

The Association for Participatory Democracy “ADEPT” announces the competition for purchasing strategic planning services

1. THE ORGANIZATION’S PROFILE

Mission

The Association for Participatory Democracy “ADEPT” is a nongovernmental, apolitical, not-for-profit public association based in Chisinau. ADEPT’s mission is to promote democratic values and to support citizens’ active participation in public life to develop and strengthen participatory democracy.

Principles

ADEPT operates under the principles of freedom of association, autonomy, lawfulness, publicity and transparency, equality of the rights and obligations of all of its members in line with good democracy principles, freedom of expression for all of its members and their access to any information related to the business of the Association, self-administration, and self-management.

Values

In its business, ADEPT promotes national and civil values and interests, democracy, rule of law, partnership, and open competition and observes the ethical norms of the non-commercial sector.

Work areas

ADEPT works in three key areas to accomplish its mission:

- Monitoring of the government
- Monitoring of elections
- Monitoring of the work of political parties

2. THE PURPOSE OF THE CONTRACT

ADEPT intends to hire a Consultant / Consultancy (hereinafter referred to as “the Consultant”) to develop the Theory of Change and the Organization’s Strategy for the years 2020 through 2024.

As part of this assignment, the Consultant will perform the following specific tasks:

- I. Contributing to the development and validation of the Theory of Change of relevance to ADEPT*

The Consultant will organize and facilitate a participatory process (a workshop and interviews with stakeholders) to develop and validate the Theory of Change for ADEPT.

- II. Developing the ADEPT’s Strategy for the years 2020 – 2024*

Based on the Theory of Change developed and validated earlier on, the Consultant will:

- analyze ADEPT’s work over the past three years, using appropriate analytical tools;
- develop the rough structure and key components of the new organizational Strategy;
- facilitate a three-day workshop in strategic planning;

- present a version of the strategy that will include the results of the defining of the Theory of Change and the strategic planning to ADEPT and its Coordination Board; and
- improve and finish the strategy based on the comments and advice offered by the Coordination Board and the interviewed stakeholders.

3. HODOLOGY METHODOLOGY

The Consultant will develop the documents in Romanian or English through a participatory process involving the ADEPT team and the Organization's Coordination Board. The Consultant will submit a preliminary report describing the methodology, phases, and concrete tasks necessary to complete the assignment. ADEPT expects the Consultant to apply appropriate quantitative and qualitative methods that must include the review of ADEPT's charter documents and selected deliverables and the organization of interviews with selected members of personnel and beneficiaries/donors, as well as other methods that the Consultant may deem appropriate.

4. DELIVERABLES

The Consultant will present the following deliverables:

1. A preliminary report with a detailed description of the methodology used for the assignment;
2. A report setting out the Theory of Change developed and validated through a participatory process;
3. A rough structure of the new organizational Strategy, including its key components;
4. Facilitation of a three-day workshop in strategic planning;
5. A summary of the tasks, discussions, conclusions, and recommendations carried out/developed during the strategic planning workshop;
6. A preliminary version of ADEPT's new Strategy for the years 2020 – 2024, that will be submitted to the Coordination Board; and
7. The final version of the Strategy.

All deliverables will be produced in Romanian or English. The deliverables format will be agreed with the Consultant upon the signing of the contract.

5. SERVICE PROVISION PERIOD

The period for developing ADEPT's new Strategy for the years 2020 – 2024 is **July through October 2019**.

6. REQUIREMENTS FOR THE CONSULTANT

The Consultant (an individual or a consultancy) must have:

- proven experience of at least three years in organizational evaluation and strategic planning for the non-commercial sector;
- robust project management experience;

- excellent analytical, systematization, reporting, writing and communication skills;
- excellent command of Romanian and/or English;
- higher education degree.

7. APPLICATION FILE

The application file will be in Romanian or English and will contain:

1. A cover letter with references to relevant previous experience;
2. An outline of the methodology that the Consultant will use for the assignment (main steps, approach, and methods);
3. A tentative timeline for the performance of the tasks;
4. A resume with two relevant references from previous employers and clients (last and first names, contact information);
5. A financial offer in Moldovan leis (MDL).

8. APPLICATION PROCESS

All interested persons are invited to file their applications by **July 21, 2019**. Applications must be emailed to adept@e-democracy.md with the note “**Strategic planning**” in the subject line. For more information, please, call on +373 22 21 34 94.

9. SELECTION CRITERIA

The evaluation of the offers will be based on the price/quality relationship.

<i>Criteria</i>	<i>Highest score</i>
<i>Technical</i>	
Methodology proposed for the assignment	25
Expertise, knowledge, and experience in project management	15
Experience in strategic planning, monitoring, and evaluation	15
Familiarity with the functional setting of the non-commercial sector, and experience of working with the non-commercial sector	20
Master’s degree (MA) in a relevant field (management, law, public administration, public policies, etc.)	5
<i>Financial offer</i>	20
<i>TOTAL</i>	100