu respectarea raportului preț-calitate.

Termenul limită de depunere a dosarelor de aplicare este: 15 aprilie 2015, ora locală 18.00.

TERMEN LIMITĂ DE REALIZARE A MATERIALELOR DE VIZIBILITATE – 23 APRILIE 2015.

Dosarele de aplicare incomplete sau care vor fi depuse după termenul limită nu vor fi examinate.

***Doar ofertanții preselecțaiți vor fi contactați.**

Pentru informații suplimentare: Nicolae Panfil, Coordonator de proiect, GSM: 079381842 sau nicolae.panfil@promolex.md.