

Project title	Strengthening Parliamentary Democracy in Moldova (PADEM)		
Form title	Service Provider for Supporting 3 ex-post impact analyses reports	Version	1.0

Terms of Reference: Service provider for supporting 3 ex-post impact analyses reports

Project	Strengthening Parliamentary Democracy in Moldova (PADEM)
Start/end date	April 2026 - December 2026
Inputs	The Service Provider is commissioned to provide technical advice, organizational support, and on-the-job assistance to 3 Parliamentary Standing Committees to conduct one ex-post impact analysis each, in strict accordance with the Parliament's ex-post evaluation methodology and the 2026 evaluation plan.
Location and travel arrangements	<p>Diagnosis and planning phase To be conducted at the Parliament's premises and through meetings with relevant stakeholders in Chisinau.</p> <p>Implementation phase Committee working sessions, public hearings, and final report presentations will be held in Chisinau, at the Parliament premises, or throughout Moldova, at the premises arranged by the Parliament.</p> <p>Logistical responsibility The Provider acts as an integral organiser. No international travel is foreseen for the provider's experts.</p>
Supervision	<p>Overall approval of deliverables is with the PADEM Project Team Leader while the financial processing lies with the Project Supervisor. Technical Supervision will be provided by the PADEM Component 2 Leader regarding methodology and content.</p> <p>The Provider will ensure seamless coordination with the Parliamentary Standing Committees and the Parliament Secretariat.</p>
Number and title of the activity according to the PADEM Document and YOP1	<u>2.2 Design and implement pilot actions on post-legislative scrutiny.</u>

1. BACKGROUND INFORMATION

1.1. The project description

The Strengthening Parliamentary Democracy in Moldova (PADEM) project is a four-year strategic initiative (2025–2029) funded by the Swiss Agency for Development and Cooperation (SDC) and implemented by DAI Global Belgium. The overarching goal of the project is to ensure that Moldovan society is politically represented by a well-functioning Parliament that guarantees transparent, fair, evidence-based, and inclusive legislative processes. The project operates through three interconnected components. This assignment falls under Component 2: Parliamentary Oversight, which aims to institutionalize consistent oversight and strengthen the Parliament's capacity to evaluate the implementation and impact of adopted legislation.

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1.2. Political context and rationale

A strong parliamentary research and oversight function serves as a critical pillar of good governance. To effectively exercise executive oversight, it is imperative that Parliament possesses the analytical tools to scrutinize government policies and their implementation. In 2018, the Standing Bureau of the Parliament adopted Decision No. 2/2018 approving the Methodology for the ex-post evaluation of the implementation of normative acts. However, the capacity of Parliamentary Standing Committees (PSCs) to conduct ex-post impact assessments remains modest and requires practical, on-the-job capacity building. Through the adoption of Decision No. 5 of March 4, 2026, the Parliament established a clear Ex-Post Evaluation Plan for 2026, prioritizing specific laws for impact analysis.

1.3. Intervention strategy and philosophy

PADEM moves beyond traditional training to foster sustainable change based on partner-led problem-solving and the creation of "pockets of good practice". By working directly with specific PSCs to pilot post-legislative scrutiny actions, the project intends to demonstrate a "proof of concept". This assignment will employ a co-design approach, working with motivated "Change Champions" within the committees to ensure that the newly piloted practices are owned by the Parliament and can be scaled up.

1.4. Scope of the assignment

This assignment focuses on providing dedicated technical and organizational assistance to 3 Parliamentary Standing Committees to conduct an ex-post impact analysis on one specific law each, as mandated by the 2026 Plan. The Service Provider will guide the committees through the entire evaluation cycle—from planning and data collection to public consultation and final reporting—ensuring strict adherence to the 2018 Ex-Post Methodology.

2. OBJECTIVES AND EXPECTED RESULTS

2.1 General objective

To ensure the Parliament conducts its oversight function in a more consistent and effective manner by increasing the capacity of Parliamentary Standing Committees to conduct ex-post impact assessments and post-legislative scrutiny.

2.2. Assignment objective

To design and implement pilot actions on post-legislative scrutiny by supporting 3 designated PSCs in producing high-quality ex-post impact analysis reports on targeted legislation, culminating in public presentations by December 15, 2026.

2.3. Expected results

Three ex-post impact analysis reports

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Successfully drafted in collaboration with the PSCs, strictly following the structure outlined in Annex 3 of the 2018 Methodology.

Enhanced capacities

Improved practical skills of the participating MPs and committee consultants in data collection, stakeholder consultation, and impact analysis.

Public presentations

Three presentation events held at the Parliament premises to debate the findings with stakeholders.

Scale-up plan

A comprehensive document outlining lessons learned from the pilot interventions and a strategy to expand these practices to other committees.

3. SCOPE OF THE WORK

3.1 General

The Service Provider is requested to submit a technical concept detailing how they will deliver on-the-job support to the 3 committees. The assignment must be fully completed by December 15, 2026, and must operationalize the rules and procedures set in the Parliament's 2018 Methodology.

3.2 Specific activities

The Service Provider's concept must cover the following activities for each of the 3 targeted laws:

Planning the ex-post evaluation

Support the PSC consultants in establishing the scope, objectives, and indicators for the evaluation. Draft the Evaluation Plan according to Annex 1 of the Methodology.

Data collection and stakeholder mapping

Assist in identifying implementers, target groups, and interested parties (Annex 2 of the Methodology). Guide the committees in collecting both primary and secondary data (e.g., surveys, written declarations, official reports).

Facilitating consultations and public hearings

Provide organizational and methodological support to the committees in conducting consultations and public hearings with relevant stakeholders.

Drafting the report

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Support the analysis of the collected data and assist the committee consultants in drafting the final ex-post impact analysis report, ensuring it formulates clear options (e.g., maintenance, modification, succession, or cessation of the act).

Public presentation

Organize and facilitate a final presentation of the report at the Parliament for each committee.

Scale-up planning

Document the challenges and successes of the process and draft a scale-up plan for the PADEM project to replicate the exercise.

3.3 Target groups and key stakeholders

The assignment focuses exclusively on the following 3 Committees and laws, as per Parliament Decision No. 5/2026:

Committee for public finances control (Comisia pentru control al finanțelor publice) – Law no. 260/2017 regarding the organization and functioning of the Court of Accounts of the Republic of Moldova.

Committee for social protection, health and family (Comisia pentru protecție socială, sănătate și familie) – Law no. 133/2008 regarding social aid.

Committee for legal affairs, appointments and immunities (Comisia juridică, pentru numiri și imunități) – Law no. 246/2018 regarding notarial procedure.

4. DELIVERABLES AND REPORTING REQUIREMENTS

The service provider is expected to deliver the following outputs:

No.	Deliverable name	Description & content requirements	Indicative deadline
1	Inception report & action plan	A document outlining the operationalization of the Provider's proposed concept, tailored to the schedules of the 3 PSCs.	Week 3
2	3 draft evaluation plans (interim milestone)	Draft evaluation plans defining the scope, objectives, indicators, and stakeholder maps for the 3 selected laws, compliant with Annex 1 & 2 of the Methodology.	Week 6

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No.	Deliverable name	Description & content requirements	Indicative deadline
3	Interim report on data collection & Consultations	Evidence of primary/secondary data collection methodologies deployed and summaries of initial stakeholder consultations.	Week 14
4	3 Draft ex-post impact analysis reports	Comprehensive draft reports for each law, structured exactly according to Annex 3 of the 2018 Methodology (Executive Summary, Scope, Methodology, Context, Findings, Conclusions, Recommendations).	Week 20
5	Execution of 3 public presentations	Facilitation and logistical execution of a public presentation/hearing for each of the 3 drafted reports at the Parliament.	No later than Dec 15, 2026
6	Final assignment report & scale-up plan	Consolidated narrative report including the final scale-up plan for expanding post-legislative scrutiny to other PSCs.	December 15, 2026

Reporting Requirements and Language:

Working language

All administrative reports (inception, interim, final report/scale-up plan) shall be written in English.

Operational Language

All evaluation plans, draft reports for the committees, and public presentations must be in Romanian.

Format

Editable electronic formats (Microsoft Word, Microsoft Excel, PowerPoint, etc).

5. SUPERVISION

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5.1. Supervision and coordination

The Service Provider will work under the direct technical supervision of the PADEM Component 2 Leader. Overall technical quality assurance and contractual authority will be provided by DAI. Operational implementation must be coordinated closely with the respective PSC consultants and the Parliament Secretariat.

5.2. Professional conduct

The Provider is strictly required to maintain political neutrality, impartiality, and confidentiality throughout the assignment.

5.3. Intellectual property (IP)

All materials produced under this assignment (including the ex-post reports and scale-up plans) remain the exclusive property of the PADEM project (DAI/SDC) and the Parliament of Moldova. The Service Provider may not publish, reproduce, or claim authorship of any deliverables without prior written consent from DAI.

6. DATES AND DURATION

The assignment is expected to commence upon contract signature and must strictly conclude no later than December 15, 2026.

7. LOGISTICS

7.1 Main duty station

The main counterpart agency is the Parliament of the Republic of Moldova, including the 3 Parliamentary Standing Committees, located in Chişinău. Working sessions and presentations shall primarily be hosted within the premises of the Parliament.

7.2 Travel arrangements

International travel is foreseen as not preferable under this assignment, given the extensive opportunities of online and hybrid formats. However, if highly required, such needs should be agreed with PADEM. Any local transportation costs shall be organised and covered by the service provider and included in the proposed financial offer.

7.3 Support staff and backstopping

The provider shall maintain regular communication with PADEM's Component 2 Leader and coordinate directly with the Parliament on logistics and agenda approvals.

7.4 Facilities

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The service provider shall ensure all necessary facilities and services for public presentations if Parliament venues require supplementary technical support.

8. CANDIDATE SELECTION CRITERIA

Interested service providers (companies or consortia) must demonstrate the following qualifications and experience:

8.1. Entity qualifications (Company):

The Service Provider must demonstrate solid experience in parliamentary capacity building, public policy evaluation, or legislative scrutiny. A proven track record in applying complex evaluation methodologies and delivering consultancy services to state institutions in the Republic of Moldova is required.

8.2. Key experts profile (to be included in the proposal):

The Service Provider is expected to propose a team to cover the specific technical dimensions. It is recommended that there are specific experts, assigned to each of the three Parliamentary Standing Committees, according to the knowledge and skills required by each of the ex-post impact analyses tied to the respective laws under scrutiny.

9. SUBMISSION AND EVALUATION

9.1. Proposal submission requirements

Proposals must be submitted in English, comprising a Technical Proposal (max 15 pages) and a Financial Proposal as separate files. Include CVs of the Key Experts and samples of previous policy evaluations or research reports. The Financial Proposal must specify the Daily Fee and a separate budget line for Operational/Logistical Costs.

9.2. Submission Modality

Proposals must be submitted electronically to Hanna.KuulaVerbaan@dai.com no later than **22/06/2026**, Monday, COB.

Ensure the email subject line reads: PADEM Pilot Ex-Post Evaluation – [Applicant Name].

9.3. Evaluation and Selection Criteria

Selection will follow a competitive procurement process in line with donor (SDC/DAI) standards. Evaluation will be based on a Quality and Cost-Based Selection (QCBS) method, with the following weights:

- Technical Proposal: 70%
- Financial Proposal: 30%

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9.3.1. Technical Evaluation (70 points)

Technical proposals will be evaluated based on the following criteria (Maximum 70 points):

- 1. Company Experience and Local Knowledge (10 pts)**
- 2. Proposed Methodology, Approach, and Work Plan (35 pts)**
- 3. Key Experts and Team Composition (25 pts)**

9.3.2. Financial Evaluation (30 points)

Financial proposals will be scored based on the formula:

$$\text{Score} = 30 \times (\text{Lowest Price} / \text{Bidder's Price})$$

Financial proposals will be reviewed for cost realism, consistency with the technical approach, and compliance with ToR requirements. Unrealistically low or high budgets, or budgets lacking detail, may negatively affect the financial score.

9.3.3. Final Score and Award

The final score for each proposal will be the sum of the technical and financial scores. The contract will be awarded to the bidder with the highest final score, provided all eligibility and compliance requirements are met. In case the top-ranked bidder fails to conclude a contract, PADEM reserves the right to invite the next-ranked bidder for contract negotiations.