
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;
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- Acceptance of Promo-LEX and EPDE terms and conditions.

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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;

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[Promo-LEX_EPDE_Financial_Proposal_Form](#)

REQUEST FOR QUOTATIONS RFQ
No. 18/27.05.2016 –

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Context

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- Contact person at Promo-LEX Association: Nicolae Panfil,
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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](#)

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 preselecțați vor fi contactați.**

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

European Platform for Democratic Elections (EPDE) is hiring a team of international experts

Terms of reference

European Platform for Democratic Elections (EPDE) is hiring a team of international experts for the Presidential Elections in Ukraine

1. Background of the Experts' Mission and Scope of Work

In December 2013 European Exchange (Germany), Promo-LEX Association (Moldova) and International Society for Fair Elections and Democracy (Georgia), with the financial support of the European Union, have launched in the framework of the European Platform for Democratic Elections (<http://www.epde.org/en/>) a two years project[1] aimed to support the democratization of the EaP countries by enhancing the role of civil society organizations in promoting free, fair and democratic elections.

In the framework of the project, Promo-LEX Association and partner organizations (Action Management Team, AMT) will deploy an Experts' Mission to the Presidential Elections in Ukraine, planned to be held on May 25, 2014. It is envisaged that the Experts' Mission will concentrate on one or both of the following aspects: need-based support and assistance offered to EPDE platform members in Ukraine to run independent election observation efforts and analysis/expertise of the

main problematic issues related to the electoral policies and legislation in the eve of the Early Presidential Elections in Ukraine.

Taking into consideration the specific of the social-political situation in Ukraine, based on the recommendations made by the Ukrainian EPDE members, the Experts' Mission will focus on the following specific objectives:

- To analyze the impact of the conflicts in the South-Eastern regions of Ukraine and in the occupied territories on the conduct of Presidential elections (potential security threats for the conduct of elections and election observation, security of the observers, information/internet security etc.);
- To assist EPDE member organizations from Ukraine (upon request) on the planning and implementation of their own election related activities (election observation and citizens' involvement in monitoring of the electoral processes, organization of civic engagement activities/informational campaigns etc.);
- To monitor the conduct of the election campaign, particularly from the perspective of occurrence of such problems as abuse of official position (administrative resources), voters' bribery, unsatisfactory activity or sabotage of the work of the electoral bodies and law enforcement agencies.

2. Description of the Experts' tasks

The AMT is looking to select a team of international experts who will be capable to accomplish the above mentioned objectives. The members of the Experts' Mission will be assigned the following specific tasks:

- Analyze the legal framework and the electoral background of the Presidential elections in Ukraine;
- Review the election observation reports of previous

national and international EOM, media and other sources for the identification of the most problematic issues connected to the elections;

- Conduct field research in Ukraine;
- Hold meetings, interviews or focus groups with relevant stakeholders for an in-depth analysis of the most problematic issues related to the elections;
- Elaborate tools, guidelines and relevant documents that will be used by the EPDE Expert's mission during the Election Day;
- Offer assistance (upon request) to the Ukrainian partners (consultations, analysis of documents, trainings/workshops etc.), including at distance (via e-mail, Skype etc.);
- Collect relevant information for the reports, statements that will be elaborated in the framework of EPDE;
- Formulate recommendations that would further improve the law on election of the President of Ukraine;
- Elaborate the interim and final reports of the EPDE Expert's Mission;
- Participate in the presentation of EPDE reports, statements in Ukraine and, contingent on the experts' availability, participate in the presentation of the final report of the mission at the international level;
- Other relevant tasks.

3. Timeframe, deliverables and honoraria

EPDE Experts will work for about one month during the period April 17-June 30, 2014 (this period includes also the eventual second round of the Presidential Elections). Also, contingent on the experts' availability, in the end of the EPDE mission a representative of the experts' team may be invited to present the final report in Berlin or Brussels in the course of an international event organized by EPDE. The experts' team will have to provide to the AMT two short reports on their activity (interim and final reports) as well as to elaborate two

analytical reports (interim and final reports). The analytical reports will be done in accordance with the Mission's Action Plan and structure that will be adopted in the beginning of the activity. The honoraria will be paid in the end of the Experts' mission contingent on the delivery of the services. The amount of the honorarium is negotiable but will not exceed 1500 Euro net/expert.

4. Criteria for selecting the experts

The Action Management Team (AMT) is recruiting a team of international experts that will act together as an EPDE Experts' Mission to the Presidential Elections in Ukraine. The international experts must meet the following criteria:

Education:

- University degree in law, political science, public administration, public policy, management or other relevant fields.

Experience:

- Relevant experience for the accomplishment of the above mentioned objectives;
- Experience in delivering election assistance to the civil society organizations and/or election authorities;
- Experience in election observation (Core team, LT0), preferably in Ukraine and/or other EaP countries;
- Working experience of at least 3 years with the NGO sector or international organizations / donors from EU/EaP countries, preferable in the area of elections, human rights and democratization;
- Good understanding of the political processes in Ukraine, specifics of elections etc.;

Other required skills:

- Deep analytical and presentation skills;

- Excellent self-organization skills;
- Ability to work in sensitive political environments;
- Good communication skills;
- Fluent in English or Russian, Ukrainian would be considered an asset.

5. Method of application

The interested experts should send below listed documents to info@alegeliber.md by 10th of April 2014:

- CV (max. 3 pages, please include contact phone and/or Skype ID for an eventual interview) and
- a letter of intention (stating his/her area of expertise and how can the expert contribute to the accomplishment of at least one of the above mentioned objectives, motivation/interest for participation in the EPDE Experts' Mission, as well as the availability during the April-June period, including the availability to travel to Ukraine).

6. Short description of the European Platform for Democratic Elections (EPDE)

On 12th of December 2012, 13 civil society organizations supporting or conducting citizens' election observation in the states of the Eastern Partnership, the Russian Federation and the European Union have launched the "European Platform for Democratic Elections" (EPDE) in Warsaw. The aim of the EPDE is to assist citizens' election observation in the countries of the Eastern Partnership and in the Russian Federation, and to contribute to democratic election processes throughout Europe. The European Platform of Election Observation will improve the professional quality of its members through development and implementation of unified standards and methods of election observation. EPDE will encourage, train and defend 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.

[1] The project "Setting up a civil society platform for the development of democracy and voters' rights in the Eastern Partnership countries".

Promo-LEX Association and Association for Efficient and Accountable Governance is selecting an International Expert

During the period 19.09.2012 – 19.09.2014, Promo-LEX Association, in partnership with Association for Efficient and Accountable Governance (AGER) will implement the Project "Monitoring justice sector reform for increased Government's accountability". The project is funded by the European Union through the European Instrument for Democracy and Human Rights.

The overall objective of this action is to strengthen the capacity of the civil society to perform democratic oversight of the reform processes undertaken in the Republic of Moldova.

The project will concentrate its efforts in monitoring the implementation of the JSRS throughout the country by involving a network of 43 national observers. In Chisinau, experts will

also provide input on legislative drafts, adopted laws and regulations, on their conformity with the declared reform objectives and European standards.

During the first stage of the project, a Monitoring and Evaluation Methodology should be designed. It will then be applied throughout the project for assessing the progress made in implementing the JSRS.

In this regards, **Promo-LEX and AGER request for expression of interest from International Expert**, who will, in cooperation with one National Expert, develop the M&E Methodology and a concise advocacy toolkit, which will help the implementing organizations to promote their recommendations among stakeholders.

The international expert is expected to perform the following tasks:

- Lead and manage the mission;
- Design the detailed monitoring and evaluation scope and methodology (including the methods for data collection and analysis) and of the advocacy toolkit;
- Decide the division of labour within the experts' team;
- Participate in half day presentation and launching conference;
- Lead the one and half day training session on M&E techniques for the observers;
- Submit the final version of the M&E methodology and the advocacy toolkit.

Qualifications of Expert

Qualifications:

- Master degree in law, human rights or public policies.

General Professional Experience:

- Minimum 8 years of relevant professional experience in justice and home affairs sector;
- Experience in developing M&E methodologies shall constitute

strong advantage.

Specific Skills:

- Fluency in written and oral English. Good working knowledge of Romanian or Russian language will constitute strong advantage.
- Excellent understanding of the central public authorities reform strategies and approaches, with focus on justice sector;
- Good communications skills with relevant stakeholders;
- Recent previous working experience in Moldova and Eastern European countries is an advantage.

To apply, interested candidates should submit the following documents:

- CV;
- The technical offer, comprising a concept of the M&E Methodology to be developed;
- Financial offer;
- List of activities/outputs produced previously, relevant to this assignment

For further details, please consult the attached [ToR](#).

The application should be submitted in English at:
olga_manole@promolex.md

Deadline for submitting applications: 10 October 2012

For additional information please contact:

Olga Manole, Project Coordinator.

Tel: (+373 22) 44 96 26

Fax: (+373 22) 45 00 24

E-mail: olga_manole@promolex.md

*** Please note that only shortlisted candidates will be contacted.**

DOC – [ToR_International_Expert](#)